

MASTER CONSULTING AGREEMENT

THIS AGREEMENT is entered into as of the Effective Date (defined in Section 1.1 below) by and between Polk County (the “County”), a political subdivision of the State of Florida, situated at 330 West Church Street, Bartow, Florida 33830, CivilSurv Design Group, Inc. (the “Consultant”), a Florida corporation, located at 2525 Drane Field Road, Lakeland, Florida 33811, and whose Federal Employer Identification Number is 27-1816201.

WHEREAS, County owns and operates a variety of public facilities and improvements; and,

WHEREAS, County requires certain professional services in connection with the planning, design, permitting, and construction phase engineering services for water, wastewater, and reclaim water facilities and professional services to support regulatory permitting, planning, and compliance for the County’s potable water, wastewater, and reclaim water systems; and

WHEREAS, the County has solicited for these services via RFP 23-448, an advertised request for proposals (the “RFP”), and has received numerous responsive proposals thereto; and

WHEREAS, pursuant to the RFP, the County has selected the Consultant and the Consultant remains agreeable to providing the County the professional services described herein, and the Consultant represents that it is capable and prepared to do so according to the terms and conditions stated herein.

NOW, THEREFORE, in consideration of the mutual understandings and covenants set forth herein, the parties hereby agree, as follows:

1.0 Term

1.1 This Agreement shall take effect on the date of its execution by the County (the “Effective Date”).

1.2 The term of this Agreement shall be for a five (5) year time period, commencing upon the Effective Date and remaining in full force and effect thereafter, unless otherwise sooner terminated as provided herein.

2.0 Services to Be Performed by Consultant

2.1 Consultant shall perform the services as generally described in (i) the County’s Request for Proposals RFP 23-448, to include all attachments and addenda, and (ii) the Consultant’s responsive proposal thereto (collectively, (i) and (ii) are “RFP 23-448”) all of which are incorporated into

this Agreement by this reference, attached hereto as a composite Exhibit “A” and made a part of this Agreement, and as may be further specifically designated and authorized by the County, in writing (collectively, the “Services”). Such authorization will be referred to as a Consultant Services Authorization (“CSA”) or a Contract Purchase Order (“CPO”) and all provisions of this Agreement apply to the CSA/CPO with full force and effect as if appearing in full within each CSA/CPO. Each CSA/CPO will set forth a specific Scope of Services, maximum limit of compensation, schedule, liquidated damages and completion date, and shall become effective upon the due execution.

2.2 The Consultant is not authorized to undertake any project without a duly executed CSA/CPO, which shall specify the work to be performed and the time to be completed. Consultant recognizes that the County may employ several different consultants to perform the work described and that the Consultant has not been employed as the exclusive agent to perform any such services.

2.3 When the Consultant and the County enter into a CSA/CPO where the term of the CSA/CPO expires on a date that is later than the date that the Master Consulting Agreement (MCA) expires, the Consultant and the County agree that the terms of the MCA and any amendments, attachments or provisions thereof are automatically extended until the expiration (including any extension or amendment thereto) or full completion of the requirements of the CSA/CPO have been performed. Cancellation by the County of any remaining work prior to the full completion of the requirements of the CSA/CPO shall cause the terms of the MCA to terminate at the same time. This provision only applies when the expiration of the CSA/CPO extends beyond the expiration of the MCA. It does not apply when a CSA/CPO expires or is cancelled prior to the expiration of the MCA.

3.0 Compensation

3.1 General

3.1.1 The County shall pay Consultant in accordance with Exhibit “B”, "Fee Schedule", which is attached hereto and incorporated by reference as part of this Agreement. The fee schedule identifies all job classifications, which will perform billable services pursuant to this Agreement and the fee for each job classification. Performance of work by personnel in job classifications not listed on the fee schedule will result in nonpayment for such services.

3.1.2 Upon the mutual agreement of the parties, the Fee Schedule, as set out in Exhibit "B" may be adjusted by a written Amendment to the Master Consulting Agreement annually beginning one year from the Effective Date of this Agreement. Such amendment must be executed by both parties and shall operate prospectively only and shall not alter fee schedules for CSA's/CPO's in effect at the time of the amendment.

3.1.3 Compensation may be negotiated as a not to exceed price or a lump sum amount on a per-project basis, on each individual CSA/CPO.

3.1.4 In the event a not to exceed price is negotiated, compensation shall be billed and paid based on and in accordance with the Hourly Rate Schedule attached hereto and incorporated herein as Exhibit "B". The Hourly Rate Schedule identifies all job classifications which will perform billable services pursuant to this Agreement and the fee for each job classification. Performance of work by personnel in job classifications not listed on the fee schedule will result in nonpayment for such services.

3.1.5 Invoices must reference the applicable CSA/CPO number, using an invoice form approved by the County Auditor.

3.1.6 Each individual invoice shall be due and payable forty-five (45) days after receipt by the County of correct, fully documented, invoice, in form and substance satisfactory to the County with all appropriate cost substantiations attached. All invoices shall be delivered, as applicable based on the particular project:

Polk County Utilities Division
P.O. Box 9005, UT01
Bartow, FL 33830
Attention: Director

3.1.7 In order for both parties herein to close their books and records, the Consultant will clearly state "Final Invoice" on the Consultant's final/last billing to the County. This certifies that all services have been properly performed and all charges and costs have been invoiced to the County. Since this account will thereupon be closed, any and other further charges if not properly included on this final invoice are waived by the Consultant.

3.1.8 Payment of the final invoice shall not constitute evidence of the County's acceptance of the work

3.1.9 Invoices shall be accompanied by time and task records for all billable hours appearing on the invoice. Additional documents may be requested by County and, if so requested, shall be furnished by Consultant to County Auditor's satisfaction.

3.1.10 By submission of an invoice, the project manager or designated payroll officer is deemed to be attesting to the correctness and accuracy of time charges and requested reimbursements.

3.1.11 Pursuant to Section 3.1.4, if a not to exceed fee is negotiated, invoices shall be accompanied by time and task records for all billable hours appearing on the invoice. Alternatively, if a lump sum amount is negotiated, invoices shall be made upon the completion of each phase of the work in proportion to the Services performed, as specifically set forth in the applicable CSA or CPO. Additional documentation may be requested by the County and, if so requested, shall be furnished by the Consultant to the County Auditor's satisfaction.

3.2 Reimbursable

3.2.1 All requests for payment of out-of-pocket expenses eligible for reimbursement per the negotiated CPO or CSA shall be reimbursed in accordance with the County's Reimbursable Schedule, Exhibit "C", and include copies of paid receipts, invoices or other documentation acceptable to the County's Auditor. Such documentation shall be sufficient to establish that the expense was actually incurred and necessary in the performance of the Scope of Work described in this Agreement, CSA, or CPO.

3.2.2 Reimbursable Expenses are the actual, pre-approved, expenses incurred directly in connection with the applicable CSA or CPO, and include:

Sub-Consultant
Special Consultants

3.2.3 Mileage and associated travel costs shall be reimbursed in accordance with F.S. 112.061 and County policy for pre-approved out-of-county travel (excluding travel from home offices located outside of Polk County to the Polk County line).

3.2.4 All assets, i.e. durable goods, purchased as reimbursable expenses become the property of the County upon completion of the work for which the asset was utilized. All such assets must be surrendered by delivery to the Polk County Utilities Division offices upon demand, termination of the Agreement, or the conclusion of the project, whichever occurs first.

3.2.5 Consultant shall maintain a current inventory of all such assets.

4.0 Insurance

4.1 General Provisions

4.1.1 Consultant shall maintain, at all times, the following minimum levels of insurance and shall, without in any way altering their liability, obtain, pay for and maintain insurance for the coverages and amounts of coverage not less than those set forth below and provide the County with a Certificate of Insurance and an opportunity to inspect a certified copy of each policy applicable to this Agreement followed thereafter by an annual Certificate of Insurance satisfactory to the County to evidence such coverage before any work commences.

4.1.2 The County shall be named as an additional insured on all Consultant policies related to the project, excluding professional liability and worker's compensation. The Commercial General Liability and Worker's Compensation Liability policies shall contain a waiver of subrogation in favor of Polk County. All insurance coverage shall be written with an insurer having an A.M. Best Rating of a least the "A" category and financial size category of VIII.

4.1.3 The Consultant's self-insured retention or deductible per line of coverage shall not exceed \$25,000.00 without the permission of the County.

4.1.4 If there is any failure by the Consultant to comply with the provisions of this section, the County may, at its option, on notice to the Consultant, suspend the work for cause until there is full compliance.

4.1.5 County may, at its sole discretion, purchase such insurance at Consultant's expense provided that the County shall have no obligation to do so and if the County shall do so, it shall not relieve Consultant of its obligation to obtain insurance.

4.1.6 The Consultant shall not be relieved of or excused from the obligation to obtain and maintain such insurance amount and coverages.

4.1.7 All Consultant's subconsultants shall be required to include County and Consultant as additional insured on their General Liability Insurance policies.

4.1.8 In the event that subconsultants used by the Consultant do not have insurance, or do not meet the insurance limits, Consultant shall indemnify and hold harmless the County for any claim in excess of the subconsultants' insurance coverage.

4.1.9 The Consultant shall not commence work under this Agreement until all insurance required as stated herein has been obtained and such insurance has been approved by the County.

4.2 Comprehensive Automobile Liability Insurance. \$1,000,000.00 combined single limit of liability for bodily injuries, death and property damage resulting from any one occurrence, including all owned, hired, and non-owned vehicles.

4.3 Commercial General Liability. \$1,000,000.00 combined single limit of liability for bodily injuries, death and property damage, and personal injury resulting from any one occurrence, including the following coverages:

4.3.1 Premises and Operations:

Broad Form Commercial General Liability Endorsement to include Blanket Contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm); Personal Injury (with employment and contractual exclusions deleted); and Broad Form Property Damage coverage.

4.3.2 Independent Contractors:

Delete Exclusion relative to collapse, explosion and underground; Property Damage Hazards; Cross Liability Endorsement; and Contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm)

4.4 Umbrella (Excess) Liability Insurance. Umbrella Liability with limits of not less than \$1,000,000.00, exclusive of defense costs, to be in excess of all other coverages. Such coverage shall be at least as broad as the primary coverages above, with any excess umbrella layers written on a strict following form basis over the primary coverage. All such policies shall be endorsed to provide defense

coverage obligations.

4.5 Professional Liability Insurance. \$2,000,000.00 for design errors and omissions, inclusive of defense costs. The Consultant shall be required to provide continuing Professional Liability Insurance to cover each project for a period of two (2) years after the project is completed. Insurance requirements may vary depending on projects as determined by the County Director of Risk Management and Insurance. The County may require the Consultant to provide a higher level of coverage for a specific project and time frame.

4.6 Performance, Payment and Other Bonds. The Consultant shall furnish Performance and Payment Bonds specific to each project if required and agreed to under the CSA or CPO for the project.

4.7 Worker's Compensation. The Consultant shall provide, pay for, and maintain worker's compensation insurance on all employees, its agents or subcontractors as required by Florida Statutes.

5.0 Standard of Care

5.1 The Consultant has represented to the County that it has the personnel and experience necessary to perform the work in a professional and workmanlike manner.

5.2 The Consultant shall exercise the same degree of care, skill, and diligence in the performance of the Services as is provided by a professional of like experience, knowledge and resources, under similar circumstances.

5.3 The Consultant shall, at no additional cost to County, re-perform services which fail to satisfy the foregoing standard of care or otherwise fail to meet the requirement of this Agreement.

5.4 The Consultant warrants that all services shall be performed by skilled and competent personnel to the professional standards in the field.

6.0 Indemnification

6.1 General. Having considered the risks and potential liabilities that may exist during the performance of the Services and in consideration of the promises included herein, County and Consultant agree to allocate such liabilities in accordance with this Section.

6.2 Indemnification.

6.2.1 The Consultant, to the extent permitted by law, shall indemnify, defend (by counsel reasonably acceptable to County) protect and hold the County, and its officers, employees and agents harmless from and against any and all, claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses and expenses (including, without limitation, attorney's fees costs and expenses incurred during negotiation, through litigation and all appeals therefrom) whatsoever including, but not limited, to those pertaining to the death of or injury to any person, or damage to any property, arising out of or resulting from (i) the failure of the Consultant to comply with applicable laws, rules or regulations, (ii) the breach by the Consultant of its obligations under this Agreement, (iii) any claim for trademark, patent or copyright infringement arising out of the scope of Consultant's performance or nonperformance of this Agreement, or (iv) the negligent acts, errors or omissions, or intentional or willful misconduct, of the Consultant, its professional associates, its subcontractors, agents, and employees provided, however, that the Consultant shall not be obligated to defend or indemnify the County with respect to any such claims or damages arising out of the County's sole negligence.

6.2.2 The County review, comment, and observation of the Consultant's work and performance of this Agreement shall in no manner constitute a waiver of the indemnification provisions of this Agreement.

6.2.3 The Consultant agrees that it bears sole legal responsibility for its work and work product, and the work and work product of subconsultants and their employees, and/or for Consultant's performance of this Agreement and its work product(s).

6.3 Survival. Upon completion of all Services, obligations, and duties provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Agreement shall survive as if this Agreement were in full force and effect.

7.0 Independent Contractor

7.1 The Consultant undertakes performance of the Services as an independent contractor and shall be wholly responsible for the methods of performance.

7.2 The County shall have no right to supervise the methods used, but the County shall have the right to observe such performance.

7.3 The Consultant shall work closely with County in performing Services under this Agreement.

7.4 The Consultant shall not pledge the County's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness and shall have no right to speak for or bind the County in any manner.

7.5 The Consultant further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

8.0 Authority to Practice

8.1 The Consultant hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner.

9.0 Public Records Law

(a) The Consultant acknowledges the County's obligations under Article I, Section 24, of the Florida Constitution and under Chapter 119, Florida Statutes, to release public records to members of the public upon request and comply in the handling of the materials created under this Agreement. The Consultant further acknowledges that the constitutional and statutory provisions control over the terms of this Agreement. In association with its performance pursuant to this Agreement, the Consultant shall not release or otherwise disclose the content of any documents or information that is specifically exempt from disclosure pursuant to all applicable laws.

(b) Without in any manner limiting the generality of the foregoing, to the extent applicable, the Contractor acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

(1) keep and maintain public records required by the County to perform the services required under this Agreement;

(2) upon request from the County's Custodian of Public Records or his/her designee, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of this Agreement if the Consultant does not transfer the records to the County; and

(4) upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the service. If the Consultant transfers all public records to the County upon

completion of this Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's Custodian of Public Records, in a format that is compatible with the information technology systems of the County.

(c) IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT:

**RECORDS MANAGEMENT LIAISON OFFICER
POLK COUNTY
330 WEST CHURCH ST.
BARTOW, FL 33830
TELEPHONE: (863) 534-7527
EMAIL: RMLO@POLK-COUNTY.NET**

10.0 Compliance with Laws

10.1 In performance of the Services, Consultant shall comply with applicable regulatory requirements including federal, state, special district, and local laws, rules, regulations, orders, codes, criteria and standards, including those now in effect and hereafter adopted.

11.0 Subcontracting

11.1 The County reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractor.

11.2 If a subcontractor fails to perform or make progress, as required by this Agreement, and it is necessary to replace the subcontractor to complete the work in a timely fashion, the Consultant shall promptly do so, subject to acceptance of the new subcontractor by the County. Failure of a subcontractor to timely or properly perform its obligations shall not relieve the Consultant of its obligations hereunder.

12.0 Federal and State Taxes

12.1 The County is exempt from Federal Tax and State Sales and Use Taxes. Upon request, the County will provide an exemption certificate to Consultant. The Consultant shall not be

exempted from paying sales tax to its suppliers for materials to fulfill contractual obligations with the County, nor shall the Consultant be authorized to use the County's Tax Exemption Number in securing such materials.

13.0 Public Entity Crimes

13.1 The Consultant understands and acknowledges that this Agreement with the County will be voidable by the County, in the event the conditions under Section 287.133, Florida Statutes applies to the Consultant, relating to conviction for a public entity crime.

14.0 County's Responsibilities

14.1 The County shall be responsible for providing access to all County project sites, and providing information in the County's possession that may reasonably be required by the Consultant, including; existing reports, studies, financial information, and other required data that are available in the files of the County.

15.0 Termination of Agreement

15.1 This Agreement may be terminated by the Consultant upon thirty (30) days prior written notice to the County in the event of substantial failure by the County to perform in accordance with the terms of the Agreement through no fault of the Consultant.

15.2 This Agreement may be terminated by the County with or without cause immediately upon written notice to the Consultant.

15.3 Unless the Consultant is in breach of this Agreement, the Consultant shall be paid for services rendered to the County's satisfaction through the date of termination.

15.4 After receipt of a Termination Notice, as described in this Article 15.0, and except as otherwise directed by the County, the Consultant shall:

15.4.1 Stop work on the date and to the extent specified.

15.4.2 Terminate and settle all orders and subcontracts relating to the performance of the terminated work.

15.4.3 Transfer all work in process, completed work, and other material related to the terminated work to the County.

15.4.4 Continue and complete all parts of the work that have not been terminated.

16.0 Uncontrollable Forces (Force Majeure)

16.1 Either party hereunder may be temporarily excused from performance if an Event of Force Majeure directly or indirectly causes its non-performance. An “Event of Force Majeure” is defined as any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions. Neither party shall be excused from performance if non-performance is due to forces which are reasonably preventable, removable, or remediable and which the non-performing party could have, with the exercise of reasonable diligence, prevented, removed, or remedied prior to, during, or immediately after their occurrence. Within five (5) days after the occurrence of an Event of Force Majeure, the non-performing party shall deliver written notice to the other party describing the event in reasonably sufficient detail, along with proof of how the event has precluded the non-performing party from performing its obligations hereunder, and a good faith estimate as to the anticipated duration of the delay and the means and methods for correcting the delay. The non-performing party’s obligations, so far as those obligations are affected by the Event of Force Majeure, shall be temporarily suspended during, but no longer than, the continuance of the Event of Force Majeure and for a reasonable time thereafter as may be required for the non-performing party to return to normal business operations. If excused from performing any obligations under this Agreement due to the occurrence of an Event of Force Majeure, the non-performing party shall promptly, diligently, and in good faith take all reasonable action required for it to be able to commence or resume performance of its obligations under this Agreement. During any such time period, the non-performing party shall keep the other party duly notified of all such actions required for it to be able to commence or resume performance of its obligations under this Agreement.

17.0 Governing Law and Venue

17.1 This Agreement shall be governed in all respects by the laws of the State of Florida and any litigation with respect thereto shall be brought only in the courts of Polk County, Florida or the

United States District Court, Middle District of Florida located in Hillsborough County, Florida. Each party shall be responsible for its own attorneys' fee and other legal costs and expenses.

18.0 Non-Discrimination

18.1 The Consultant warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, gender, age or national origin.

19.0 Waiver

19.1 A waiver by either the County or the Consultant of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach. The making or acceptance of a payment by either party with knowledge of the existence of a default or breach shall not operate or be construed to operate as a waiver of any subsequent default or breach.

20.0 Severability

20.1 The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way affect the validity or enforceability of any other portion or provision of this Agreement.

20.2 Any void provision shall be deemed severed from this Agreement and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision held to be void.

20.3 The parties further agree to reform this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision.

20.4 The provisions of this section shall not prevent the entire Agreement from being void should a provision which is of the essence of this Agreement be determined to be void.

21.0 Entirety of Agreement

21.1 The County and the Consultant agree that this Agreement sets forth the entire Agreement between the parties, and that there are no promises or understandings other than those stated herein.

21.2 This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters, or other communications between the County and Consultant pertaining to the Services, whether written or oral.

21.3 None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered except by written instrument executed by the parties hereto.

22.0 Modification

22.1 This Agreement may not be modified unless such modifications are evidenced in writing signed by both the County and the Consultant. Such modifications shall be in the form of a written Amendment executed by both parties.

23.0 Successors and Assigns

23.1 The County and the Consultant each binds itself and its partners, successors, permitted assigns, and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, permitted assigns, and legal representatives of such other party.

23.2 The Consultant shall not assign this Agreement without the express written approval of the County by executed amendment, which approval may be withheld in the County's sole discretion.

23.3 In the event of a merger, the surviving corporation shall be substituted for the contracting party to this Agreement and such substitution shall be affirmed by the County by executed amendment.

24.0 Contingent Fees

24.1 The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than bona fide employee working solely for the Consultant, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Agreement.

25.0 Truth-In-Negotiation Certificate

25.1 Execution of this Agreement by the Consultant shall act as the execution of a Truth-in-Negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this Agreement are accurate, complete, and current as of the Effective Date of this Agreement.

25.2 The said rates and costs shall be adjusted to exclude any significant sums should the County determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates or due to inaccurate representations of fees paid to outside consultants. The County shall exercise its rights under this “Certificate” within one (1) year following payment.

26.0 Ownership of Documents

26.1 The Consultant shall be required to cooperate with other consultants relative to providing information requested in a timely manner and in the specified form. Any and all documents, records, disks, original drawings, or other information shall become the property of the County for its use and/or distribution as may be deemed appropriate by the County. The Consultant is not liable for any damages, injury or costs associated with the County’s use or distribution of these documents for purposes other than those originally intended by the Consultant.

27.0 Access and Audits

27.1 The Consultant shall maintain adequate records to justify all charges and costs incurred in performing the work for at least three (3) years after completion of this Agreement. The County shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours at the Consultant’s place of business.

27.2 Misrepresentations of billable time or reimbursable expenses as determined by the Auditor to the Polk County Board of County Commissioners shall result in the recovery of any resulting overpayments. The County’s cost of recovery shall be the sole expense of the Consultant, including accounting and legal fees, court costs and administrative expenses.

27.3 Intentional misrepresentations of billable hours and reimbursable expenses will be criminally prosecuted to the fullest extent of the law.

27.4 All invoices submitted are subject to audit and demand for refund of overpayment up to three (3) years following completion of all services related to this Agreement.

28.0 Notice

28.1 Any notice, demand, communication, or request required or permitted hereunder shall be in writing and delivered in person or sent by Federal-Express or by Certified Mail, postage prepaid as follows:

As to County: Polk County Procurement Division
P.O. Box 9005, AS05
Bartow, FL 33830
Attention: Director

As to Consultant: CivilSurv Design Group, Inc.
2525 Drane Field Rd.
Lakeland, FL 33811
Attn: Craig R. Fuller, PE

28.2 Notices shall be effective when received at the addresses as specified above. Changes in the respective addresses to which such notice is to be directed may be made from time to time by either party by written notice to the other party. Facsimile transmission is acceptable notice effective when received, however, facsimile transmissions received (i.e.; printed) after 5:00 p.m., or on weekends or holidays, will be deemed received on the next business day. The original of the notice must additionally be mailed as required herein.

28.3 Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of Consultant and County.

29.0 Service of Process

As to County: County Attorney
County Administration Building
330 W. Church Street, 4th Floor
Bartow, Florida 33830

As to Consultant: CivilSurv Design Group, Inc.
Attn: Craig R. Fuller, PE
2525 Drane Field Rd.
Lakeland, FL 33811

30.0 Contract Administration

30.1 Services of Consultant shall be under the general direction of the Utilities Division Director, or their successor, who shall act as the County's representative during the term of this Agreement.

31.0 Key Personnel

31.1 The Consultant shall notify the County in the event of key personnel changes, which might affect this Agreement. To the extent possible, notification shall be made within ten (10) days prior to changes. The Consultant at the County's request shall remove without consequence to the County any subcontractor or employee of the Consultant and replace him/her with another employee having the required skill and experience. The County has the right to reject proposed changes in key personnel. The following personnel shall be considered key personnel:

Name: Craig R. Fuller, PE

Name: Mark Frederick, PE

32.0 Annual Appropriations

32.1 The Consultant acknowledges that the County, during any fiscal year, shall not expend money, incur any liability, or enter into any agreement which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any agreement, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such agreement. Nothing herein contained shall prevent the making of agreements for a period exceeding one year, but any agreement so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. Accordingly, the County's performance and obligation to pay under this agreement is contingent upon annual appropriation.

33.0 Liquidated Damages

33.1 The parties hereto agree that liquidated damages, in the amount specified in the applicable CSA/CPO, will be assessed against the Consultant for the Consultant's failure to meet the final deliverable date in the Performance Schedule in the Scope of Work, but only to the extent and in proportion to the Consultant's fault in causing the delay as compared to other causes, and to the extent the Consultant is not delayed by reasons beyond the Consultant's reasonable control.

34.0 Employment Eligibility Verification (E-VERIFY)

A. Unless otherwise defined herein, terms used in this Section which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

B. Pursuant to Section 448.095(5), Florida Statutes, the contractor hereto, and any subcontractor thereof, must register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. The contractor acknowledges and agrees that (i) the County and the contractor may not enter into this Agreement, and the contractor may not enter into any subcontracts hereunder, unless each party to this Agreement, and each party to any subcontracts hereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of this Agreement, and the County may treat a failure to comply as a material breach of this Agreement.

C. By entering into this Agreement, the contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of this Agreement. Failure to comply will lead to termination of this Agreement, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If this Agreement is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of Section 448.095, Fla. Stat., by the contractor, the contractor may not be awarded a public contract for a period of 1 year after the date of termination. The contractor shall be liable for any additional costs incurred by the County as a result of the termination of this Agreement. Nothing in this Section shall be construed to allow intentional discrimination of any class protected by law.

35.0 Limitation of Liability.

IN NO EVENT, SHALL THE COUNTY BE LIABLE TO THE CONSULTANT FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES OF ANY KIND OR NATURE, INCLUDING LOSS OF PROFIT, WHETHER FORESEEABLE OR NOT, ARISING OUT OF OR RESULTING FROM THE NONPERFORMANCE OR BREACH OF THIS CONTRACT BY THE COUNTY WHETHER BASED IN CONTRACT, COMMON LAW, WARRANTY, TORT, STRICT LIABILITY, CONTRIBUTION, INDEMNITY OR OTHERWISE.

PURSUANT TO §558.0035, FLORIDA STATUTES, CONSULTANT'S INDIVIDUAL EMPLOYEES AND/OR AGENTS MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE ARISING OUT OF, CONNECTED WITH, OR RESULTING FROM THEIR

SERVICES PROVIDED PURSUANT TO THIS AGREEMENT, SO LONG AS ALL OTHER CONDITIONS OF SAID STATUTE ARE MET.

36.0 Scrutinized Companies and Business Operations Certification; Termination.

A. Certification(s).

(i) By its execution of this Agreement, the Consultant hereby certifies to the County that the Consultant is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, nor is the Consultant engaged in a boycott of Israel, nor was the Consultant on such List or engaged in such a boycott at the time it submitted its bid, proposal, quote, or other form of offer, as applicable, to the County with respect to this Agreement.

(ii) Additionally, if the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000), then the Consultant further certifies to the County as follows:

(a) the Consultant is not on the Scrutinized Companies with Activities in Sudan List, created pursuant to Section 215.473, Florida Statutes; and

(b) the Consultant is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; and

(c) the Consultant is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and

(d) the Consultant was not on any of the Lists referenced in this subsection A(ii), nor engaged in business operations in Cuba or Syria when it submitted its proposal to the County concerning the subject of this Agreement.

(iii) The Consultant hereby acknowledges that it is fully aware of the penalties that may be imposed upon the Consultant for submitting a false certification to the County regarding the foregoing matters.

B. Termination. In addition to any other termination rights stated herein, the County may immediately terminate this Agreement upon the occurrence of any of the following events:

(i) The Consultant is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(i) above, or the Consultant is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

(ii) The Consultant is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(ii) above, or the Consultant is found to have been placed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, and the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000).

37.0 No Construction Against Drafter

37.1 The Parties acknowledge that this Agreement and all the terms and conditions contained herein have been fully reviewed and negotiated by the Parties. Accordingly, any rule of construction to

the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.

38.0 Unauthorized Alien(s)

The Consultant shall not employ or utilize unauthorized aliens in the performance of the Services provided pursuant to this Agreement. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a) and a cause for the County's unilateral termination of this Agreement. When delivering executed counterparts of this Agreement to the County, the Consultant shall also deliver a completed and executed counterpart of the attached "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS" form.

(THE REMAINDER OF THE PAGE LEFT INTENTIONALLY BLANK)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

ATTEST:

STACY M. BUTTERFIELD

Polk County, a political subdivision
of the State of Florida

By: _____
Deputy Clerk

By: _____, Chairman
Board of County Commissioners

Date Signed by County: _____

Review as to form and legal sufficiency

Jane B. Hoff 12/11/23
County Attorney's Office Date

ATTEST:

CivilSurv Design Group, Inc.
a Florida corporation

By: Kenneth T. Glass
Corporate Secretary

By: Craig Fuller
[Print Name]

Kenneth T. Glass
[Print Name]

President
[Title]

DATE: 12/05/2023

DATE: 12/05/23

SEAL

ACKNOWLEDGEMENT OF FIRM IF A LIMITED LIABILITY COMPANY

STATE OF _____ County OF _____

The foregoing instruments was acknowledged before me by means of physical presence or online notarization this _____ (Date) by _____ (Name of officer or agent) as _____ (title of officer or agent) of the Company on behalf of the Company, pursuant to the powers conferred upon him/her by the Company. He/she personally appeared before me at the time of notarization, and is personally known to me or has produced _____ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this _____ (Date)

_____ (Official Notary Signature and Notary Seal)

_____ (Name of Notary typed, printed or stamped)

Commission Number _____ Commission Expiration Date _____

ACKNOWLEDGEMENT OF FIRM, IF A CORPORATION

STATE OF Florida County OF Polk

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this Dec. 5th 2023 (Date) by Craig R. Fuller (Name of officer or agent) as President (title of officer or agent) of the Corporation on behalf of the Corporation, pursuant to the powers conferred upon him/her by the Corporation. He/she personally appeared before me at the time of notarization, and is personally known to me or has produced _____ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this 12/05/23 (Date)

Melisha D. Harrell (Official Notary Signature and Notary Seal)

Melisha D. Harrell (Name of Notary typed, printed or stamped)

Commission Number HH 456198 Commission Expiration Date 02/16/2028

ACKNOWLEDGEMENT OF FIRM, IF AN INDIVIDUAL

STATE OF _____ County OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ (Date) By _____ (Name of acknowledging) who personally appeared before me at the time of notarization, and is personally known to me or has produced _____ as identification and did certify to have knowledge of the matters in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this _____ (Date)

_____ (Official Notary Signature and Notary Seal)

_____ (Name of Notary typed, printed or stamped)

Commission Number _____ Commission Expiration Date _____

ACKNOWLEDGEMENT OF FIRM, IF A PARTNERSHIP

STATE OF _____ County OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ (Date) by _____ (Name of acknowledging partner or agent) on behalf of _____ a partnership.

He/She personally appeared before me at the time of notarization, and is personally known to me or has produced _____ as identification and did certify to have knowledge of the matters in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this _____ (Date) .

_____ (Official Notary Signature and Notary Seal)

_____ (Name of Notary typed, printed or stamped)

Commission Number _____ Commission Expiration Date _____



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Profit Corporation
CIVILSURV DESIGN GROUP, INC.

Filing Information

Document Number P10000009487
FEI/EIN Number 27-1816201
Date Filed 02/01/2010
State FL
Status ACTIVE

Principal Address

2525 DRANE FIELD ROAD
SUITE 7
LAKELAND, FL 33811

Mailing Address

2525 DRANE FIELD ROAD
SUITE 7
LAKELAND, FL 33811

Registered Agent Name & Address

FULLER, CRAIG R
2525 DRANE FIELD ROAD
SUITE 7
LAKELAND, FL 33811

Name Changed: 05/05/2021

Address Changed: 05/26/2015

Officer/Director Detail

Name & Address

Title VP

GLASS, KENNETH T
2525 DRANE FIELD ROAD
SUITE 7
LAKELAND, FL 33811

Title PRESIDENT

FULLER, CRAIG R
 2525 DRANE FIELD ROAD
 SUITE 7
 LAKELAND, FL 33811

Title VP

Frederick, Mark J
 2525 DRANE FIELD ROAD
 SUITE 7
 LAKELAND, FL 33811

Title Director

Morris, Timothy A.
 2525 DRANE FIELD ROAD
 SUITE 7
 LAKELAND, FL 33811

Annual Reports

Report Year	Filed Date
2021	02/04/2021
2022	02/24/2022
2023	02/22/2023

Document Images

02/22/2023 -- ANNUAL REPORT	View image in PDF format
02/24/2022 -- ANNUAL REPORT	View image in PDF format
05/05/2021 -- AMENDED ANNUAL REPORT	View image in PDF format
02/08/2021 -- AMENDED ANNUAL REPORT	View image in PDF format
02/04/2021 -- ANNUAL REPORT	View image in PDF format
02/03/2020 -- ANNUAL REPORT	View image in PDF format
02/19/2019 -- ANNUAL REPORT	View image in PDF format
01/15/2018 -- ANNUAL REPORT	View image in PDF format
01/06/2017 -- ANNUAL REPORT	View image in PDF format
01/20/2016 -- ANNUAL REPORT	View image in PDF format
05/26/2015 -- Reg. Agent Change	View image in PDF format
01/12/2015 -- ANNUAL REPORT	View image in PDF format
01/14/2014 -- ANNUAL REPORT	View image in PDF format
02/07/2013 -- ANNUAL REPORT	View image in PDF format
02/27/2012 -- ANNUAL REPORT	View image in PDF format
01/20/2011 -- ANNUAL REPORT	View image in PDF format
02/01/2010 -- Domestic Profit	View image in PDF format

Exhibit "A-i"

RFP NOTICE

Polk County, a political subdivision of the State of Florida, requests the submittal proposals from vendors that are interested in providing professional services for design, permitting and construction phase engineering services for water, wastewater and reclaim water facilities as well as regulatory support services for Polk County Utilities Division as described herein. Sealed proposals must be received in the Procurement Division, prior to the due date and time listed below.

RFP Number and Title: 23-448, Utilities Design Services & Regulatory Support Services

Description: Provide professional services for design, permitting and construction phase engineering services for water, wastewater and reclaim water facilities as well as regulatory support services for Polk County Utilities Division

Receiving Period: Prior to 2:00 p.m., Wednesday, July 19, 2023

Bid Opening: Wednesday, July 19, 2023, at 2:00 p.m. or as soon as possible thereafter.

This form is for RFP registration only. Please scroll down for additional information.

Special Instructions: A **MANDATORY** pre-proposal meeting will be held **Tuesday, June 20, 2023, 2:00 p.m.** at the Utilities Administration Building, Room 63, 1011 Jim Keene Blvd, Winter Haven, FL 33880. An authorized representative or agent of the Proposer must be present at this meeting in person as evidenced by their signature on the meeting's sign-in sheet, or the Proposers Proposal will be considered non-responsive.

Questions regarding this RFP must be in writing and must be sent to Ari Goldstein Senior Procurement Analyst, via email at arigoldsteint@polk-county.net or via fax at (863) 534-6789. All questions must be received by, Friday, July 7, 2023, 4:00 p.m.

RFP REGISTRATION

You **MUST** register using this form in order to receive notice of any addenda to these documents. Please fax the completed form to the Polk County Procurement Division as soon as possible. It is the vendor's responsibility to verify if addenda have been issued.

RFP Number: 23-448

RFP Title: Utilities Design Services & Regulatory Support Services

This form is for RFP registration. Please scroll down for additional information.

This form is for bid registration only. Please scroll down for additional information.

Carefully complete this form and return it to the Procurement Division via e-mail to procurement@polk-county.net or fax (863) 534-6789. You must submit one form for each solicitation that you are registering for.

Company Name: _____

Contact Name: _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

Phone Number: _____

Email: _____

PROPOSAL SUBMITTAL INSTRUCTIONS

Proposers must submit their proposal prior to 2:00 p.m. on the receiving date. Proposals must be submitted in a “sealed” parcel or electronically through Polk County’s secure website, Kiteworks. Proposals will be publicly opened at 2:00 p.m. on the receiving date.

Sealed Parcel Submittal:

If you are submitting a sealed parcel proposal submit one (1) original marked ORIGINAL and six (6) copies marked COPY of the proposal in a sealed parcel to the Procurement Division. The parcel should be labeled “RFP #23-448, Utilities Design Services & Regulatory Support Services” and marked with the proposer’s name and address. The Proposals may be mailed or delivered to:

**Polk County Procurement Division
330 West Church Street, Room 150
Bartow, FL 33830**

To assist with labeling the sealed parcel, please cut along the outer border and affix this label. Be sure to include the name of the company submitting the proposal where requested.

Sealed Proposal. DO NOT OPEN	
RFP Number	23-448
RFP Title	Utilities Design Services & Regulatory Support Services
Due Date/Time:	July 19, 2023, prior to 2:00 pm
Submitted by:	
Deliver To:	Polk County Procurement Division 330 West Church Street, Room 150, Bartow, Florida 33830

Proposals may be mailed, express mailed or hand delivered. It is the Proposers responsibility to ensure their package is delivered to the Procurement Division prior to 2:00 p.m. on the Receiving date and time referenced above. Proposals delivered at 2:00 p.m. or later will not be accepted.

Electronic Proposals Submittal:

All prospective Proposers that are interested in submitting their proposals electronically can do so via the County’s secure electronic submittal website, Kiteworks. Proposers must email arigoldstein@polk-county.net at least 48 hours prior to opening to receive a link to upload their submittal. Please only upload your documents as a PDF or Excel file for the Cost Tab, if applicable. Please use the name convention of your files as follow:

“RFP 23-448 Tab 1”

“RFP 23-448 Tab 2”

“RFP 23-448 Tab 3”

“RFP 23-448 Tab 4”

“RFP 23-448 Tab 5”

“RFP 23-448 Tab 6”

“RFP 23-448 Tab 7”

For more instructions, a video tutorial has been produced to further explain the electronic solicitation submittal process. It can be found by clicking here for RFP Submittals: https://youtu.be/vkn_7AHgioE. If you need assistance accessing this website due to ADA or any other reason, please email Ari Goldstein at arigoldstein@polk-county.net.

Procurement recommends that Proposers submitting electronically double check the documents submitted into Kiteworks to ensure all requested tab information has been uploaded. Failure to upload the requested tab information may result in the proposal being deemed nonresponsive.

POLK COUNTY
Procurement Division
Fran McAskill
Procurement Director
REQUEST FOR PROPOSAL 23-448
Utilities Design Services & Regulatory Support Services

Sealed proposals will be received in the Procurement Division, **Wednesday, July 19, 2023, prior to 2:00 p.m.**

Attached are important instructions and specifications regarding responses to this Request for Proposal (the "RFP"). The failure of a responding proposer (a "Proposer") to follow these instructions could result in Proposer disqualification from consideration for a contract to be awarded pursuant to this RFP.

This document is issued by Polk County (the "County") which is the sole distributor of this RFP and all addenda and changes to the RFP documents. The County shall record its responses to inquiries and provide any supplemental instructions or additional documents pertaining to this RFP in the form of written addenda to the RFP. The County shall post all such addenda, together with any other information pertaining to this RFP, on the County's website at <https://www.polk-county.net/procurement/bids>. It is the sole responsibility of each Proposer to review the website prior to submitting a responsive proposal (a "Proposal") to this RFP to ensure that the Proposer has obtained all available instructions, addenda, changes, supporting documents, and any other information pertaining to this RFP.

The County is not responsible for any solicitations issued through subscriber, publications, or other sources not connected with the County and the Proposer should not rely on such sources for information regarding the RFP solicitation.

Questions regarding this RFP must be in writing and must be sent to Ari Goldstein, via email at arigoldstein@polk-county.net or via fax at (863) 534-6789. All questions must be received by Friday, July 7, 2023, 4:00 p.m.

Proposers and any prospective Proposers shall not contact, communicate with or discuss any matter relating in any way to this RFP with any member of the Polk County Board of County Commissioners or any employee of Polk County other than the County Procurement Director or the individual designated above. This prohibition begins with the issuance of the Request for Proposal and ends upon execution of a contract. Any such communication initiated by a Proposer or prospective proposer shall be grounds for disqualifying the offender from consideration for a contract to be awarded pursuant to this RFP and for contracts to be awarded pursuant to RFPs or Requests for Bid that the County may issue in the future.

A Proposer's responsive Proposal to this RFP may be mailed, express mailed, or hand delivered to:

Polk County Procurement Division
330 West Church Street, Room 150
Bartow, Florida 33830
(863)534-6757

INTRODUCTION

Polk County, a political subdivision of the State of Florida, seeks professional services for design, permitting, and construction phase engineering services for water, wastewater and reclaim water facilities as well as regulatory support services for Polk County Utilities Division (PCU), and as further defined in the Scope of Services below. Other County Divisions may also use these services.

Polk County's Selection Process for consultants' services is in accordance with Section 287.055, Florida Statutes, the Consultants' Competitive Negotiations Act ("CCNA"). The Professional Services Selection Committee will review the qualifications of all submitting firms.

It is the intent of the County to select and negotiate a Master Consulting Agreement with one (1) or more firm(s).

The County will negotiate fee schedules in accordance with the County's Procurement Procedures, with the goal of establishing standardized rates as part of "Selection Process", Elevation Level 4 Contract Negotiations.

Services under this contract will be in compliance with Section 287.055 of the Florida Statutes referred to as the "Consultants' Competitive Negotiation Act" (CCNA). Polk County's Procurement Procedure's Manual outlines the Procedures for Contracting for Professional Services Covered by CCNA. These procedures outline the process used for the selection of a consulting firm awarded through this RFP process.

All services must be performed in accordance with applicable Federal, State and Local regulations.

The Successful Proposer must register in our new Vendor Database if you have not already done so prior to award of this RFP. A purchase order cannot be issued to a vendor until they have registered. You may register by going to the following link: <https://www.polk-county.net/procurement/vendor-registration>. Registered vendors will receive a User ID and Password to access their company information. All registered vendors must provide their owner gender, owner ethnicity, corporate status, and a minimum of one (1) commodity code to be considered registered. It is the responsibility of all vendors to update their vendor information. Only registered vendors will receive notifications of future RFP's.

All services must be performed in accordance with applicable Federal, State and Local regulations.

SCOPE OF SERVICES

The scope of services shall include, but not be limited, to design, permitting and construction phase engineering services for water, wastewater, and reclaim water facilities within Polk County, Florida. Additionally, the County requires professional services for environmental permitting, planning and compliance. Work will be done in conjunction with the Utilities' Community Investment Program (CIP), which includes Expansion and Renewal and Replacement. In addition, the work may be performed for other Utility Sections including Environmental Permitting, Operations and Maintenance, and Customer Service. Successful Proposers must follow the Polk County Utilities Code while performing these services for the Utilities Division.

Additionally, this RFP is for professional engineering services and regulatory support services in conjunction with water, wastewater and reclaim water systems. Types of services include but are not necessarily limited to design of water, wastewater and reclaim plants/facilities; pipeline design; construction observation; utility relocation; GIS support; utility infrastructure security measures; hydraulic and water quality modeling; permitting of new or existing water, wastewater, and reclaim water facilities for construction and operation; assistance with information requests by regulatory agencies; water, wastewater and groundwater monitoring; well field sampling; hydrogeologic and surface water modeling; evaluation of technical and water quality data as required by federal, state and/or local regulations; preparation of appropriate documents, reports or maps as related to design, permitting and regulatory information requests; land surveying and geotechnical services; well construction and abandonment-related engineering services; well head protection, water quality and environmental assessments; technical assistance for preparation of public information; water conservation education; feasibility studies for developing, improving and maintaining water, wastewater or reclaim water systems; implementation of compliance projects or preparation of reports; utility system master planning; information systems development & implementation; review of water, wastewater, and reclaim development submissions for system capacity and hydraulic compatibility with master plans; and other utility-related professional engineering and consulting services.

Proposers must have in-house, multi-disciplinary capabilities in at least ten (10) of these fields, but more capabilities identified will enhance the scores:

- Civil engineering
- Utility master planning and hydraulic modeling
- Water quality master plans and water conservation plans
- Water quality engineering, modeling, and evaluation
- Wastewater engineering, treatment, and evaluation
- Biosolids management design and operation
- Regulatory compliance and permitting for water and wastewater facilities
- Utility environmental affairs

- Land surveying
- Hydrology and surface water modeling
- Hydrogeologic modeling and evaluation of water quality data
- Well construction and abandonment
- Well head protection, water quality and environmental assessments
- Feasibility studies for developing, improving and maintaining water, wastewater and reclaim water systems
- Geotechnical engineering
- Utility acquisition and evaluation
- Right-of-way and easement acquisition services
- Structural engineering as related to water, wastewater and reclaim water facilities
- Electrical engineering as related to water, wastewater and reclaim water facilities
- Mechanical engineering related to water, wastewater and reclaim water facilities
- Constructability plan review/value engineering
- Instrumentation and controls engineering and programming for SCADA systems
- Construction administration and construction observation-related engineering services for water, wastewater, and reclaim water facilities
- Water, wastewater, and reclaim water facilities operational experience
- Public involvement services, including technical assistance for preparation of public information brochures
- Water conservation education and/or enforcement
- Subsurface utility engineering and locating
- Architectural services
- GIS Analysis, SDE Management and GIS database maintenance and support capabilities
- CADD design capabilities
- Database & Information system development related to utility systems and management
- Energy audits
- Green Engineering Practices

The County shall request the services on an as-needed basis. There is no guarantee that any or all the services described in this RFP will be assigned during the term of the agreement. Further, the Consultant is providing these services on a nonexclusive basis. The County, at its option, may elect to have any of the services set forth herein performed by other consultants or County staff.

AGREEMENT

The Master Consulting Agreement will be for five (5) years unless otherwise terminated in accordance with the master consulting agreement.

EVALUATION CRITERIA

Proposals should not contain information in excess of that requested, must be concise, and must specifically address the issues of this RFP. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this RFP are not desired and may be construed as an indication of the Proposer's lack of cost consciousness. Elaborate artwork, expensive visual aids, and other presentation aids are neither necessary nor desired unless specifically requested. The Proposal responses shall be contained within a three-ring binder (original and each copy in separate binders). For the purposes of this RFP, one page equals a single sided page. It is requested that the responses be in the same order as the selection and evaluation procedures. The submittals should include the following:

Tab 1 Executive Summary

(Items a-c: Maximum of two (2) pages)

- a) Name, company name, address, telephone number, and email address.
- b) State the number of years in business, as the same company/firm.
- c) State the number of full-time employees.
- d) Provide documentation showing proper incorporation by the Secretary of State.
- e) Provide a copy of the firm's applicable certification(s) from the State of Florida allowing them to provide the services as outlined in the Scope of Service as well as compliance with F.S. 287.055

Tab 2 Approach to the Project (35 points)

(Maximum of four (4) pages)

- a) Describe in detail the components of how your firm proposes to manage assigned project(s), based upon the scope of services. Please identify the services your firm provides which make you qualified to perform the required services.
- b) Describe how the firm plans to maintain the project team and manage the project team members' time in order to ensure sufficient time to complete a project.
- c) Describe the firm's Quality Assurance and Quality Control program as it pertains to engineering services.

Tab 3 Experience, Expertise, Personnel and Technical Resources (40 points)

- Identify a minimum of five (5) and a maximum of eight (8) projects in which the proposer her performed within the past five (5) years as the prime proposer which best illustrate the experience of the firm and current staff as related to the desired services. At least three (3) of the projects identified should be projects performed for public entities. (Maximum of one (1) page only per project).
 - For each project please provide:

- a) Name and location of the project;
 - b) Size and cost of the project;
 - c) Project representative name, address, phone number, and email address
 - d) Date project was completed or is anticipated to be completed, if completed provide the actual completion date;
 - e) The nature of the firm's responsibility on the project;
 - f) List of change orders, including dollar amount, which were the result of unforeseen circumstances or design errors/oversights; and
 - g) List of any time extensions created by item f above.
- Provide an organizational chart of the team highlighting the key individuals who will work on this contract.
 - Provide brief resumes of the firm's key personnel to be assigned to the master service agreement including, but not limited to, the items in the list below (One (1) page maximum per resume):
 - a) Name and current position held by the person
 - b) Name, title and project assignment
 - c) Experience:
 - (1) Types of projects.
 - (2) Size of projects (dollar value of project).
 - (3) What were their specific project involvements?
 - Identify any sub-consultants that may be involved throughout the duration of the agreement. For each sub consultant identified please provide:
 - A brief description of their experience outlining their qualifications to perform the intended services
 - A brief resume for each key personnel that will be assigned to perform the intended services

Tab 4 Is the Firm a “Polk County Entity”? (5 Points)

- There will be a maximum of five (5) points allocated for this Tab. If the Proposer is a Polk County Entity then five (5) points will be allocated. If the Proposer is not a Polk County Entity but is utilizing one or more sub-consultants that are a Polk County Entity to assist in performing the scope of work then the Proposal will be allocated one (1) point for each sub-consultant which is a Polk County Entity up to a maximum of five (5) points. The Polk County Entity sub-consultant(s) must have been identified under Tab 3, Experience, Expertise, Personnel and Technical Resources in order to qualify for point allocation.
- Provide documentation of the Proposers' or sub-consultant's headquarters and local offices, if any, and the amount of time the firm has been located at each such local office. Please also indicate the number of employees at the local office.
- Proposers or sub-consultants will be allocated points if they meet the following Polk County Government definition of Polk County Entity.

- The term “Polk County Entity” means any business having a physical location within the boundaries of Polk County, Florida, at which employees are located and business activity is managed and controlled on a day to day basis. Additionally, the business must have been located within the boundaries of Polk County for a minimum of 12 months prior to the date the applicable solicitation is issued. This requirement may be evidenced through a recorded deed, an executed lease agreement, or other form of written documentation acceptable to the County. The County shall have the right, but not the obligation, to verify the foregoing requirements.
- In the event a Proposer lists one or more sub-consultants in Tab 4 which is a Polk County Entity and receives point(s) as a result, and after the Proposer is awarded the project, if successful, it is determined that the listed sub-consultant does not assist in the performance of the scope of work (and is not replaced with an alternative sub-consultant which is a Polk County Entity), then the Proposer acknowledges and agrees that it may be suspended or debarred by the Procurement Director for failure to comply with the conditions, specifications or terms of a proposal or contract with the County or for committing a fraud or misrepresentation in connection with a proposal or contract with the County, in accordance with the Polk County Purchasing Ordinance and Procedures Manual.

Tab 5 Is the Firm a “Certified Woman or Minority Business Enterprise” (5 Points)

- Polk County Board of County Commissioners has a long standing commitment to encouraging the utilization of Women and Minority Businesses that do business with the County as vendors. To that end we encourage all of our prime and professional services vendors to utilize W/MBE vendors where at all possible, irrespective of a company’s certification status. Please explain how the submitting firm will encourage minority participation in the project. (Limit response to one page)
- There will be a maximum of five (5) points allocated for this tab. If the Proposer is a Woman or Minority owned business then five (5) points will be allocated. If the Proposer is not a Woman or Minority owned business but is utilizing one or more sub-consultants that are a Women or Minority owned business to assist in performing the scope of work, then the Proposal will be allocated one (1) point for each sub-consultant which meets the County’s certification criteria of Women or Minority owned, up to a maximum of five (5) points. The Woman or Minority owned business sub-consultant(s) must have been identified under Tab 3, Experience, Expertise, Personnel and Technical Resources in order to qualify for point allocation.
- Proposers or sub-consultants will be allocated points if they are a certified W/MBE as evidenced by providing the documentation described below.
 - If the Proposer or sub-consultant has a certified W/MBE status, provide documentation of the firms’ certified W/MBE status as defined by the Florida Small and Minority Business Act and as defined in Polk County’s

Purchasing Procedures. Polk County's Purchasing Procedures recognize the following to meet the requirement of a certified W/MBE status:

- Valid W/MBE Certification from one of the following
 - Florida Minority Supplier Development Council
 - Women Business Enterprise National Council
 - The State of Florida Office of Supplier Diversity
 - Florida Department of Transportation
 - U. S. Small Business Administration
 - Federal Aviation Authority
 - Other Florida governmental agencies

Certifications from other governmental agencies will be considered on a case-by-case basis.

- In the event a Proposer lists one or more sub-consultants in Tab 5 which is a Women or Minority owned business and receives point(s) as a result, and after the Proposer is awarded the project, if successful, it is determined that the listed sub-consultant does not assist in the performance of the scope of work (and is not replaced with an alternative sub-consultant which is a Women or Minority owned business), then the Proposer acknowledges and agrees that it may be suspended or debarred by the Procurement Director for failure to comply with the conditions, specifications or terms of a proposal or contract with the County or for committing a fraud or misrepresentation in connection with a proposal or contract with the County, in accordance with the Polk County Purchasing Ordinance and Procedures Manual.

Tab 6 Interactions with County and Regulatory Agency Staff (5 Points)

- Provide documentation supporting the specialized qualifications of the proposed staff in terms of meeting this scope of service. Qualifications should highlight experience with regulatory agencies, identifying specific agencies and the items being addressed, including construction permitting, water use permitting, consent orders, consultation, governing regulations; and other related activities. Describe the firm's ability to work with the Utilities Division or other Division staff in order to successfully fulfill the scope of service. Demonstrate the firm's knowledge of permitting process, as well as local regulatory agencies, including, but not limited to SWFWMD, FDEP, and the Polk County Health Department, if applicable. (Limit response to one (1) page)

Tab 7 Surveys of Past Performance (10 Points)

- Provide reference surveys from past clients for the projects identified under Tab 3.
- Completed surveys. (See Exhibit 1) Procurement will take the average of all surveys and score as follows:
 - Average Score between 9-10 (10 Points)
 - Average Score between 7-8 (8 Points)

- Average Score between 5-6 (6 Points)
- Average Score between 3-4 (4 Points)
- Average Score between 1-2 (2 Points)
- Average Score of 0 (0 Points)

BID OPENING

Proposers may attend the Bid Opening in person or via conference call by dialing (646) 558-8656 and enter Meeting ID: 327 647 2818. A listing of all proposers will be posted to Procurement’s website as soon as possible after bid opening.

Selection Process

Proposals will be evaluated in accordance with this section and all applicable County procurement policies and procedures.

The County shall appoint a selection committee (the “Selection Committee”) that will be responsible for evaluating and scoring/ranking the Proposals in accordance with this Section.

The County will use a competitive selection process based on the Elevation Levels described in this Section. At Elevation Levels 2 and 3, the Selection Committee will score and/or rank the Proposals as applicable.

Selection of a final Proposal will be based upon the following steps and factors:

Elevation Level 1 (Procurement Requirements Assessment):

- The County Procurement Division shall review all Proposals for conformance with RFP guidelines and detailed submittal requirements. At the County’s discretion, non-conforming Proposals may be eliminated from further consideration and conforming Proposals shall be elevated to Elevation Level 2. Procurement will distribute Proposals and evaluation criteria to the Selection Committee.
- Procurement will also ensure all firms meet the requirement of certification as outlined in Florida Statute 287.055(3)(c).
- The Selection Committee may convene to review questions that arise during individual member review of submitted Proposals before Elevation Level 2 to allow for questions, clarifications, explanations, or other discussion to be held before the review of Proposals is completed.

Elevation Level 2 (Scoring)

- Procurement shall score each Proposal on the following evaluation criteria:
 - Local (Tab 4)-5 points
 - W/MBE Certification (Tab 5)-5 points
 - Surveys of Past Performance (Tab 7)-10 points

Subtotal Points-20 points

by the process stated under each corresponding Tab description as set forth on Pages 9-13.

- Each Selection Committee member shall score each Proposal on the following evaluation criteria:
 - Approach to the Project (Tab 2)-35 points
 - Experience, Expertise, Personnel and Technical Resources (Tab 3)-40 points
 - Interaction w/ County & Regulatory Agencies (Tab 6)-5 pointsSubtotal Points-80 points

Total Points – 100 points

by the following process:

- 1) Each Selection Committee member shall determine which of the following descriptions applies to each of the foregoing evaluation criteria:
 - EXCELLENT (1.0): Of the highest or finest quality; exceptional; superior; superb; exquisite; peerless.
The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited an exceptional and superior degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver far beyond expectation.
 - VERY GOOD (0.8): To a high degree; better than or above competent and/or skillful.
The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited a very high degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver beyond expectation.
 - GOOD (0.6): Having positive or desirable qualities; competent; skilled; above average.
The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited a skillful and above-average degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules,

etc.) demonstrate the Proposer's ability to perform and deliver at the expected level.

- FAIR (0.4): Average; moderate; mediocre; adequate; sufficient; satisfactory; standard.

The Proposer provided information for a given criteria that satisfied the requirements and described sufficiently how and what will be accomplished in a manner that exhibited an adequate and average degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver at a level slightly below expectation.

- POOR (0.2): Inadequate; lacking; inferior in quality; of little or less merit; substandard; marginal.

The Proposer provided information for a given criteria that did not satisfy the requirements and described in an inadequate manner how and what will be accomplished. The information provided simply reiterated a requirement, contained inaccurate statements or references, lacked adequate information, or was of inferior quality. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver at a substandard and inferior level.

- UNACCEPTABLE (0.0):

The Proposer failed to provide any information for a given criteria, provided information that could not be understood, or did not provide the information for a given category as requested.

- 2) After a Selection Committee member has determined the description applicable for each evaluation criterion, the total points available for such criterion shall be multiplied by the factor associated with the applicable description to produce the number of points allocated for that evaluation criterion. For example, a Selection Committee member classifies the "Experience and Expertise" criterion (which shall be worth 25 points for the purpose of this example) as "Very Good" (which is a description factor multiplier of 0.8). The points that Selection Committee member allocated for that evaluation criterion would be 20, calculated as follows: 25 available points x 0.8 applicable description factor multiplier = 20 points.
- 3) A Selection Committee member's total score for each Proposal shall equal the sum of the total points allocated for each evaluation criteria.
- 4) When all Selection Committee members have completed their Proposal evaluations, the individual Selection Committee member's total scores for each Proposal will be added together to produce a final score for each Proposal.
- 5) Procurement will confirm the calculations for the final score for each Proposal. Then, Procurement shall publish a rank-ordered listing of the Proposals to the

Selection Committee with the Proposal receiving the highest point as the highest-ranked Proposal.

- 6) In accordance with Section 287.055(4)(a), Florida Statutes, if there are three (3) or more Proposers in Elevation Level 2, the Selection Committee must elevate no fewer than the three highest scored of such Proposers to Elevation Level 3 for interviews. If there are only two Proposers in Elevation Level 2, the Selection Committee must elevate those two Proposers to Elevation Level 3 for interviews. If there is only one Proposer in Elevation Level 2, then the Selection Committee may collectively decide if they would like to elevate the Proposer to Elevation Level 3 for interviews or if they would like to recommend the Board authorize staff to enter into Contract Negotiations with the Proposer. In the latter case, after Board approval to authorize staff to negotiate a contract, the Proposer will then be elevated to Elevation Level 4 for contract negotiations.

Elevation Level 3 (Proposer Interviews)

The Selection Committee are required to conduct interviews of the Proposers that it has elevated from Elevation Level 2 to Elevation Level 3.

During an interview, elevated Proposers may be requested to make a presentation focusing on their qualifications, approach to the project and the ability to furnish the required services. The Selection Committee members will have an opportunity to inquire about any aspect of the RFP and the Proposer's Proposal. After all elevated Proposer interviews, each Selection Committee member will individually rank the Proposers in numerical order beginning at number 1 for the Proposer deemed to be the most highly qualified to perform the required services. In accordance with Section 287.055(4)(b), Florida Statutes, in determining whether a Proposer is qualified, each Selection Committee member shall consider such factors as:

- Ability of Personnel
- Whether a Proposer is a certified minority business enterprise
- Past performance
- Willingness to meet time and budget requirements
- Location
- Recent, current, and projected workloads
- Volume of work previously awarded to each Proposer by the County

Procurement shall receive and compile each Selection Committee member's ranking of each Proposer, and then publish a rank-ordered listing of Proposers to the Selection Committee, based on the combined average rankings given each Proposer. The Selection Committee members will then collectively decide if they would like to recommend the Board authorize staff to enter into Contract Negotiations with all Proposers elevated to Proposer Interviews, starting with the highest-ranked Proposer(s). After Board approval to authorize staff to negotiate a contract, said Proposer(s) will then be elevated to Elevation Level 4 for contract negotiations.

Elevation Level 4 (Contract Negotiations)

If a Proposer is elevated to this level, the User Division, with the assistance of Procurement and the County Attorney's Office, shall negotiate an Agreement with the elevated Proposer(s) in accordance with Section 287.055(5), Florida Statutes.

If after negotiating for a reasonable time period the parties cannot agree on a contract, the County shall, in its sole discretion, terminate further contract negotiations with that Proposer(s). Procurement shall notify the Selection Committee that contract negotiations with the elevated Proposer(s) have terminated. The Selection Committee shall then determine whether to recommend to the Board to approve contract negotiations with the next-highest-ranked Proposer, and so on. If the Selection Committee decides not to recommend contract negotiations with the next-highest-ranked Proposer, or if the County determines there is no other Proposer with whom the County can successfully negotiate a contract, then the RFP Selection Process shall terminate.

After contract negotiations with a Proposer(s) are successfully completed pursuant to Elevation Level 4, the Selection Committee shall recommend to the Board of County Commissioners that it selects such Proposer(s) to provide the services as outlined in the Agreement. The Board of County Commissioners shall make the final decision whether to enter into an Agreement with a Proposer(s).

GENERAL CONDITIONS

CONTACT

After the issuance of any Request for Proposal, prospective proposers shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposal with the Board of County Commissioners, and any employee of Polk County, other than the Procurement Director or as directed in the cover page of the Request for Proposal. This prohibition begins with the issuance of any Request for Proposal and ends upon completion execution of a contract. Such communications initiated by a proposer shall be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal.

INSURANCE REQUIREMENTS

The selected firm, if any, shall maintain, at all times, the following minimum levels of insurance and; shall, without in any way altering their liability, obtain, pay for and maintain insurance for the coverages and amounts of coverage not less than those set forth below. Provide to the County original Certificates of Insurance satisfactory to the County to evidence such coverage before any work commences. Polk County, a political subdivision of the State of Florida, shall be an additional named insured on all policies related to the project; excluding workers' compensation and professional liability. The Workers' Compensation and General Liability policies shall contain a waiver of subrogation in favor of Polk County. All insurance coverage shall be written with a company having an A.M. Best Rating of at least the "A" category and size category of VIII. The firm's self-insured retention or deductible per line of coverage shall not exceed \$25,000 without the permission of the County. In the event of any failure by the firm to comply with the provisions; the County may, at its option, on notice to the firm suspend the project for cause until there is full compliance. Alternatively, the County may purchase such insurance at the firm's expense, provided that the County shall have no obligation to do so and if the County shall do so, the firm shall not be relieved of or excused from the obligation to obtain and maintain such insurance amounts and coverages.

Worker's Compensation and Employer's Liability Insurance providing statutory benefits, including those that may be required by any applicable federal statute:

Admitted in Florida	Yes
Employer's Liability	\$100,000
All States Endorsement	Statutory
Voluntary Compensation	Statutory

Commercial General Liability Insurance. \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including the following coverages:

Premises and Operations and Products/Completed Operations;

Broad Form Commercial General Liability Endorsement to include blanket contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm); Personal Injury (with employment and contractual exclusions deleted) and Broad Form Property Damage coverages;

Independent Contractors; Policy must include Separation of Insureds Clause.

Comprehensive Automobile Liability Insurance. \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including all owned, hired and non-owned vehicles.

Professional Liability Insurance. \$2,000,000 for design errors and omissions, inclusive of defense costs. Selected firm shall be required to provide continuing Professional Liability Insurance to cover the project for a period of two (2) years after the projects are completed.

INDEMNIFICATION

To the maximum extent permitted by law, the Consultant shall indemnify, protect and hold the County, and its officers, employees and agents, harmless from and against any and all, claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses, and expenses whatsoever (including, without limitation, reasonable attorneys' fees, costs, and expenses incurred during negotiation, through litigation and all appeals therefrom) including, without limitation, those pertaining to the death of or injury to any person, or damage to any property, to the extent arising out of or resulting from (i) the failure of Consultant to comply with applicable laws, rules or regulations, (ii) the breach by Consultant of its obligations under this Agreement, (iii) any claim for trademark, patent, or copyright infringement arising out of the scope of Consultant's performance or nonperformance of this Agreement, or (iv) the negligent acts, errors or omissions, or intentional or willful misconduct, of Consultant or any persons or entities employed or utilized by Consultant in the performance of this Agreement. The obligations imposed by this Section shall survive the expiration or earlier termination of the Agreement.

PUBLIC ENTITY CRIMES STATEMENT

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or proposal on a contract to provide any goods or services to a public entity, may not submit a bid or proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submitting this proposal, the proposer hereby certifies that they have complied with said statute.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

The County is an equal opportunity/affirmative action employer. The County is committed to equal opportunity employment effort; and expects firms that do business with the County to have a vigorous affirmative action program.

WOMEN/MINORITY BUSINESS ENTERPRISE OUTREACH

The County hereby notifies all Proposers that W/MBEs are to be afforded a full opportunity to participate in any request for proposal by the County and will not be subject to discrimination on the basis of race, color, sex or national origin.

AFFIRMATION

By submitting their proposal, the Proposer affirms that the proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; the Proposer has not directly or indirectly induced or solicited any other person to submit a false or sham proposal; the Proposer has not solicited or induced any person, firm or corporation to refrain from submitting a proposal; and the Proposer has not sought by collusion to obtain for him/herself any advantage over other persons or over the County.

DEVELOPMENT COSTS

Neither the County nor its representative(s) shall be liable for any expenses incurred in connection with preparation of a response to the RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the RFP.

ADDENDA

The County may record its responses to inquiries and any supplemental instructions in the form of written addenda. The addenda will be posted on the County's website at <https://www.polk-county.net/procurement-bids>. It is the sole responsibility of the proposers to check the website to ensure that all available information has been received prior to submitting a proposal.

CODE OF ETHICS

If any proposer violates or is a party to a violation of the code of ethics of Polk County or the State of Florida, with respect to this proposal, such proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from bidding on any future proposals for work, goods, or services for the County.

DRUG FREE WORKPLACE

Preference shall be given to businesses with Drug Free Workplace (DFW) programs. Whenever two or more proposals, which are equal with respect to price, quality and service, are received by the County for the procurement of commodities or contractual services, a proposal received from a business that has provided a statement that it is a DFW shall be given preference in the award process.

APPLICABLE LAWS AND COURTS

This RFP and any resulting agreements shall be governed in all respects by the laws of the State of Florida and any litigation with respect thereto shall be brought only in the courts of Polk County, Florida or the United States District Court, Middle District of Florida, located in Hillsborough County, Florida. The proposer shall comply with all applicable federal, state and local laws and regulations.

CONTRACTUAL MATTERS

A contract in substantially the same form as attached here to as Attachment "A" (Master Consulting Agreement) will be executed between the County and the successful Proposer(s).

All contracts are subject to final approval of the Polk County Board of County Commissioners. Persons or firms who incur expenses or change position in anticipation of a contract prior to the Board's approval do so at their own risk.

PROPOSAL ACCEPTANCE PERIOD

A proposal shall be binding upon the offeror and irrevocable by it for one hundred and twenty (120) calendar days following the proposal opening date. Any proposal in which offeror shortens the acceptance period may be rejected.

ADDITION/DELETION

The County reserves the right to add to or delete any item from this proposal or resulting agreements when deemed to be in the best interest of the County.

PROPRIETARY INFORMATION

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Request for Proposals and the responses thereto are in the public domain. However, the proposers are required to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. Proposers should provide a redacted copy of proposal with submittal, or must provide within thirty (30) days from the Proposal due date.

All proposals received from proposers in response to this Request for Proposal will become the property of the County and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the County.

REVIEW OF PROPOSAL FILES

In accordance with Chapter 119.071 of the Florida Statutes, the responses received for this Request for Proposal are exempt from review for thirty (30) days after the Bid Opening Date or at Recommendation of Award, whichever event occurs first.

Should the RFP be cancelled and re-solicited for any reason, proposal responses shall remain exempt from disclosure for a period not to exceed twelve (12) months or at Recommendation of Award of the subsequent solicitation.

RFP PROTEST: Any proposer desiring to file a protest, with respect to a recommended award of any RFP, shall do so by filing a written protest. The written protest must be in the possession of the Procurement Division within three (3) working days of the Notice of Recommended Award mailing date. All proposers who submitted a proposal will be sent a Notice of Recommended Award, unless only one proposal was received.

A copy of the protest procedures may be obtained from the Polk County Procurement Division or can be downloaded from the County's website at <https://www.polk-county.net/procurement/protest-procedures>.

FAILURE TO FOLLOW PROTEST PROCEDURE REQUIREMENTS WITHIN THE TIME FRAMES PRESCRIBED HEREIN AS ESTABLISHED BY POLK COUNTY, FLORIDA, SHALL CONSTITUTE A WAIVER OF THE PROPOSER'S RIGHT TO PROTEST AND ANY RESULTING CLAIM.

UNAUTHORIZED ALIEN(S) The Consultant agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, the successful consultant will complete and submit the form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

EMPLOYMENT ELIGIBILITY VERIFICATION (E-Verify)

A. Unless otherwise defined herein, terms used in this Section which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

B. Pursuant to Section 448.095(5), Florida Statutes, the contractor hereto, and any subcontractor thereof, must register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. The contractor acknowledges and agrees that (i) the County and the contractor may not enter into this Agreement, and the contractor may not enter into any subcontracts hereunder, unless each party to this Agreement, and each party to any subcontracts hereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of this Agreement, and the County may treat a failure to comply as a material breach of this Agreement.

C. By entering into this Agreement, the contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and

requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of this Agreement. Failure to comply will lead to termination of this Agreement, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If this Agreement is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of Section 448.095, Fla. Stat., by the contractor, the contractor may not be awarded a public contract for a period of 1 year after the date of termination. The contractor shall be liable for any additional costs incurred by the County as a result of the termination of this Agreement. Nothing in this Section shall be construed to allow intentional discrimination of any class protected by law.

LIMITATIONS

This request does not commit Polk County to award a contract. Proposers will assume all costs incurred in the preparation of their response to this RFP. The County reserves the right to: 1) accept or reject qualifications and/or proposals in part or in whole; 2) request additional qualification information; 3) limit and determine the actual contract services to be included in a contract; 4) obtain information for use in evaluating submittals from any source and 5) reject all submittals.

ATTORNEY'S FEES AND COSTS: Each party shall be responsible for its own legal and attorney's fees, costs and expenses incurred in connection with any dispute or any litigation arising out of, or relating to this Agreement, including attorney's fees, costs and expenses incurred for any appellate or bankruptcy proceedings.

PUBLIC RECORD LAWS

(a) The Consultant acknowledges the County's obligations under Article I, Section 24, of the Florida Constitution and under Chapter 119, Florida Statutes, to release public records to members of the public upon request and comply in the handling of the materials created under this Agreement. The Consultant further acknowledges that the constitutional and statutory provisions control over the terms of this Agreement. In association with its performance pursuant to this Agreement, the Consultant shall not release or otherwise disclose the content of any documents or information that is specifically exempt from disclosure pursuant to all applicable laws.

(b) Without in any manner limiting the generality of the foregoing, to the extent applicable, the Consultant acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

(1) keep and maintain public records required by the County to perform the services required under this Agreement;

(2) upon request from the County's Custodian of Public Records or his/her designee, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(3)ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of this Agreement if the Consultant does not transfer the records to the County; and

(4)upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the service. If the Consultant transfers all public records to the County upon completion of this Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's Custodian of Public Records, in a format that is compatible with the information technology systems of the County.

(c) IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT:

RECORDS MANAGEMENT LIAISON OFFICER

POLK COUNTY

330 WEST CHURCH ST

BARTOW, FL 33830

TELEPHONE: (863) 534-7527

EMAIL: RMLO@POLK-COUNTY.NET

Scrutinized Companies and Business Operations Certification; Termination.

A. Certification(s).

- i. By its execution of this Agreement, the Vendor hereby certifies to the County that the Vendor is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, nor is the Vendor engaged in a boycott of Israel, nor was the Vendor on such List or engaged in such a boycott at the time it submitted its bid, proposal, quote, or other form of offer, as applicable, to the County with respect to this Agreement.
- ii. Additionally, if the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000), then the Vendor further certifies to the County as follows:
 - a) the Vendor is not on the Scrutinized Companies with Activities in Sudan List, created pursuant to Section 215.473, Florida Statutes; and
 - b) the Vendor is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; and

- c) the Vendor is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and
 - d) the Vendor was not on any of the Lists referenced in this subsection A(ii), nor engaged in business operations in Cuba or Syria when it submitted its proposal to the County concerning the subject of this Agreement.
 - iii. The Vendor hereby acknowledges that it is fully aware of the penalties that may be imposed upon the Vendor for submitting a false certification to the County regarding the foregoing matters.
- B. Termination. In addition to any other termination rights stated herein, the County may immediately terminate this Agreement upon the occurrence of any of the following events:
 - i. The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(i) above, or the Vendor is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.
 - ii. The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(ii) above, or the Vendor is found to have been placed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, and the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000).

Proposers Incorporation Information

(Submittal Page)

The following section should be completed by all bidders and submitted with their bid submittal:

Company Name: _____

DBA/Fictitious Name (if applicable): _____

TIN #: _____

Address: _____

City: _____

State: _____

Zip Code: _____

County: _____

Note: Company name must match legal name assigned to the TIN number. A current W9 should be submitted with your bid submittal.

Contact Person: _____

Phone Number: _____

Cell Phone Number: _____

Email Address: _____

Type of Organization (select one type)

- Sole Proprietorship
- Partnership
- Non-Profit
- Sub Chapter
- Joint Venture
- Corporation
- LLC
- LLP
- Publicly Traded
- Employee Owned

State of Incorporation: _____

The Successful vendor must complete and submit this form prior to award. The Successful vendor must invoice using the company name listed above.

EXHIBIT 1

DETAILED INSTRUCTIONS ON HOW TO PREPARE AND SEND PERFORMANCE SURVEYS

The objective of this process is to identify the past performance of the Contractor submitting a proposal package. This is accomplished by sending survey forms to past customers. The customers should return the forms directly to the Contractor. The Contractor is to include all surveys in their proposal package.

Sending the Survey

The surveys shall be sent to all clients for whom the Contractor has identified under Tab 3. Surveys should correlate to all projects identified under Tab 3.

If more surveys are included, then Procurement will only use those identified under Tab 3.

1. The Contractor shall complete the following information for each customer that a survey will be sent

CLIENT NAME	Name of the company that the work was performed for (i.e. Hillsborough County).
FIRST NAME	First name of the person who will answer customer satisfaction questions.
LAST NAME	Last name of the person who will answer customer satisfaction questions.
PHONE NUMBER	Current phone number for the reference (including area code).
EMAIL ADDRESS	Current email address for the reference.
PROJECT NAME	Name of the project (Professional Engineering Services for Hillsborough County Fire Station), Etc.
COST OF SERVICES	Cost of services (\$3,000,000)
DATE COMPLETE	Date when the services were completed. (i.e. 5/31/2020)

2. The Contractor is responsible for verifying that their information is accurate prior to submission for references.

3. The survey must contain different services/projects. You cannot have multiple people evaluating the same job. However, one person may evaluate several different jobs.

4. The past projects can be either completed or on-going.

5. The past client/owner must evaluate and complete the survey.

Preparing the Surveys

1. The Contractor is responsible for sending out a performance survey to the clients that have been identified under Tab 3. The survey can be found on the next page.
2. The Contractor should enter the past clients' contact information, and project information on each survey form for each reference. The Contractor should also enter their name as the Contractor being surveyed.
3. The Contractor is responsible for ensuring all references/surveys are included in their submittal under Tab 7
4. Polk County Procurement may contact the reference for additional information or to clarify survey data. If the reference cannot be contacted, there will be no credit given for that reference.

Survey Questionnaire – Polk County

RFP 23-448, Utilities Design Services & Regulatory Services

To: _____ (Name of Person completing survey)

_____ (Name of Client Company/Contractor)

Phone Number: _____ Email: _____

Subject: Past Performance Survey of Similar work:

Project name: _____

Name of Vendor being surveyed: _____

Cost of Services: Original Cost: _____ Ending Cost: _____

Contract Start Date: _____ Contract End Date: _____

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	
3	Quality of workmanship	(1-10)	
4	Professionalism and ability to manage	(1-10)	
5	Close out process	(1-10)	
6	Ability to communicate with Client's staff	(1-10)	
7	Ability to resolve issues promptly	(1-10)	
8	Ability to follow protocol	(1-10)	
9	Ability to maintain proper documentation	(1-10)	
10	Appropriate application of technology	(1-10)	
11	Overall Client satisfaction and comfort level in hiring	(1-10)	
12	Ability to offer solid recommendations	(1-10)	
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	

Printed Name of Evaluator _____

Signature of Evaluator: _____

Please fax or email the completed survey to: _____

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT (“INA”).

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature: _____

Title: _____

Date: _____

State of: _____

County of: _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 20__, by _____ (*name*) as _____ (*title of officer*) of _____ (*entity name*), on behalf of the company, who is personally known to me or has produced _____ as identification.

Notary Public Signature: _____

Printed Name of Notary Public: _____

Notary Commission Number and Expiration: _____

(AFFIX NOTARY SEAL)

EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION

(Florida Statutes, Section 448.095)

RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

The undersigned, as an authorized officer of the Consultant identified below (the “**Consultant**”), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the “**County**”), by and on behalf of the Consultant in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Consultant and the County on or about the date hereof, whereby the Consultant will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the “**Contract**”), as follows:

1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

2. Pursuant to Section 448.095(5), Florida Statutes, the Consultant, and any subconsultant under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Consultant or subconsultant. The Consultant acknowledges and agrees that (i) the County and the Consultant may not enter into the Contract, and the Consultant may not enter into any subcontracts thereunder, unless each party to the Contract, and each party to any subcontracts thereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security’s E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of the Contract, and the County may treat a failure to comply as a material breach of the Contract.

3. By entering into the Contract, the Consultant becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subconsultants to provide an affidavit attesting that the subconsultant does not employ, contract with, or subcontract with, an unauthorized alien. The Consultant shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subconsultant knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Consultant, the Consultant may not be awarded a public contract for a period of 1 year after the date of termination. The Consultant shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

Executed this _____ day of _____, 2023.

ATTEST:

CONSULTANT:

By: _____
PRINTED NAME: _____
Its: _____

By: _____
PRINTED NAME: _____
Its: _____

June 27, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 1
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Ari Goldstein, CPP

Ari Goldstein

Senior Procurement Analyst
Procurement Division

This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.

Signature

Printed Name:

Title:

Company:

RFP 23-448, Utilities Design Services and Regulatory Services

ADDENDUM # 1

QUESTIONS AND ANSWERS

Question 1: Can you please provide the sign-in sheets from the pre-proposal meeting held on June 20, 2023?

Answer 1: The Pre-Proposal Meeting Attendance list was posted on our website and can be found here: <https://www.polk-county.net/procurement/bids/bid-details/utilities-design-services-regulatory-support-services>.

Question 2: Who are the firms that are currently under contract with the County for these services?

Answer 2: Black & Veatch, Carollo Engineers, CHA Consulting, CivilSurv Design Group, Dewberry Engineers, Hazen & Sawyer, Jones Edmunds & Associates, Pennoni Associates, Tetra Tech, Wood Environmental & Infrastructure Solutions, Wright-Pierce, and WSP USA.

Question 3: We have recently responded to a few Polk County proposals. Would the County consider allowing us to use Survey Questionnaires from previous submissions?

Answer 3: Yes, so long as the questions are the same on both surveys and refer to projects that are referenced under Tab 3, Experience, Expertise, Personnel and Technical Resources.

Question 4: Which Tab number would the County like us to include the proposal forms (Proposer's Incorporation Information, Affidavit Certification Immigration Laws, Employment Eligibility Verification)?

Answer 4: These documents can be submitted under Tab 1, Introduction, after the items submitted under Tab 1, Items a-e.

Question 5: On page 7 of the RFP package, it states "Proposers must have in-house, multi-disciplinary capabilities in at least ten (10) of these fields..." Does that include subcontractors that may perform work on behalf of the prime proposers?

Answer 5: The prime proposers submitting proposals must be able to perform a minimum of 10 of the listed capabilities found on pages 7 and 8 of the RFP package. There may be projects that require a prime proposer use subcontractors to complete a scope of work, but the intent of this solicitation is to award to prime proposers that can perform the multi-disciplinary capabilities listed in the RFP package.

Question 6: Does the County prefer the proposals be delivered either as a sealed parcel or an electronic submittal?

Answer 6: The County offers both options and does not have a preferred method of delivery for the proposals.

Question 7: Have there been issues in the past when proposers tried to submit their proposals electronically?

Answer 7: The County has extended receiving/due dates one week in the past when there was a temporary issue with the Kiteworks application website on a receiving date. This was an isolated incident only.

July 3, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 2
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Correction: The email address listed on page 1 of the RFP package to submit questions to is incorrect. Please email all questions to arigoldstein@polk-county.net. All questions must be received by 4:00 p.m., Friday, July 7, 2023.

To receive a copy of **Attachment “A”, Sample Master Consulting Agreement**, please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevendor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder **“RFP 23-448 Utilities Design Services and Regulatory Services.zip”**, select “Open” or “Save As” to download the sample agreement. If you need assistance accessing this website due to ADA or any other reason, please email Ari Goldstein at arigoldstein@polk-county.net.

Ari Goldstein, CPP

Ari Goldstein

Senior Procurement Analyst
Procurement Division

This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.

Signature _____

Printed Name: _____

Title: _____

Company: _____

RFP 23-448, Utilities Design Services and Regulatory Services ADDENDUM # 2

QUESTIONS AND ANSWERS

Question 1: Are we allowed to submit project references/reference surveys for Polk County projects?

Answer 1: Yes.

Question 2: Will points be awarded in Tab 5 for a subconsultant that is a certified Service-Disabled Veteran-Owned Small Business (SDVOSB)?

Answer 2: No. Points are awarded only to certified Women and Minority Business Entities under Tab 5.

Question 3: Can Polk County disclose the selection committee members for this RFP?

Answer 3: The anticipated selection committee members include Tamara Richardson, James Tully, Krystal Azzarella, Jason Jennings, and Sharon Mathis.

Question 4: If the intent of the RFP is to select more than one consultant, is it necessary for the County to conduct proposer interviews per the selection process (Elevation Level 3 – Proposer Interview)?

Answer 4: Yes. Interviews are necessary and shall take place in accordance with Florida Statute 287.055(4)(b).

Question 5: On page 21, the RFP states, “A contract in substantially the same form as attached here to as Attachment ‘A’ (Master Consulting Agreement) will be executed between the County and the successful Proposer(s).” Where can one find the Attachment “A” that includes the Master Consulting Agreement?

Answer 5: Attachment “A”, Sample Master Consulting Agreement is available to on the County’s FTP site for download. Refer to page 1 of this addendum for directions on how to download Attachment “A”.

July 11, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 3
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Ari Goldstein, CPP

Ari Goldstein

Senior Procurement Analyst
Procurement Division

This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.

Signature

Printed Name:

Title:

Company:

RFP 23-448, Utilities Design Services and Regulatory Services ADDENDUM # 3

QUESTIONS AND ANSWERS

Question 1: Can you please clarify whether items d and e in tab 1 count toward the two-page limit?

Answer 1: Items d) and e) under Tab 1, Executive Summary, do not count towards the two-page limit. Only items a) – c) count towards to the two-page maximum limit.

Question 2: How are categories left blank on the performance survey questionnaire handled when averaging the survey scores?

Answer 2: If questions are not answered on the performance surveys, the questions left blank will not be taken into consideration when calculating the overall score average when awarding points under Tab 7, Surveys of Past Performance.

Question 3: Can front and back cover as well as dividers be included when submitting electronically via Kiteworks?

Answer 3: Yes.

Question 4: The FDOT no longer participates in client surveys and refers consultants to an online grading system (scaled 1 to 5 based on quality, scheduling, and management) that is updated on an annual basis. Would a screenshot of the online evaluation be an acceptable replacement for the required performance survey that accompanies projects write ups?

Answer 4: No. The Survey Questionnaire on page 29 of the RFP package must be used and submitted by a proposer under Tab 7, Surveys of Past Performances so that each proposal is scored the same using the criteria outlined in the RFP package.

A TRADITION OF INNOVATIVE ENGINEERING



CIVILSURV

ORIGINAL



RFP NO. 23-448
**UTILITIES DESIGN SERVICES & REGULATORY
SUPPORT SERVICES**

DUE: JULY 19, 2023 BY 2PM

CONTACT PERSON:
CRAIG FULLER, PE



2525 DRANE FIELD ROAD, SUITE 7
LAKELAND, FLORIDA 33811



(863) 646-4771



CFULLER@CIVILSURV.COM

WWW.CIVILSURV.COM



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TAB 1
Executive Summary

CivilSurv Design Group, Inc. is pleased to submit our qualifications for the Utilities Design Services & Regulatory Support Services contract. As a Polk County-based firm, we are eager to be part of the resource pool for our home county. With 42 employees and 11 licensed professionals, we are one of the largest multi-disciplinary government-focused teams headquartered in Polk County. We have a long and successful history of service to the County and seek to renew that relationship through the successful completion of this contract.

This contract is precisely what we do. As Engineers, Planners, and Surveyors, we define ourselves as a “Municipal Infrastructure Design Firm.” We are licensed in the State of Florida for Engineering, Surveying, and Planning and are the successors and the continuation of firms that have served clients throughout Florida for more than 40 years. We have been incorporated as CivilSurv Design Group, Inc. for 13 years with many of our employees working for our legacy companies for over 25 years. *Our Tradition of Innovative Engineering* is provided from our modern, state-of-the-art Polk County office serving clientele including city and county governments, state agencies, and utility companies. We deeply appreciate the County’s commitment to supporting local firms. With Polk corporate roots that date to 1980, we have a thorough understanding of the County’s project and consultant needs and have assembled a team to ensure this project can be handled in a quality, responsive, and timely manner.

The water and wastewater work classifications cited in the RFP are a perfect match for our abilities, resources, and experience. Our comprehensive Engineering and Surveying services can provide Polk County with an experienced, well-equipped Team that can serve in a highly responsive and cost-effective manner. Our veteran staff of Professional Engineers and Surveyors and Mappers have provided a wide range of services for many of the state’s largest projects, but we remain small enough that our principals continue their active involvement with our clients. When clients hire us, they get the benefit of our depth of resources, unparalleled experience, and client-focused project managers recognized as industry leaders. The projects listed in Tab 3 are similar to other water and wastewater projects designed, surveyed, inspected, and constructed within the past five year. They include Haines City’s CDBG project in which three lift stations were modified, along with a mile of sanitary sewer and roadway rebuild; Port St. Lucie’s 16/18” Brackish Raw Water Main with a 2,000 feet long drill under I-95 completed, the County’s General Engineering contract with a few examples for I&I repairs; the City of Polk City’s Water System Analysis with Planning and Design; and the City of Lakeland’s West Pipkin Water System Improvements. The Contract will be led by Craig R. Fuller, PE. Craig has over 20 years of experience leading similar work throughout Central Florida. We have partnered with **Madrid-CPWG** for Geotechnical Engineering; **EDA** for Electrical Engineering; **GISJane** and **HD Mapping** for GIS Analysis, Asset Management, and CMMS support; **Kimley-Horn** for Well Construction, Hydrogeological Support, and General Facilities Design support; **PGA** for Environmental Science; **The Valerin Group** for Public Involvement; and **The Lunz Group** for Architectural Services.

The CivilSurv Team can provide Polk County with the experience, expertise, resources, flexibility, and responsiveness required, surpassing the goals established for successful and efficient completion of the project assigned under this contract. Our Team is committed to providing the County outstanding and highly-personalized customer service with a sincere and effective commitment to the community.

CONTACT INFORMATION

Company Name: CivilSurv Design Group, Inc.
Address: 2525 Drane Field Road, Suite 7
Lakeland, FL 33811
Contact Name: Craig R. Fuller, PE | Project Manager
Phone Number: (863) 646-4771
Email address: cfuller@civilsurv.com



State of Florida Department of State

I certify from the records of this office that CIVILSURV DESIGN GROUP, INC. is a corporation organized under the laws of the State of Florida, filed on February 1, 2010.

The document number of this corporation is P10000009487.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on February 22, 2023, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-second day of
February, 2023*




Secretary of State

Tracking Number: 4771679818CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



Licensee Details

Licensee Information

Name:	CIVILSURV DESIGN GROUP, INC (Primary Name)
Main Address:	2525 DRANE FIELD RD. STE 7 LAKELAND Florida 33811
County:	POLK
License Mailing:	
License Location:	

License Information

License Type:	Registry
Rank:	Registry
License Number:	28988
Status:	Current
Licensure Date:	02/16/2010
Expires:	





TAB 2
Approach to Project

The CivilSurf Team is excited for this opportunity to apply our significant experience and expertise to improve the water quality and parks throughout the County. The CivilSurf Team has successfully completed numerous parks and drainage improvement projects and is confident in our ability to deliver a cost-effective solution for numerous projects. **Craig R. Fuller, PE**, CivilSurf's Contract Manager, will lead the design and layout of the proposed drainage improvements and coordinate efforts of the project team. Our teammates include **Kimley-Horn** for Water and Wastewater Plant Engineering support, **PGA** for Environmental Science, **Madrid-CPWG** for Geotechnical Engineering, **EDA, Inc.** for Electrical Engineering, **The Lunz Group** for Architectural services, **GISJane** and **HD Mapping** for GIS analysis and Computerized Maintenance Management System and Asset Management support, and **The Valerin Group** for Public involvement. Members of our team have worked together on multiple projects throughout Polk County including many with Polk County Utilities.

While specific projects to be completed under this contract have not yet been defined, we understand the County's objectives for the contract. Generally, CivilSurf will assist in leading the County in its present direction of expansion and modernization of facilities. That may include new water or wastewater treatment facilities, rehabilitation of existing facilities, extension of water distribution and wastewater collection, permitting of complex systems such as wastewater effluent or water use permitting, or a study to determine the most cost-effective option for approaching a project. The following is an example project approach for similar water main projects.

Review and Determine Proposed Layout and Location

Our approach to initiating a water or wastewater system project begins with a determination of the project's goal. For example, we want to be able to understand what are the facilities to be connected, what are the increases in demand and the period of time for increased demands, what types of constraints exist along the potential routes, etc. These factors will be helpful in determining the appropriate corridor within the route. The next step in the process is evaluating impacts to the environment, such as wetlands or endangered species. Our partners at PGA have environmental scientists that specialize in this, allowing early identification to be confirmed. As an example, on a raw water main project for Port St. Lucie, it was desired to install the main within existing easements and right of way. It was determined that existing easements contained numerous high voltage transmission poles with existing right-of-way easements that wouldn't allow for the main to be installed within 50 feet. Additionally, there were numerous wetlands and Interstate 95 to contend with, each with their own demands. The route chosen mitigated all impacts and only required an easement within the property and was installed with a maximum depth of 60 feet to hit a specific "lens" of quality, stable, material.

Proposed Solution, Survey, and Design

A layout of the proposed water main will be performed, along with a survey of the route to determine location and specific conflicts with other utilities and the drainage. The CivilSurf Team has designed hundreds of projects and, at the core of the Design Team, **Mark Frederick, PE, CFM, ENV SP, PMP**, has extensive experience in the design of linear improvements. Being a Certified Floodplain Manager, he is well-versed in the requirements of Environmental Resource Permitting and Floodplain Compensation. We have a large team of surveyors and mappers with Subsurface Utility Engineering (SUE) and other capabilities to complete the design and sketch/legal descriptions of real property that may be needed for the improvements. Example projects have included both Army Corps and the new FDEP-permits that have taken precedence, in addition to typical ERP and right-of-way use permitting. Hetty Harmon, AICP has assisted in hundreds of permits and assists during the design phase for utility coordination to confirm where existing utilities are present, may need to move, or may be affected. Recently, the City of Lakeland and CivilSurf teamed to design the Lakeland Park Drive Extension and Trail project, leading to an **ASCE Ridge Branch Project of the Year** award.

Construction Services

As noted in the project descriptions, CivilSurv regularly provides construction services, including full-time CEI. We are presently assisting the County and City of Lakeland in the CEI of West Pipkin's Water Mains, Highlands County in the CEI of the Sebring Parkway, and the City of Lakeland in the construction of US 92 at County Line Road. We have four inspectors on the team; Craig Haas, Garland Walling, and Jacob Breed. Each has experience in various types of projects and has CTQP certifications. All have extensive field experience in construction and construction staking.

Team Capabilities

Survey and SUE data will be gathered by **Ken Glass, PSM** and **Tim Morris, PSM**. CivilSurv has a survey staff with full-service SUE capabilities from utility designates and ground penetrating radar to vacuum locates. Survey staff supporting Mr. Glass totals approximately 20 professionals. To verify right-of-way and easements, **Gary Allen, PLS** and his team will research available records. Mr. Allen is one of the best mappers in the area and will work with Mr. Wade Allen (of Polk County) to acquire the land potentially needed for the projects. Madrid will gather geotechnical information from published sources and field investigations. The investigation will begin early in the study phase to allow designers access to the geotechnical information available prior to any alternative layouts – especially confirmed seasonal high-water tables that will be critical to the project. Determination of soil properties will also be critical when developing the hydrologic/hydraulic modeling where new plant facilities are required. **PGA** has been included on the CivilSurv team to provide ecological support services as needed, such as wetland delineation, wetland impact/mitigation coordination, and wildlife studies. Permit requirements will be confirmed with the SWFWMD during the planning/layout stages of the project's design process. During design and permitting, utility coordination and permitting activities will be led by **Hetty Harmon, AICP**. We will send draft plan submittals to the utilities with the established SUE/survey to confirm all items are picked up and planned improvements are reported on the final plans. Finally, **Craig Fuller, PE** will be reviewing the overall design at progress milestones to confirm the plan's constructability and intent are met. As noted by his resume, this is a frequent task and has resulted in many projects being delivered as envisioned.

Firm Abilities / Innovation

Every firm stresses their "Innovative Approaches;" our Team hopes to demonstrate that we are the best qualified team in this section. As presented by our approaches in recent projects, CivilSurv has assembled a team to advance the detailed engineering design, permitting, and construction administration phases with **Mark Frederick, PE, CFM, ENV SP, PMP** as the Project Manager and design lead for the majority of improvements for the projects selected. Our partners with Kimley Horn have developed cutting edge treatment technologies for water and wastewater, including PFAS removal for the City of Stuart among others in the State. They have a team of wastewater modelers capable of analyzing a treatment plant prior to design to confirm if the proposed solutions will work and to minimize the overall cost for the solutions based on calibrations made to the model from real-world information. CivilSurv has working with the County and numerous others on trenchless technology for replacements piping – either working with local contractors for pipe-bursting or with cured in place piping. This has saved utility owners significant amounts of money as it can be performed without repairing as much roadway or sidewalks.

Finally, CivilSurv has been a teammate with the County to assist in operation of wastewater and issues. We have been a sounding board and offered suggestions to improve quality while also decreasing treatment costs. This has shown to be effective for the County, resulting in tremendous power, manpower, and chemical cost savings. The County has furthered this goal and won more awards for wastewater quality effluent than any other utility within the previous eight year period.



Quality Assurance / Quality Control Program

Our team composition illustrates the responsibilities of the personnel to be assigned to the project, along with the reporting relationships among them. Our high standards are maintained through a practical and effective Project Management Program. The QA / QC program's objective is to provide engineering design products based on sound principles and practices reflecting the highest standards to ensure that work products conform to the scope and that project documents are void of errors and omissions. The program is founded on the following four key principles:

- **Proper Project Approach:** Quality is achieved by adequate planning, coordination, supervision, and technical direction; proper definition of job requirements and procedures; the use of appropriately skilled personnel; and by individuals performing work functions carefully and correctly the first time.
- **Constant Project Supervision:** Quality is controlled through daily checking, reviewing, and surveillance of the entire team's work activities by designated Supervisors and Managers.
- **Formal Quality Reviews:** Quality is verified by having a manager or designee performing QC functions consisting of surveillance, auditing of the work, and the procedures followed when performing the work.
- **Active Senior Management Oversight:** Quality is assured through independent reviews by qualified staff of the processes, procedures, documentation, supervision, technical directions, and staffing associated with the project development.

Project Schedule and Budget

CivilSurv is committed to satisfying the schedule requirements outlined in this RFP. We propose to deliver the project on an accelerated schedule by conducting critical path items concurrently, where possible.

Scheduling Control: Scheduling provides the framework for effective project management by logically combining scope and schedule. CivilSurv will use industry-standard scheduling software and other effective tools to develop comprehensive project schedules and to provide effective project controls. All major project activities will be identified with deliverable submittal dates and major project events classified as project milestones. The activities required to meet those milestone dates are identified and logically sequenced to support the completion of project milestones. CivilSurv will track project activities to measure project performance and maintain the forecasted schedule of activities. We actively maintain budgets, schedules, and timeframes for many projects with an active system called **Ajera**, a Deltek project management platform.

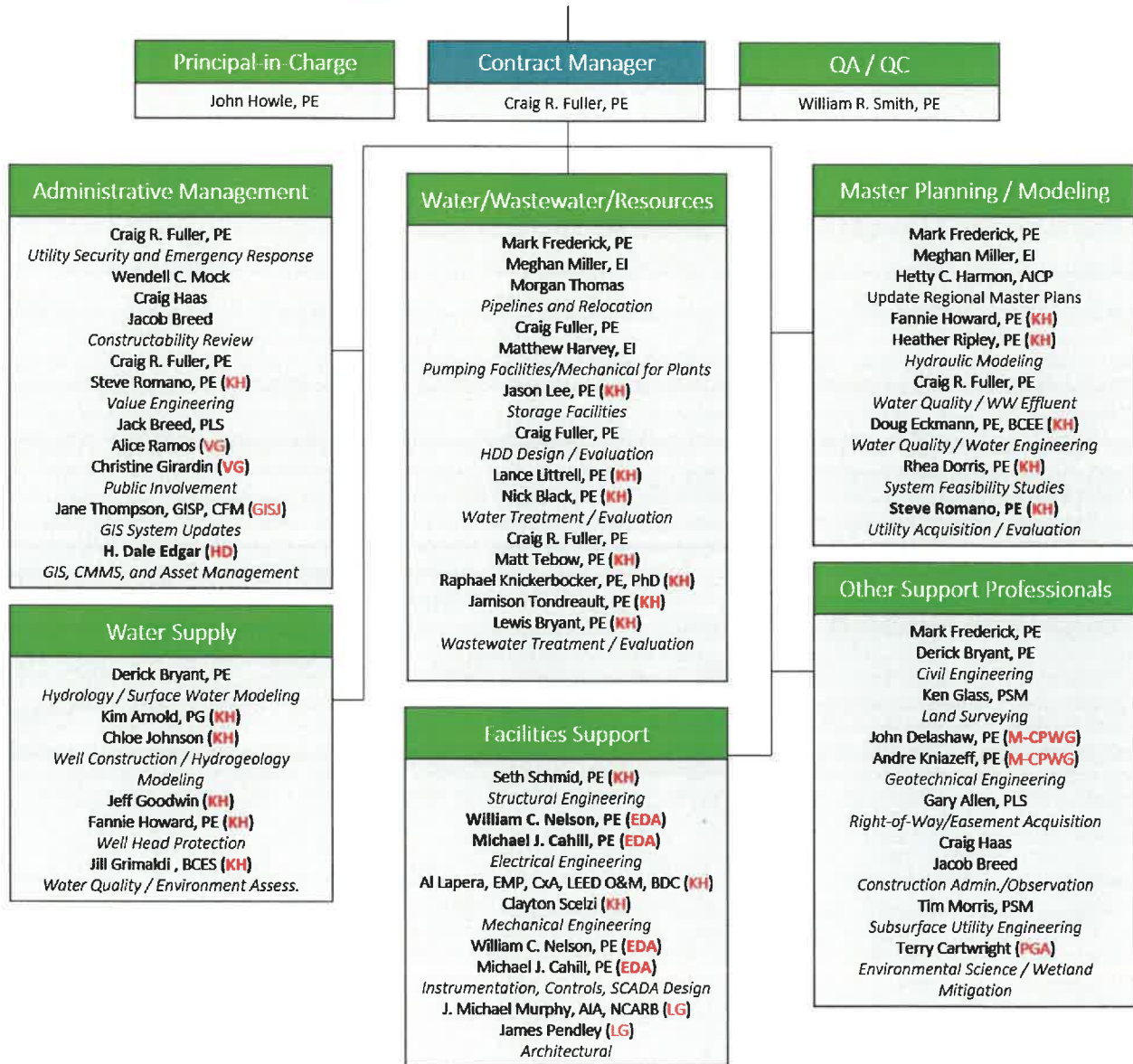
Budget Control: Controlling project costs is a top priority for CivilSurv because we know our clients rely on us to serve as stewards of their public funds. We focus on this objective because carefully controlling the project budget will result in a successful County project. As such, CivilSurv maintains a database of construction and local contractors' unit costs and frequently utilizes FDOT's up-to-date and historical cost values to develop solid construction cost estimates, reflecting the conditions of the current economy.

Communication: CivilSurv whole-heartedly believes that communication is the key to any successful project. We strive to communicate often and clearly at key decision points throughout the design process and for an added benefit to the County. Clear and concise communication will govern our interaction with internal clients and team members.



TAB 3
Experience, Expertise,
Personnel, and Technical
Resources

Organizational Chart



FOR REFERENCE:

- (HD) - HD Mapping, LLC
- (GISJ) - GISLane, LLC.
- (VG) - The Valerin Group
- (KH) - Kimley-Horn and Associates

- (EDA) - Electrical Design Associates, Inc.
- (PGA) - Patel, Greene & Associates
- (M-CPWG) - Madrid Engineering Group
- (LG) - The Lunz Group

All personnel listed are employees of CivilSurv Design Group, Inc. unless otherwise noted.



Subconsultants

Kimley-Horn and Associates

Location: Lakeland, FL

Kimley»Horn Founded in 1967, Kimley-Horn is a full-service, employee-owned, multidisciplinary consulting firm offering a broad range of engineering, planning, landscape architecture, and environmental services to clients in both the private and public sectors. Over the years, we have grown from a small group of engineers and planners to one of the most respected consulting firms in the nation—and a recognized leader in public realm design. Today, Kimley-Horn has more than 7,000 employees in nearly 115 offices across the United States and Puerto Rico, offering a full range of consulting services to local, regional, national, and international clients. Kimley-Horn’s professionals offer a wide array of water and wastewater engineering services. We partner with our clients on their short- and long-term utility planning and design needs to help find innovative, cost-effective solutions to deliver sustainable projects to our local communities. Our solutions often have facilitated the extension of utility service to communities previously not served, extended the life of existing infrastructure through rehabilitation and/or repair, or provided new facilities to replace aging infrastructure or increase system capacities.



Electrical Design Associates, Inc.

Location: Tampa, FL

Electrical Design Associates, Inc. (EDA) is a consulting engineering firm specializing in electrical and instrumentation design for water and wastewater facilities. We provide consulting engineering services primarily to the public sectors. In September of 1998, Electrical Design Associates, Inc. was formed. We are a Certified Minority Business Enterprise with offices in Orange, Hillsborough and Palm Beach Counties. Our present staff includes registered electrical engineers, instrumentation designers, designer/CADD technicians, and field supervisors. Their staff’s electrical experience includes electrical and instrumentation system designs for industrial plants, specifically Water and Wastewater Treatment Facilities located throughout the state of Florida. Their electrical distribution systems experience covers the full range up to 13kvolt distribution systems as well as standby generator systems. Our instrumentation systems design experience includes SCADA and PC based systems, as well as numerous traditional plant monitoring and control panel designs. Our design experience encompasses computer/PLC controlled systems utilizing SCADA based systems for interfacing to remote locations, as well as hard wired relay controlled custom solutions. EDA is staffed to provide electrical and instrumentation engineering services from inception through design, bid, and construction completion.



GISJane, LLC

Location: St. Petersburg, FL

GISJane, LLC, is a consulting firm located in the Tampa Bay Region that is owned and operated by Mrs. Jane E. Thompson, who is a Certified Floodplain Manager (CFM) and GIS Professional (GISP) with twenty years of local and Florida specific GIS and Flood experience. Jane is a dedicated volunteer to the Florida Floodplain Managers Association, the GIS Committee Chair as well as the Associate Membership Coordinator responsible for growing membership across the state. Jane spent the first half of her career supporting Civil Engineers and associated professionals on a wide range of asset management projects including master planning of water/waste/reclaimed, stormwater, watershed, parks, and transportation as well as county master mining planning. Jane has international asset management experience having performed the GIS feasibility studies for both the Panama Canal expansion and bridge crossing which required translation of data attributes from Spanish to English.



TAB 3- EXPERIENCE, EXPERTISE, PERSONNEL, & TECHNICAL RESOURCES

Jane Thompson’s reputation as a foremost technical, GIS and subject matter expert on flood is complemented only by her extensive GIS asset management experience across a wide array of disciplines with both public and private sector clients. She managed both NFWMD and SRWMD FEMA CTP regulatory program which is an asset management for Flood and is currently supporting several state entities and Florida governments with Watershed Master Planning and Outreach efforts under federal and state funded vulnerability assessments grants, three or more of which Polk County was awarded and are currently underway. Jane’s most current asset management experience with Polk County was performing the State’s unfunded mandate for reporting under the House Bill 53 Stormwater and Wastewater 25-year needs analysis. Jane also supported Polk County in applying for and FDEP Innovation in HABS grant in 2022 and GISJane, LLC hoping to participate in another application with Polk this year.

Patel, Green & Associates, Inc.

Location: Bartow, FL



Patel, Greene & Associates, LLC (PGA) is a leading transportation design and planning firm that was founded in 2011. A registered DBE, PGA provides transportation engineering solutions for the Florida Department of Transportation (FDOT), Polk County, and other municipalities throughout Florida. They are leaders in innovative roadway, drainage, structures, site/civil, and traffic engineering, as well as environmental, planning, PD&E, and landscape architecture. They take great pride in providing their clients with the most cost-effective, practical and performance-based engineering solutions that fit the needs and the budget of the project. The firm has managed, designed, and reviewed projects ranging from sidewalks to resurfacings and from widenings to multi-level interchanges, as well as new alignments including segments of Central Polk Parkway, and Ernest Smith Blvd, both in Polk County.

Located in the heart of Downtown Bartow, PGA staff have significant experience with projects throughout Polk County and within its encompassing municipalities. PGA has regularly coordinated with County Roads and Drainage and Real Estate Services (RES). The firm’s Alachua/Collier Drive Drainage Improvements and Wildwood Subdivision Drainage Improvements projects are relevant recent examples. They have also worked very closely with RES throughout their West Pipkin Road widening project. In addition, many of their staff members are lifelong Polk County residents, giving PGA a vested interest in the success of projects in the area.

The Lunz Group

Location: Lakeland, FL



The Lunz Group is a full-service architectural firm headquartered in Polk County, Florida. Their team provides professional services including architectural design, interior design, master planning, programming, and visualization. Edward Lunz established the firm in 1987 in Lakeland, Florida. Today, their firm is the largest architecture firm in Polk County, continuing to grow and innovate by creating a distinct, client-centered experience focused on delivering the best of their institution’s talents, solutions, and processes. Their staff of 47 experienced professionals work

cohesively with all parties involved in the design process. The Lunz Group is grounded by values-based, client-first mentality, and will deliver quality design solutions that will exceed expectations. The Lunz team’s approach to every project begins the same: by listening. By understanding unique challenges, they can align strategy to design a solution that best fits your intended outcome.



The Valerin Group, Inc.

Location: Tampa, FL



The Valerin Group, Inc. (Valerin) is a full-service, woman-owned communications firm specializing in public involvement, community outreach, graphic design, website and mobile app development, visualizations, video/audio production, aerial drone imagery, and translation services. In business since 2006, Valerin has a staff of talented communication and creative professionals with more than 425 years of combined experience and have worked on over 725 transportation and public utility infrastructure projects, programs, and initiatives. Valerin has developed and implemented hundreds of public engagement and community outreach plans and currently serves as the internal communications representative for the Polk Regional Water Cooperative (PRWC). In addition, Valerin received Tampa Bay's PRestigious Award for Community Relations for Hillsborough County's North Palm River Drinking Water Design-Build.

Madrid-CPWG

Location: Bartow, FL



Madrid Engineering Group, Inc., d/b/a/ Madrid CPWG is a Polk County-based engineering company established in 1992 and located in Bartow for 25 years. Their specific expertise includes Full Service Professional Geotechnical Engineering along with construction materials testing, and construction engineering inspection (CEI) services. In addition, we have specialty service departments such as drilling services, laboratory testing, and other support services. Our corporate office is in Bartow, Florida, with additional Madrid CPWG offices in Tampa and Winter Springs in Central Florida. Madrid CPWG is a certified MBE by the State of Florida with other small, minority and/or disadvantaged business certifications from entities such as the FDOT, Federal SBA, as well as several County and City governments. Madrid CPWG's expertise is based on the technical knowledge and experience of its employees, whose diverse backgrounds include the specialties of geotechnical engineering, structural engineering, materials science, geology and field exploration and testing. Our professional staff is complimented by soils and construction field and lab technicians; a versatile fleet of company owned drill rigs and CPT equipment; a full-service geotechnical laboratory and a full-service construction materials testing (CMT) laboratory. Madrid CPWG has completed nearly 10,000 projects throughout Florida, most drilled using in-house drilling services.

HD Mapping, LLC

Location: Lithia, FL



HD Mapping, LLC is a Geographic Information Systems (GIS) consulting services company started in 2018 by Henry Dale Edgar and is located in Lithia, FL. Although less than five years old, their GIS background and knowledge spans more than 20 years across many industries including Utilities, Environmental, Transportation and Planning. They specialize in data collection, conversion and systems integration by utilizing a host of GIS products and tools along with industry knowhow.

Mr. Fuller manages and designs water and wastewater projects including but not limited to water supply, wastewater collection and treatment, reclaimed water reuse, and hydraulic modeling. Mr. Fuller has over 20 years of engineering and project management experience encompassing hydraulics, water and wastewater facilities, reclaimed water planning, design, permitting, and construction services. Typical project experience includes the following projects:

Project Experience

Project Manager | Lakeland Hills Road Relocation | City of Lakeland | Lakeland, Florida | 2022 to 2024 | \$410,000: Responsible for leading the design team through the replacement of approximately 5,000 linear feet of water mains and gravity, up to 12-inch diameter. The project included design reviews at 60%, 90%, and 100%. The project also includes significant utility coordination, subsurface utility engineering, redesign of mains due to stormwater conflict issues as part of an FDOT design and construction project. Construction includes removal of nearly 3,000 feet of 12" Asbestos Cement piping abatement and removal.

Project Manager | Southwest Florida Water Management District (SWFWMD) Water Use Permit Renewal | City of Frostproof | Frostproof, Florida | 2020 to 2021 | \$65,000: Responsible for the calculations and assumptions necessary to complete a Water Use Permit application for the City of Frostproof's 0.9 MGD system, including capacity for its 4 water production facilities. The project involved calculating anticipated growth to the area while decreasing the overall flow rate.

Project Manager | F-19 Raw Water Main | City of Port St. Lucie Utilities Division | Port St. Lucie, Florida | 2020 to 2021 | \$175,000: Responsible for leading the design and construction through the installation of approximately 3,000 linear feet of 16-inch brackish raw water mains. The project included design reviews at 30%, 60%, 90%, and 100%, significant utility coordination, a large easement definition, drilling under power and I-95, subsurface utility engineering, redesign of mains due to wetland conflict issues, and the implementation of numerous construction techniques including wet tapping, fusible PVC HDD, and a new access driveway to the proposed well.

Project Manager | West Pipkin Road Water Main Improvements | City of Lakeland | Lakeland, Florida | 2019 to 2024 | \$552,000: Responsible for leading the design team through the replacement of approximately 17,000 linear feet of water mains and force main, from 4-inch to 16-inch in diameter. The project included design reviews at 60%, 90%, and 100%. The project also includes significant utility coordination, subsurface utility engineering, redesign of mains due to stormwater conflict issues, and the implementation of numerous construction techniques including: wet tapping, temporary service mains, and numerous clearance packages.

Project Manager | Northeast Advanced Wastewater Treatment Evaluation | Polk County Utilities Division | Polk County, Florida | 2018 | \$145,000: Responsible for evaluating headworks, biological treatment, and clarification to determine improvements necessary to enhance treatment to AWT levels. Project included numerous biological models calibrated to real operating conditions, recommendations for RAS fermentation to meet phosphorous levels below 1 mg/l, replacement of screening compactors, and new clarifiers to meet expanded flow rates in the future.

Project Manager | Wauchula Hills Water Treatment Facility Expansion | Hardee County | Bowling Green, Florida | 2023 to 2024 | \$250,000: Responsible for overseeing the design of a new high service pumping station, conversion of an existing high service pumping station to a jockey pump station, and design of two pipelines for adding backup reliability to the system.

I&C Engineer | NE WWTF Compliance Valve and PLC Replacement | City of Clearwater | Clearwater, Florida | 2017 to 2018 | \$105,000: Designed replacement compliance valves and control scheme to divert off-specification effluent from reclaimed system to reject system. Project included replacement of PLC with updated Allen Bradley Compact Logix-based system, significant updates to communication, and startup of facilities to ensure they meet intent.



Expertise

- Design and Construction of Water and Wastewater Improvements, Process Optimization, Hydraulic Modeling
- Organizational Leadership

Education

- BS / Chemical Engineering / Florida Institute of Technology

Licenses /

Certifications

- Professional Engineer in FL #65605

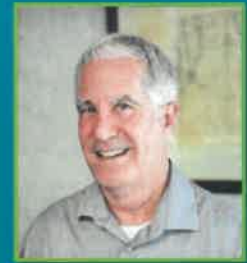
Specialized Training

- Hydraulic Modeler – Haestad Methods/Bentley WaterGEMS
- Biological Modeler - BioWin

Affiliations

- Florida Water Environment Association, Wastewater Treatment Process Committee (2011 – Present)
- City of Winter Haven Planning Commission (2011 – Present)
- City of Winter Haven Multimodal Transportation Advisory Commission (2013 – Present)

Since 1975, Mr. Howle’s experience has encompassed many phases of Civil Engineering, Transportation Engineering, Land Planning, and Agency Permitting. As Vice President of Engineering, he provides complete project services from Planning and Design through Permitting and Construction for Transportation Facilities, Utility Infrastructure, and Governmental Sites. Design experience includes Roadway, Drainage, Signalization, and Lighting. As a County Engineer, he was responsible for the implementation and maintenance of Roadway Capital Improvement plans including Budgeting, Design, Right-of-Way Acquisition, Construction, and Resurfacing. His extensive experience in Transportation Programs has established him as an Expert Witness in Eminent Domain Proceedings. As Vice President of Engineering, Mr. Howle directs the Planning, Design, and Construction of Transportation and Utility related facilities.



Expertise

- Transportation infrastructure design
- Construction administration
- Site development

Education

- BS / Civil Engineering / The Citadel / Dean’s List

Licenses /

Certifications

- Professional Engineer in FL #27584, NC, VA, KY, and PA
- FDOT Advanced Temporary Traffic Control

Affiliations

- American Society of Civil Engineers
- National Association of County Engineers
- American Public Works Association

Project Experience

Project Manager & Engineer of Record | US 17/92 Water Main and Force Main Relocation | City of Haines City | Haines City, Florida | 2020 – 2021 | \$52,040: Performed coordination for the City of Haines City with the Florida Department of Transportation for utility conflicts for the installation of new sidewalk along US 17/92. The project also included the upgrading of a 2.5-inch steel water main to a 6-inch water main, a new sanitary sewer force main, and new telecommunications conduit for future fiber.

Engineer of Record | Gibson Oaks Water Production Facility | Polk County Utilities Division | Lakeland, Florida | 2019 to 2020 | \$86,019: Project consisted of obtaining a land use amendment, site improvements including approximately 3,500 feet paved entrance and roadway circulation loop, closed drainage system, stormwater retention and permitting. There were considerable amounts of conflict resolution due to high seasonal water table issues (located within the Green Swamp) and proposed pressure piping routes.

Engineer of Record | Sherwood Lakes Water Production Facility | Polk County Utilities Division | Lakeland, Florida | 2019 | \$24,040: Project consisted of site improvements to expand the existing paving for the facility by adding a new driveway to Well Pump 2, drainage improvements to provide additional retention for the proposed additional pavement, and permitting of the site by both SWFWMD and Polk County DRC.

Project Manager & Engineer of Record | Estates at Carpenters Site Improvements | Carpenter’s Home Estates, Inc. | Lakeland, Florida | 2022 to Present | \$107,100: This project involves drainage improvements within the existing ±35-acre Continuing Care Retirement Community. The drainage improvements were focused on nuisance flooding areas near the front of Buildings F and K. Site modifications and improvements and were coordinated with a planned addition to the buildings, including a new Chapel for the campus. CivilSurv’s scope of services for this project include topographic survey, engineering design, permitting, and construction administration.

Project Manager | Ben Hill Griffin, Jr. Elementary School Parking Lot Addition | Polk County Public Schools | Frostproof, Florida | 2021 to 2022 | \$32,285: This project involved the design of a parking lot expansion to provide nearly 80 new parking spaces. These new parking spaces were added to accommodate the recently constructed 26 classroom addition on the 25-acre elementary school campus. The SWFWMD permit for the site’s 4 existing dry retention stormwater ponds was modified to account for the increased impervious area. CivilSurv also coordinated with the school’s leadership to resolve issues related to site traffic circulation during student drop-off and pick-up.

Project Manager | Philip O’Brien Elementary School Parking Lot Addition | Polk County Public Schools | Lakeland, Florida | 2021 to Present | \$24,140: This project involved the design of parking lot expansions to provide nearly 36 new parking



Mr. Smith has 46 years of professional engineering experience in the design and construction administration of multi-million-dollar projects for governmental, institutional, industrial and private (domestic and international) clients. His major strengths include organization, leadership, market strategies, planning, financial controls, negotiations, and problem resolution. Mr. Smith has specialized technical expertise in trenchless technologies, and maintains cost consciousness with an ability to identify needs and goals, streamline existing operations, and overcome obstacles with technically sound and financially feasible solutions.

His public works projects have involved planning, design and construction administration for new and the rehabilitation of existing infrastructure systems. Projects for local, state, and federal government agencies have included water and sanitary sewer systems, highways and airfields, storm water systems, industrial parks, marinas, and recreational facilities. Many of these projects involved assistance with the development of CIPs, grant applications and presentation at public meetings.

Project Experience

QA/QC Reviewer | Crooked Lake Park Inflow & Infiltration Study | Polk County Utilities Division | Polk County, Florida | 2021 to Present | \$170,000: This project involved the evaluation of the existing gravity sewer system and existing sanitary lift stations located within the area known as Crooked Lake Park. The project was initiated by several sanitary sewer overflow events that resulted in FDEP enforcement actions while the system was under the control of the previous entity. Inflow and infiltration issues were found to be a significant contributing factor to the sanitary sewer overflow events. The County acquired the system and consulted with CivilSurv to evaluate alternatives to bring the system into compliance. The evaluation involved the CCTV inspection of approximately 23,000 linear feet of gravity sanitary sewer of diameter ranging from 4-inch to 10-inch and approximately 80 manholes.

Principal-in-Charge & QA/QC Reviewer | Southwest I&I Reduction Phase II | Polk County Utilities Division | Polk County, Florida | 2019 to 2020 | \$330,000: This project involved the evaluation, design, permitting, and cost estimating for the proposed improvements to approximately 5 miles of sanitary sewer and manholes throughout Southwest Polk County in 6 basins. The project included televising and reviewing of hours of CCTV, analyzing and locating defects within the piping system and manhole system, designing improvements to the system, and construction management.

Principal-in-Charge & QA/QC Reviewer | Southwest I&I Reduction Phase I | Polk County Utilities Division | Polk County, Florida | 2018 to 2019 | \$195,000: This project involved the evaluation, design, permitting, and cost estimating for the proposed improvements to approximately 5 miles of sanitary sewer and manholes throughout Southwest Polk County. The project included review of hours of CCTV, analyzing and locating defects within the piping and manhole system, designing improvements to the system, and construction management.



Expertise

- Transportation infrastructure design
- Stormwater management system design
- Utility system design
- Site development

Education

- BS / Civil Engineering / Virginia Polytechnic Institute and State University

Licenses / Certifications

- Professional Engineer in FL #56434, VA, and NC

Affiliations

- American Society of Civil Engineers
- National Society of Professional Engineers

Mr. Frederick’s experience includes over 20 years of diverse engineering experience in stormwater management system design and watershed model development. He is able to incorporate GIS software to streamline development of model parameters for the ICPR computer software input. Mr. Frederick also has experience with hydrologic and pollutant load modeling, design of retrofits for older stormwater management and collection systems, stormwater pump stations, maintenance and field collection of GIS data, and preparation of water management district environmental resource permit applications. He has successfully permitted projects involving wetlands, surface water impacts, and discharges to TMDL-listed waterbodies.

Project Experience

Project Manager & Engineer of Record | Crooked Lake Park WWTF & Collection System Upgrades | Polk County Utilities Division | Polk County, Florida | 2022 to Present | \$285,290: This project involved a continuation of CivilSurv’s previous effort to prepare a preliminary engineering analysis of the wastewater system within the study area. Based on the findings and recommendations of preliminary engineering analysis, the project was advanced to the engineering design and rehabilitation phases. Specific improvements designed as part of this project included point repairs to gravity main, sealing lateral connections, manhole repairs, manhole replacements, cured in place pipe liners, gravity main cleaning and CCTV inspection, debris removal from gravity mains, right of way restoration, and abandonment of an existing WWTF. In addition, the project included the design for new 8-inch gravity main to replace areas where a 4-inch pipe had served as a gravity main previously.

Project Manager & Engineer of Record | Sanitary Sewer Maintenance Program Support | Polk County Utilities Division | Polk County, Florida | 2023 to Present | \$98,910: This project involved review of CCTV inspection videos and reports prepared by the County’s maintenance Contractor for various locations throughout the County. The purpose of the review was to determine the internal condition of the manholes, pipes, and the connections to the service laterals. Rehabilitation was proposed to improve the performance of the sanitary sewer system and reduce inflow and infiltration.

QA/QC Reviewer | Water Treatment Plant #4 Improvements | City of Frostproof | Frostproof, Florida | 2022 to Present | \$49,665: This project involved preliminary design of improvements to the City’s WTP #4. Considered improvements included a new well and pump, addition of high service pumps and associated valves, new chlorination building and control room, demolition of obsolete equipment and structures, and miscellaneous site improvements. CivilSurv’s scope of services included topographic survey and preliminary design.

Project Manager & Engineer of Record | Lift Station 75 Access Improvements | Polk County Utilities Division | Polk County, Florida | 2022 to 2023 | \$30,870: This project involved the evaluation of 2 proposed routes to improve access an existing wastewater lift station. The access routes were evaluated for turning movements per the County’s vacuum truck specifications. CivilSurv’s scope of services included boundary and topographic surveying and a preliminary engineering report.

Project Manager & Engineer of Record | Potable Water System Support Services | Polk City | Polk City, Florida | 2022 | \$102,900: This project involved an update to the City’s potable water system hydraulic model as well as design for improvements to an existing intra-system interconnect. The hydraulic model updates included review of available data sources to update water main size and connectivity. The hydraulic model updates also included coordination with the City for fire hydrant flow test data to calibrate the model. The updated model was evaluated and used to assist in identifying conceptual improvements such as the addition of ground storage reservoirs and high service pumps. The intra-system interconnect improvements included design for a new pressure-reducing valve to allow all water production facilities within the City’s system to operate together. This portion of the project involved topographic survey, SUE, engineering design, permitting, and construction phase support services.



Expertise

- Stormwater management system design
- Utility system design
- Transportation infrastructure design
- Site development
- Project Management

Education

- BS / Civil Engineering / Purdue University
- MS / Civil Engineering / University of Florida

Licenses / Certifications

- Professional Engineer in FL #70671
- Certified Floodplain Manager # US-07-03155
- Envision Sustainability Professional
- Certified Project Management Professional

Training

- FDEP Qualified Stormwater Management Inspector #15170
- FDOT Specification Package Preparation
- NASSCO PACP & MACP
- ICPR4 Software

Affiliations

- Florida Engineering Society
- American Society of Civil Engineers



Mr. Derick Bryant functions as a Senior Design Engineer with CivilSurv. He is experienced in performing technical engineering tasks on a variety of infrastructure projects, including roadway and drainage improvements, water / wastewater utility systems, and site developments for public and private sector clients. Mr. Bryant is a problem solver and innovator. He uses practical approaches to find cost-effective solutions to complex engineering challenges. Prior to joining CivilSurv, Mr. Bryant taught math, engineering technology, and robotics at the secondary education level.

Project Experience

Senior Engineer | Water Treatment Plant #4 Improvements | City of Frostproof | Frostproof, Florida | 2022 to Present | \$49,665: This project involved preliminary design of improvements to the City's WTP #4. Considered improvements included a new well and pump, addition of high service pumps and associated valves, new chlorination building and control room, demolition of obsolete equipment and structures, and miscellaneous site improvements. CivilSurv's scope of services included topographic survey and preliminary design.

Senior Engineer | Potable Water System Support Services | City of Polk City | Polk City, Florida | 2022 | \$102,900: This project involved an update to the City's potable water system hydraulic model as well as design for improvements to an existing intra-system interconnect. The hydraulic model updates included review of available data sources to update water main size and connectivity. The hydraulic model updates also included coordination with the City for fire hydrant flow test data to calibrate the model. The updated model was evaluated and used to assist in identifying conceptual improvements such as the addition of ground storage reservoirs and high service pumps. The intra-system interconnect improvements included design for a new pressure-reducing valve to allow all water production facilities within the City's system to operate together. This portion of the project involved topographic survey, SUE, engineering design, permitting, and construction phase support services.

Senior Engineer | US 17 Wastewater Improvements | City of Wauchula | Wauchula, Florida | 2023 to Present | \$80,536: This project involved the evaluation of a deteriorated sanitary sewer main in the vicinity of a crossing under US 17. Three alternatives were evaluated for the proposed replacement of the sanitary sewer and the selected alternative was advanced to engineering design. CivilSurv's scope of services for this project included topographic surveying, subsurface utility exploration, CCTV inspection, geotechnical investigation, preliminary engineering evaluation, engineering design, permitting, bid phase assistance, and construction phase assistance.

Senior Engineer | Lift Station 75 Access Improvements | Polk County Utilities Division | Polk County, Florida | 2022 to 2023 | \$30,870: This project involved the evaluation of 2 proposed routes to improve access an existing wastewater lift station. The access routes were evaluated for turning movements per the County's vacuum truck specifications. CivilSurv's scope of services included boundary and topographic surveying and a preliminary engineering report.

Senior Engineer | CR 630A Water Utility Crossings | Lakefront Properties, LLC | Frostproof, Florida | 2022 | \$19,780: This project involves the design of water utility crossings under CR 630A to replace aging infrastructure. Water utility crossings involved include an 8-inch gravity sewer main, 3-inch sanitary force main, and a 2-inch potable water main. The design involves an open cut trench crossing of CR 630A to facilitate the crossings. CivilSurv's scope of services



Expertise

- Site development
- Stormwater management system design and analysis
- Utility system design and analysis
- Transportation infrastructure design
- CADD

Education

- BS / Civil Engineering / University of South Florida

Licenses / Certifications

- Professional Engineer in FL #67369
- Autodesk Certified User (multiple)

Training

- Civil3D
- Autodesk Storm & Sanitary Analysis Software
- FDOT Advanced Maintenance of Traffic
- FDEP Qualified Stormwater Management Inspector

Affiliations

- American Society of Civil Engineers



Mr. Morgan Thomas functions as a Project Engineer with CivilSurf. He is experienced in the use of AutoCAD Civil3D, EPANet, and the Microsoft Office suite. During his employment with CivilSurf he has performed various engineering and design tasks associated with water utilities, roads and drainage, and site development projects. He is familiar with various permitting review agencies and their requirements, including the Southwest Florida Water Management District, the South Florida Water Management District, the Florida Department of Environmental Protection, and several local governments.

Project Experience

Project Engineer | Low Pressure Force Main System | Ft. Pierce Utility Authority | Ft. Pierce, Florida | 2022 to Present | \$394,750: This project involved the expansion of water and sewer services within 4 developed areas, known as Mariah Circle South, San Lucie Area, Orange Blossom Estates, and the White City Area. These areas include approximately 665 homes. The expansion of sewer services was designed as a low-pressure system. CivilSurf’s scope of services for this project included topographic survey, geotechnical engineering, utility coordination, engineering design, and permitting.

Project Engineer | Mariposa Force Main | City of Port St. Lucie | Port St. Lucie, Florida | 2022 to Present | \$105,500: This project included the survey, design, permitting, and construction services for a 6-inch replacement force main along Mariposa Blvd for a 1-mile path. The project was designed to be primarily constructed via horizontal directional drill, crossing under existing canal and along a heavily used corridor near an existing elementary school. The design also included grout fill and abandonment of an existing 4-inch force main.

Project Engineer | West Pipkin Road Water Main Improvements | City of Lakeland | Lakeland, Florida | 2019 to 2024 | \$552,000: Responsible for leading the design team through the replacement of approximately 17,000 linear feet of water mains and force main, from 4-inch to 16-inch in diameter. The project included design reviews at 60%, 90%, and 100%. The project also includes significant utility coordination, subsurface utility engineering, redesign of mains due to stormwater conflict issues, and the implementation of numerous construction techniques including: wet tapping, temporary service mains, and numerous clearance packages.

Project Engineer | Northport Force Main Phase 2 | City of Port St. Lucie Utilities Division | Port St. Lucie, Florida | 2020 to 2023 | \$165,000: Responsible for design of approximately 6,500 linear feet of 8-inch force main, connecting the Southport system to the Northport system. The project included design reviews at 60%, 90%, and 100%, significant utility coordination, a large easement definition, drilling under US-1 and Prima Vista, subsurface utility engineering, and the implementation of numerous construction techniques including wet tapping and HDPE HDD.

Project Engineer | F-19 Raw Water Main | City of Port St. Lucie | Port St. Lucie, Florida | 2020 to 2023 | \$165,000: Responsible for leading the design and construction through the installation of approximately 2,000 linear feet of 18-inch brackish raw water mains. The project included design reviews at 30%, 60%, 90%, and 100%, significant utility coordination, a large easement definition, drilling under power and I-95, subsurface utility engineering, redesign of mains due to wetland conflict issues, and the implementation of numerous construction techniques including wet tapping, fusible PVC HDD, and a new access driveway to the proposed well.



Expertise

- Utility system design and analysis
- Transportation infrastructure design
- Site development
- CADD

Education

- BS / Civil Engineering / Florida Institute of Technology

Training

- FDEP Qualified Stormwater Management Inspector #38093
- FDOT Concrete Field Inspector
- FDOT Concrete Lab Technician
- FDOT Earthwork Construction Inspection Level 1
- FDOT Quality Control Manager
- FDOT Equal Opportunity Compliance
- FDOT Tier 1 Illicit Discharge Detection and Elimination

Ms. Meghan Miller functions as a Project Engineer with CivilSurV. She is experienced in performing technical engineering tasks on a variety of infrastructure projects, including water / wastewater utility systems and stormwater systems. Ms. Miller is experienced in the use of AutoCAD Civil3D, ArcGIS, EPANET, and the Microsoft Office suite.

Project Experience

Project Engineer | Crooked Lake Park WWTF & Collection System Upgrades | Polk County Utilities Division | Polk County, Florida | 2022 to Present | \$285,290: This project involved a continuation of CivilSurV’s previous effort to prepare a preliminary engineering analysis of the wastewater system within the study area. Based on the findings and recommendations of preliminary engineering analysis, the project was advanced to the engineering design and rehabilitation phases. Specific improvements designed as part of this project included point repairs to gravity main, sealing lateral connections, manhole repairs, manhole replacements, cured in place pipe liners, gravity main cleaning and CCTV inspection, debris removal from gravity mains, right of way restoration, and abandonment of an existing WWTF. In addition, the project included the design for new 8-inch gravity main to replace areas where a 4-inch pipe had served as a gravity main previously. CivilSurV’s scope of services included topographic surveying, subsurface utility engineering, engineering design, permitting, bid phase support services, and construction phase support services.

Project Engineer | US 17 Wastewater Improvements | City of Wauchula | Wauchula, Florida | 2023 to Present | \$80,536: This project involved the evaluation of a deteriorated sanitary sewer main in the vicinity of a crossing under US 17. Three alternatives were evaluated for the proposed replacement of the sanitary sewer and the selected alternative was advanced to engineering design. CivilSurV’s scope of services for this project included topographic surveying, subsurface utility exploration, CCTV inspection, geotechnical investigation, preliminary engineering evaluation, engineering design, permitting, bid phase assistance, and construction phase assistance.

Project Engineer | Sanitary Sewer Maintenance Program Support | Polk County Utilities Division | Polk County, Florida | 2023 to Present | \$98,910: This project involved review of CCTV inspection videos and reports prepared by the County’s maintenance Contractor for various locations throughout the County. The purpose of the review was to determine the internal condition of the manholes, pipes, and the connections to the service laterals. Rehabilitation was proposed to improve the performance of the sanitary sewer system and reduce inflow and infiltration. CivilSurV’s scope of services included the preparation of exhibits and spreadsheets to summarize the recommended repairs.

Project Engineer | Potable Water System Support Services | Polk City | Polk City, Florida | 2022 to Present | \$102,900: This project involved an update to the City’s potable water system hydraulic model as well as design for improvements to an existing intra-system interconnect. The hydraulic model updates included review of available data sources to update water main size and connectivity. The hydraulic model updates also included coordination with the City for fire hydrant flow test data to calibrate the model. The updated model was evaluated and used to assist in identifying conceptual improvements such as the addition of ground storage reservoirs and high service pumps. The intra-system interconnect improvements included design for a new pressure-reducing valve to allow all water production facilities within the City’s system to operate together. This portion of the project



Expertise

- Utility system design and analysis
- Stormwater management system design and analysis
- CADD & GIS

Education

- BS / Environmental & Mechanical Engineering / Florida Polytechnic University

Licenses / Certifications

- Engineering Intern in FL #1100025880
- NASSCO Pipeline, Manhole & Lateral Assessment Certifications

Training

- Autodesk Storm & Sanitary Analysis Software
- BMP Trains Software

Affiliations

- Florida Engineering Society

Mr. Matthew Harvey functions as a Project Engineer with CivilSurv. He is experienced in performing technical engineering tasks on a variety of infrastructure projects, including water/wastewater utility systems and stormwater systems. Mr. Harvey is experienced in the use of AutoCAD Civil3D and the Microsoft Office suite.

Project Experience

Project Engineer | Lakeshore Mobile Home Park Wastewater System Improvements | Lakeshore Sebring MHP, LLC | Sebring, Florida | 2022 to Present | \$49,930: This project involved the design of a new low pressure force main system within an existing mobile home park facility. Onsite Sewage Treatment and Disposal Systems (OSTDSs) were previously used at the site to manage wastewater. However, continued maintenance and rehabilitation to the OSTDSs was no longer an option that FDEP would permit. The new low pressure force main system was designed to replace each of the 14 OSTDSs with grinder pump package stations and a discharge connection to the City of Sebring's public system. CivilSurv's scope of services included topographic surveying, engineering design and permitting.

Project Engineer | Low Pressure Force Main System | Ft. Pierce Utility Authority | Ft. Pierce, Florida | 2022 to Present | \$394,750: This project involved the expansion of water and sewer services within 4 developed areas, known as Mariah Circle South, San Lucie Area, Orange Blossom Estates, and the White City Area. These areas include approximately 665 homes. The expansion of sewer services was designed as a low-pressure system. CivilSurv's scope of services for this project included topographic survey, geotechnical engineering, utility coordination, engineering design, and permitting.

Project Engineer | Morgan Combee Road Force Main Extension | Polk County Public Schools | Lakeland, Florida | 2022 to Present | \$199,975: This project involves the design of a wastewater pump station and nearly 1-mile of sanitary force main. The wastewater pump station was designed to facilitate the abandonment of an aging wastewater treatment facility on the Combee Elementary School campus. CivilSurv's scope of services for this project include topographic survey, subsurface utility engineering, engineering design, permitting, and construction administration.

Project Engineer | Water Treatment Plant #4 Improvements | City of Frostproof | Frostproof, Florida | 2022 to Present | \$49,665: This project involved preliminary design of improvements to the City's WTP #4. Considered improvements included a new well and pump, addition of high service pumps and associated valves, new chlorination building and control room, demolition of obsolete equipment and structures, and miscellaneous site improvements. CivilSurv's scope of services included topographic survey and preliminary design.

Project Engineer | West Lake Jackson Stormwater Improvements | City of Sebring | Sebring, Florida | 2022 to Present | \$1,673,864: This project involved the evaluation of existing drainage infrastructure at 28 outfall locations, existing sanitary sewer, and pavement along approximately 2.7-miles of SW Lakeview Drive. The existing drainage system was generally found to be substandard and conceptual improvements were proposed. Detailed engineering design as completed based on the recommended conceptual improvements. A significant component of this retrofit project includes the addition of water quality treatment of stormwater prior to discharging to Lake Jackson. The existing wastewater system deficiencies included inflow and infiltration issues that were, in many cases, evident in the pavement surrounding manholes. Designed improvements to the wastewater system and roadway were also included as part of the project. This project involved funding coordination for the State Revolving Fund (SRF) loan through the Florida Department of Environmental Protection (FDEP). Due to the size of the project, a phased approach was implemented.



Expertise

- Utility system design and analysis
- Stormwater management system design and analysis

Education

- BS / Chemical Engineering / Florida Institute of Technology

Licenses / Certifications

- Engineering Intern in FL #1100026033

Training

- Autodesk Storm & Sanitary Analysis Software

Mr. Glass is a multi-faceted surveying and mapping professional with over 38 years of experience. For the past sixteen years as Vice President of Surveying and Mapping Division he has been responsible for managing a team of eight field crews and seven office staff. His expertise includes providing all aspects of survey services required for a wide range of transportation projects. He has been responsible for the production of Florida Department of Transportation Design and Right-of-Way Mapping Surveys for minor design projects such as sidewalk and trails to major interstate design projects. Mr. Glass has experience producing survey products required for multiple types of municipal projects for utility infrastructure expansion, roadway, drainage and building design. In addition to design survey projects, he and his team have completed both Southwest and South Florida Water Management District projects. His team provides subsurface utility exploration services and uses the latest equipment and techniques including terrestrial LiDAR, UAS Mapping to efficiently complete survey and mapping projects.

Project Experience

Project Manager | District Wide Survey and Right of Way Mapping | FDOT District One | 1993 to Present | \$1.5 million: Mr. Glass was a project manager for these contracts for the seven years and has been the client liaison and overall project manager for this task work order contract. He has prepared scopes, negotiated project budgets, scheduled sub-consultant activities and has been responsible for QA/QC of both design and right of way surveys.

Contract Manager | SR578 (Bee Ridge Road) from US41 (SR45) to McIntosh Road | FDOT District One | Sarasota County, Florida | 2019 | \$55,025: Mr. Glass managed the survey team for CivilSurf that performed the surveying and mapping services for this Traffic Operations project that involved the design of signal mast arms at 7 intersections along Bee Ridge Road. Due to existing right of way limits, temporary construction easements were required for the construction of the mast arms. CivilSurf provided boundary surveys and then sketch and description of the temporary construction easements required. This method saved time and money that would have been used if traditional right of way maps were needed. The project was completed as a sub-consultant to Kimley Horn and Associates.

Project Surveyor | SR 33 (Lakeland Hills Blvd.) from Parkview Place to Granada Street | FDOT District One | Polk County, Florida | 2018 | \$105,723: CivilSurf under the leadership of Mr. Glass performed the surveying and mapping services for this project as a sub-consultant to Patel, Greene and Associates. The project was needed to improve the roadway and drainage systems through the urban section Lakeland. CivilSurf was responsible for the design survey. All work was performed to District One standards.

Project Manager | West Contract District Wide Survey and Right of Way Mapping | FDOT Turnpike Enterprise District | 2018 to Present | \$1.5 million: Mr. Glass is the client liaison and overall project manager for this task work order driven contract. He has prepared scopes, negotiated project budgets, scheduled sub-consultant activities and has been responsible for QA/QC of both design and right of way surveys.

Project Surveyor | Combeewood Wastewater Inventory Mapping | Polk County Utilities Division | Lakeland, Florida | 2021 | \$5,000: This project involved the inventory mapping of 17 sanitary sewer manholes and the sanitary lift station that comprise the Combeewood Wastewater System. The collected data was used to update the County's GIS inventory maps. Responsibilities included preparation of the survey deliverable.

Surveyor of Record | West Landover Sidewalk | Hernando County Board of County Commissioners | Spring Hill, Florida | 2021 | \$39,222: This project involved the design of 1.2 miles of new sidewalk along Landover Boulevard from Northcliffe Road to Elgin Boulevard. The County contracted with CivilSurf to complete the design survey utilizing UAS (drone) and photogrammetric mapping methods. CivilSurf's survey deliverable was used by the County's Engineering Department as the basis for design of the new sidewalk.



Expertise

- Surveying & Mapping
- Project Management

Education

- BS / Surveying & Mapping / University of Florida / With Honors

Licenses / Certifications

- Professional Surveyor & Mapper FL# LS5713

Affiliations

- FL Surveying & Mapping Society (President, 2012-2013, President Elect 2011-2012, Treasurer 2008-2010)
- Ridge Chapter of the Florida Surveying & Mapping Society (President, 2001-2002, Vice President 2000-2001)
- Former member of the FDOT Survey Technical Advisory Committee



Mr. Allen has practiced land surveying for over 40 years and has participated in every aspect of the profession. He has both field and office survey experience and has acted in the role of Project Surveyor for the past 33 years. His Project Surveyor experience includes an extensive list of clients and duties. Mr. Allen has completed platting projects for CivilSurv’s land development partners, FDOT Design, Right of Way Control Surveys and Mapping Projects, FDEP Florida Forever acquisitions, Water Management District projects and numerous County and Municipal clients. He has even filled the role of County Surveyor due to county staffing deficiencies.



Project Experience

Consultant County Surveyor | Misc. Development Review | Manatee County Board of County Commissioners | Manatee County, Florida | 2021 to 2022 | \$72,000: Mr. Allen performed the duties of County Surveyor reviewing subdivision plats while the County Surveyor position was vacant. He reviewed numerous plats of various size for compliance with FS 177 and County Code.

Consultant City Surveyor | City of Indian Rocks Beach Continuing Services Contract | City of Indian Rocks Beach | Indian Rocks Beach, FL | 2010 to Present | Contract value varies per task: Mr. Allen has performed the duties of City Surveyor on an as needed basis. He has reviewed various plats and other permit related documents for this beachfront city in Pinellas County.

Project Manager | District Continuing Surveying and Mapping Services Contract | FDOT District Seven | 2016 to Present | \$5,000,000: Mr. Allen has been the survey project manager for various tasks on these contracts that are primarily transportation related. He has been involved in the historic alignment retracements, design and right of way control surveys.

Consultant County Surveyor | Misc. Development Review Applications | Polk County Board of County Commissioners | Polk County, Florida | 2020 to 2021 | \$80,000: Mr. Allen has performed the duties of County Surveyor primarily reviewing subdivision plats while the County Surveyor position was vacant. He reviewed over 40 plats varying in size from 4 lots to over 200 lots for compliance with FS 177 and County Code.

Project Surveyor | City of Lake Wales Continuing Services Contract | City of Lake Wales | Lake Wales, Florida | 2010 to Present: Mr. Allen has performed as project surveyor for a variety of tasks for the City located in Polk County Florida. These have included boundary surveys, elevation certificates, design surveys and right of way staking.

Project Manager | District Wide Survey and Right of Way Mapping | FDOT District One | 1993 to Present | \$1.5 million: Mr. Allen has been the survey project manager for various tasks on these contracts that are primarily transportation related. He has been involved in the historic alignment retracements, design and right of way control surveys.

Project Manager | Surveying and Mapping Continuing Services | Polk County Board of County Commissioners | Polk County, Florida | 1990 to Present: Mr. Allen has been the survey project manager for various different projects to support Polk Counties Operations. These have included drainage surveys, roadway design, land fill construction and upgrades, Polk County Jail improvements and utility projects. He is also temporarily serving as County Surveyor and is presently reviewing all plats for the County.

Licenses / Certifications

- Professional Surveyor & Mapper
FL# LS4756
Issued: 2/13/1990

Expertise

- Platting and Plat Review
- ALTA/NSPS Land Title Surveys
- Boundary, Topographic, As-built (Record) and Jurisdictional Surveys
- Preparation of Legal Descriptions
- Project Management

Affiliations

Florida Surveying and Mapping Society Ridge chapter



Mr. Morris has over 23 years of experience surveying, 20 years in responsible charge of accuracy and completeness of boundary surveys, A.L.T.A/A.C.S.M. surveys, topographic surveys, jurisdictional wetland delineation surveys, construction staking / layouts, as-built surveys, record platting, bridge deformation monitoring, Florida Department of Transportation right of way control surveys, right of way maps, and design surveys. He currently is charged with the operation of our Subsurface Utility Services, and Unmanned Aerial Systems mapping including the project planning and production of deliverables.



Project Experience

Surveying & Mapping

Project Surveyor | Misc. Drainage Improvements | City of Plant City | Plant City, Florida | 2022 | \$101,391: This project involved drainage system analysis at several locations throughout the City. Oversaw the establishment of control at multiple sites & performed topographic mapping in support of the engineering analysis.

Project Surveyor | Webster Turn Drive Reconstruction & Rehabilitation | Sebring Airport Authority | Sebring, Florida | 2021 to Present | \$132,546: This project involved the design for reconstruction and, in certain areas, repair of existing pavement along the 0.7-mile 2-lane rural roadway section within the airport district. Existing stormwater pipes crossing under Webster Turn Drive were evaluated for rehabilitation or replacement needs. Services included utility coordination, SWFWMD Environmental Resource Permit modification, and bid phase assistance.

Project Surveyor | West Landover Sidewalk | Hernando County Board of County Commissioners | Spring Hill, Florida | 2021 | \$39,222: This project involved the design of 1.2 miles of new sidewalk along Landover Boulevard from Northcliffe Road to Elgin Boulevard. The County contracted with CivilSurv to complete the design survey utilizing UAS (drone) and photogrammetric mapping methods. CivilSurv's survey deliverable was used by the County's Engineering Department as the basis for design of the new sidewalk.

Project Surveyor | Old Northeast Infrastructure | City of St. Petersburg | St. Petersburg, Florida | 2021 to Present | \$340,360: This project is for the design and upgrading of the water service and improving the drainage system in the area. Much of the existing infrastructure in this area dates back to the early 1900s. Due to its age and other considerations, the existing infrastructure is antiquated and in need of replacement. CivilSurv established the horizontal and vertical control, collected topographic and storm sewer information, and recovered the existing right of way. The survey will be used as the basis for design of infrastructure improvements.

Project Surveyor | West Lake Jackson Stormwater Improvements, Phase I | City of Sebring | Sebring, Florida | 2020 to Present | \$200,000: The initial phase of the project involved the evaluation of existing drainage infrastructure at 28 outfall locations, existing sanitary sewer, and pavement along approximately 2.7-miles of SW Lakeview Drive. The existing drainage system was generally found to be substandard and conceptual improvements were proposed. These conceptual improvements addressed water quality improvements prior to discharging to Lake Jackson. The existing wastewater system deficiencies included inflow and infiltration issues that were, in many cases, evident in the pavement surrounding manholes. Conceptual improvements to the wastewater system and roadway were also proposed as part of the study. This project involved funding application support services for a State Revolving Fund (SRF) loan from the Florida Department of Environmental Protection (FDEP). Responsibilities included topographic survey.

Project Surveyor | Webster Turn Drive Reconstruction & Rehabilitation | Sebring Airport Authority | Sebring, Florida | 2021 to Present | \$132,546: This project involved the design for reconstruction and, in certain areas, repair of existing pavement along the 0.7-mile 2-lane rural roadway section within the airport district. Existing stormwater pipes crossing under Webster Turn Drive were evaluated for rehabilitation or replacement needs. Services included utility coordination, SFWMD Environmental Resource Permit modification, and bid phase assistance. Responsibilities included topographic survey.

Expertise

- LiDAR
- Subsurface Utility Engineering
- Mapping with Unmanned Aerial Systems
- Project Management

Education

- BS / Geomatics / University of Florida / With Honors
- AA / Engineering / Hillsborough Community College. / With Honors

Licenses /

Certifications

- Professional Surveyor & Mapper FL# LS7261 Issued: 9/25/2019
- Mapping with Small Unmanned Aerial Systems Certificate University of Florida
- FAA Remote Pilot #4223793

Affiliations

- Florida Surveying and Mapping Society
- Ridge Chapter of the Florida Surveying & Mapping Society Vice President 2023



Ms. Hetty Harmon serves as the Senior Planner for CivilSurv. She is experienced in planning and land development gained from her work with governmental agencies and developers. This experience includes planning, land development, construction management and permitting. Additional experience includes development review, land use analysis, engineering reviews, GIS, implementation and enforcement of development codes and ordinances, neighborhood revitalization plans, utility coordination, public/private partnerships, streetscape plans, historic/architectural guidelines, corridor studies, capital improvement plans and served as a Planning Commissioner for Summit County, Colorado. Other duties have included coordination for developers of planning, engineering, marketing, financing and construction management of numerous residential and commercial developments.



Project Experience

Senior Planner | Consultant City Planning Services | City of St. Pete Beach | St. Pete Beach, Florida | 2022 to Present | \$25,000/yr: Planning Consultant for the City, assisted in development reviews from boat docks to major mixed use site developments. Trained new staff on zoning reviews and prepared zoning matrix for quick reference. Project reviews were handled thru the City's online permitting system.

Senior Planner | LDR Updates, Comprehensive Plan Updates and Planning Website Changes | City of Haines City | Haines City, Florida | 2022 to Present | \$60,415: Prepared Land Use Change staff reports, ordinances, impact statements and associated maps for numerous parcels in the City that had been recently annexed. Updated the Land Development Regulations and the Planning Website.

Senior Planner | Estates at Carpenters Site Improvements | Carpenter's Home Estates, Inc. | Lakeland, Florida | 2022 to Present | \$107,100: This project involves drainage improvements within the existing ±35-acre Continuing Care Retirement Community. The drainage improvements were focused on nuisance flooding areas near the front of Buildings F and K. Site modifications and improvements and were coordinated with a planned addition to the buildings, including a new Chapel for the campus. CivilSurv's scope of services for this project include topographic survey, engineering design, permitting, and construction administration.

Senior Planner | Stormwater Master Plan Update | City of Indian Rocks Beach | Indian Rocks Beach, Florida | 2021 | \$126,490: This project involved the preparation of a comprehensive Stormwater Master Plan for the City, tailored to comply with recent legislation. The project involved coordination with Pinellas County to ensure conformance with County and FDEP guidelines for specific items to be included or addressed in the plan. Topographic survey data and photographs were collected at all known manhole and inlet locations to facilitate the preparation of a citywide H&H model to simulate existing stormwater conditions. Based on an evaluation of the existing stormwater conditions H&H model results, conceptual stormwater improvements projects were identified.

Senior Planner | Facilities Master Plan Update Support Services | Florida Polytechnic University | Lakeland, Florida | 2021 | \$5,000: This project involved support services to the 2021-2031 Facilities Master Plan with respect to roadway, traffic, water and wastewater projections. Responsibilities included data gathering, analysis, and assisting in the preparation of a letter report to summarize infrastructure projections for the study period.

Senior Planner | Due Diligence Site Assessment – Multiple Sites | Hillsborough County Public Schools | Hillsborough County, Florida | 2021 to Present | \$50,000: This project involved the assessment of multiple sites for potential development as public elementary, middle, or high school facilities. Due Diligence Site Assessments were initiated as preliminary reviews and advanced to subsequent stages based on the findings of the review and recommendations. Preliminary Site Assessments involved a review of the general site characteristics, planning & zoning, historic features, availability of public facilities, availability of public services, physical characteristics, and drainage & stormwater. Responsibilities included data gathering, analysis, map preparation, and assisting in the report preparation.

Expertise

- Urban Planning
- Utility Coordination
- Permitting
- Grant Funding Coordination

Education

- MS / Urban and Regional Planning / University of Colorado
- Urban Design and Architecture Courses / University of Wisconsin-Milwaukee
- BS / Design / University of Wisconsin-Madison

Licenses / Certifications

- AICP Certified Planner No. 019199

Training

- GIS

Affiliations

- American Institute of Certified Planners
- American Planning Association, Heart of Florida Section
Treasurer 2009-2011 & 2019-2021
Secretary 2011-2013
Vice Chair 2013-2014
Chair 2014-2017

Mr. Haas has more than 40 years of experience in Civil Engineering, design, and construction industry, including utility, earthwork, roadway, and industrial projects. Mr. Haas also has extensive experience in performing field-testing and collection of samples. His experience also includes road ratings and estimates for paving and construction projects, as well as providing written and oral reports for review along with the preparation of contract documents, contract administration, and project proposals to potential government and private clients. Mr. Haas also provides QA/QC for construction plans and documents.



Project Experience

Senior Construction Inspector | Various Land Development Projects | Polk County Land Development Division | Polk County, Florida | 2022 to Present | \$230,400: This project involved full-time construction engineering and inspection services for various land development projects throughout Polk County. Through this Contract, CivilSurv functioned as an extension of Polk County Land Development inspection staff.

Senior Construction Inspector | Sebring Parkway – Phase II-A and II-B | Highlands County BOCC | Sebring, Florida | 2020 to October 2022 | \$501,160: This project involved full-time construction engineering and inspection services for the approximate 1.5-mile roadway improvements project with a construction value of approximately \$15 million. The project involved the 4-laning of Sebring Parkway from US 27 to Youth Care Lane, a roundabout at South Highlands Avenue, new mast arm traffic signals at US 27 and Desoto Road, and associated drainage improvements. Potable watermain and wastewater force main improvements were also included in the project to accommodate the roadway improvements. The project also involved the construction of a new roundabout at the entrance to a hospital, requiring significant coordination. The project included observation of sampling and testing of construction materials, daily reporting, quantity verification, field measurements, payment application review, maintenance of traffic review, and bi-weekly construction progress meetings.

SUE Crew Leader | F-19 Raw Water Main | City of Port St. Lucie | Port St. Lucie, Florida | 2019 to 2020 | \$175,000: SUE crew leader, locating gas, large force mains, water, raw water, power, and fiber optic lines in the area of a proposed 2,000 feet long 16-inch HDD under FPL's high voltage corridor and I-95.

SUE Crew Leader | West Pipkin Road Expansion | Polk County Board of County Commissioners | Lakeland, FL | 2019 to 2020: SUE crew leader, locating over 10 differing utilities for additional information along a 4-mile corridor for relocation of over \$10 million in utilities and constructing approximately \$40 million in new roadway and drainage.

SUE Crew Leader | Drane Field Road Water Main | City of Lakeland | Lakeland, Florida | 2019: SUE crew leader locating existing water main that was found to be 12-inch PVC rather than 6-inch DIP for supplying onsite fire protection to a proposed facility. Due to locating, saved over \$150,000 in construction costs.

SUE Crew Leader | Old 37 Water Main | Polk County Utilities Division | Lakeland, Florida | 2018 to 2019 | \$135,000: This project involved the replacement of approximately 11,000 lf of water mains, from 8-inch to 12-inch in diameter. The project also included significant utility coordination, subsurface utility engineering, redesign of mains due to property conflict issues, and the implementation of numerous construction techniques including: HDD, Jack & Bore, wet tapping, pipe bursting, temporary service mains, and numerous clearance packages. Responsibilities included SUE crew leader, locating over 8 differing utilities for additional information along the 3-mile corridor for the approximate \$3 million utilities construction project.

Expertise

- Construction Engineering & Inspection
- Subsurface Utility Engineering

Education

- High School Diploma
- Civil Engineering & Geology Courses / University of South Florida

Licenses / Certifications

- FDOT Asphalt Paving – Level 1 CTQP
- FDOT Asphalt Paving – Level 2 CTQP
- FDOT Earthwork Construction Inspection – Level 1 CTQP
- FDOT Earthwork Construction Inspection – Level 2 CTQP
- ACI Concrete Field Testing Technician - Grade 1
- SWFWMD Licensed Well Contractor
- FDOT Intermediate Maintenance of Traffic
- Nuclear Gauge Certification
- National Pollutant Discharge Elimination System
- 15 different OSHA Safety Training Certifications



Mr. Breed has 10 years of experience in Construction Engineering Inspection and Surveying for Civil Engineering Projects. His experience includes oversight of roadway reconstruction, storm sewer installation and railroad coordination.

Project Experience

Construction Inspector | Various Land Development Projects | Polk County Land Development Division | Polk County, Florida | 2022 to Present | \$230,400: This project involved full-time construction engineering and inspection services for various land development projects throughout Polk County. Through this Contract, CivilSurv functioned as an extension of Polk County Land Development inspection staff.

Construction Inspector | US 92 at County Line Road | City of Lakeland | Lakeland, Florida | 2021 to Present | \$165,270: This project involved full-time construction engineering and inspection services for the widening of County Line Road to accommodate roadway safety improvements. The project involved a railroad crossing, drainage improvements, and various utility adjustments.

Construction Inspector | CR 68 (Micco Bluff) Roadway Improvements | Okeechobee County Board of County Commissioners | Okeechobee, Florida | 2020 to 2021 | \$169,920: CEI services for 2.23 miles of milling, road widening, and resurfacing of CR 68 (Micco Bluff Road) from Kissimmee Cattle Company to Dead End. Project included the removal and replacement of five cross drains. The cross drains had to be replaced one side at a time leaving one lane of the roadway open to traffic.

Construction Inspector | Cemetery Road | Okeechobee County Board of County Commissioners | Okeechobee, Florida | 2020 to 2021 | \$199,350: Project consisted of full depth reconstruction of 1.7 miles of a 2-lane rural, residential roadway. Project also included new side drains along the length of the project.

Field Surveyor | Miscellaneous Operational and Safety Improvements | FDOT District Seven/ Peters & Yaffee | Pasco County, FL | 2020 | \$458,000: This project generally involved operational and safety improvements at the CR 581 (Bruce B. Downs Blvd.) intersections with SR 54 and Eagleston Blvd., along with drainage improvements and resurfacing. Responsibilities included 0.5-mile design/ topographic survey project using terrestrial LiDAR on State Road 581 (Bruce B. Downs Blvd.) at State Road 54. Project entailed establishing vertical control as well as alignment recovery & right of way determination.

Field Surveyor | Fort Fraser Trail over SR 60 | FDOT District One | Polk County, Florida | 2020 | \$56,000: The purpose of this project was for the design of a proposed pedestrian bridge on the Fort Fraser Trail over SR 60. Responsible for 0.6-mile design/ topographic survey project using terrestrial LiDAR on State Road 60 at Fort Fraser Trail. Project entailed establishing vertical control as well as alignment recovery & right of way determination for the addition of a pedestrian bridge over SR 60 connecting Fort Fraser Trail.

Field Surveyor | SR 70 from Peace River to Orange Ave. | FDOT District One | Desoto County, Florida | 2018 | \$248,000: This project involved reconstruction of SR 70. Responsibilities included densification of control & planning for LiDAR data collection of 2.5-mile section of roadway for extraction of data and registration of scan data & extraction for production of final deliverable.

Field Project Surveyor | SR 563 (Sikes Blvd.) From Lime St. to SR 539 | FDOT District One | Polk County, Florida | 2017 | \$22,000: This project involved rehabilitation of rigid pavement. Responsibilities included densification of control & planning for LiDAR data collection of 0.4-mile section of concrete pavement for extraction of pavement joints & cracks/ deficiencies in the roadway surface. Registration of scan data & extraction for production of final deliverable.



Expertise

- Construction Engineering & Inspection
- Topographic Surveying

Education

- High School Diploma

Licenses /

Certifications

- FDOT Asphalt Paving – Level 1 CTQP



Jamison Tondreault, P.E.

Water/Wastewater/Resources

Relevant Experience

Northside WRF Sludge Holding Tank Aeration Study, Lakeland, FL — Project Engineer. Kimley-Horn conducted an Aerated Sludge Holding Aeration System Study at the Northside WRF. The study included evaluating the replacement of the existing blowers, oxygen transfer system, and associated controls. Project consisted of gathering and analyzing existing information, performing mixing and aeration requirements to provide appropriate dissolved oxygen to achieve the optimal amount of volatile solids reduction and provide enough air flow required to fully mix the tanks. Multiple blower technologies were evaluated including Positive Displacement (Rotary Lobe, Screw Compressor, Hybrid) and Centrifugal Blowers (Multi-stage, Single Stage, High Speed (Turbo)).

Glendale and Northside WRF Copper, Chromium, and Zinc Biological and Process Inhibition Study for Maximum Loading and Concentration Limits, Lakeland, FL

Project Manager. Kimley-Horn conducted a copper, chromium, and zinc biological and process inhibition study to develop and recommend maximum copper, chromium, and zinc loading and concentration limits at the Glendale and Northside WRFs. The study included existing condition analysis, laboratory testing protocols, laboratory toxicity and inhibition testing in accordance with regulatory requirements, and summary of the inhibition testing results in a finding Technical Memorandum. The inhibition testing consisted of taking test samples of mixed liquor suspended solids and dosing the samples in a lab with different and varying individual and combined concentrations of copper, chromium, and zinc to examine oxygen, ammonia, or nitrate uptake and generation rates. Based on testing results and historical data, inhibition limits were determined for copper, chromium, and zinc for City of Lakeland to utilize when setting local limits.

Glendale WRF Process Modeling and Evaluation, Lakeland, FL — Project Engineer.

Kimley-Horn is in the process of conducting a wastewater reclamation facility (WRF) process evaluation for the Glendale WRF, a 13.7 MGD AADF facility. Project consisted of gathering information, performing necessary analysis, and documenting the project results including recommendations. A biological process and hydraulic model were developed to investigate the likely impact of different operational strategies and/or changes to the process configuration. The goal of the analysis was the evaluate process modifications that will result in potential increased biological nutrient reduction, reduced chemical usage, and increase energy efficiency at the WRF.

Wastewater Treatment Facility Expansion Plan, City of Avon Park, FL — Project Manager.

Kimley-Horn is providing professional engineering services for the expansion of the Wastewater Treatment Facility and conversion to advanced wastewater treatment in Avon Park. The City received clean water state revolving funds to develop a Wastewater Treatment Facility expansion plan for the purpose of identifying issues and deficiencies, performing a condition assessment, determining necessary capital improvements and facility modifications to accommodate more wastewater flow and meet more stringent FDEP limits for total nitrogen and phosphorous, and creating a list of capital projects.

Special Qualifications

- » Integrated water engineer with 12 years of experience in water and wastewater projects with a specific focus in collection, transmission, and distribution systems
- » Key strengths include horizontal directional drill design, industrial pretreatment programs, large diameter pipeline design, pump station design, hydraulic modeling, funding services, and permitting through FDEP/FDOT
- » Completed multiple headworks analysis including maximum allowable headworks loading (MAHL) calculations for facilities including domestic wastewater treatment and industrial wastewater
- » Software proficiencies in BioWIN, Revit, AutoCAD, Civil 3D, LLIDS, SewerCAD, WaterCAD, Boreaid, ArcGIS, ArcFM, ICPR, Microsoft Office, and InfoWater

Professional Credentials

- » Bachelor, Civil and Environmental Engineering, University of South Florida
- » Professional Engineer in FL, 84396
- » Water Environment Federation



Steve Romano, P.E.

Administrative Management; Master Planning/Modeling

Relevant Experience

Bellevue Wastewater Treatment Facility Headworks Screen Replacement, Bellevue, FL
QA/QC Reviewer. Under Kimley-Horn's as-requested services contract with the City of Bellevue, Kimley-Horn is providing construction plans, specifications, bid administration assistance, and construction administration assistance to replace one of the existing static screens with a rotary drum screen. The project requires the following modifications to the existing equipment: expansion of the headworks platform to accommodate the larger footprint of the new screen; influent piping modifications to accommodate the new screen; installation of a separate power source dedicated to the new screen; SCADA system modifications to receive the new screen status and alarm signals.

Lake Groves WTP DBP Improvements, Clermont, FL — Project Manager. While the membrane treatment reliably brings the TTHM levels down and was proven during the onsite pilot testing, Kimley-Horn evaluated chlorine dioxide as a potential alternative for the Utility's Stage 2 DBP compliance. Through laboratory testing and comparison of results with other chlorine dioxide data, it was found that the chlorine dioxide could be utilized as a pre-oxidant dosage to eliminate or significantly reduce the chloroform species of TTHMs forming from the raw water TOC when followed by chlorine disinfection. Since there are very little bromide species of TTHMs in the raw water formation potential, it was determined through jar testing that a chlorine dioxide system will reliably reduce the TTHM formation in the system by reacting with the organics.

Bunnell Infrastructure Study (WWTF Master Plan), Bunnell, FL — Project Engineer. Project services include preparing a comprehensive water, wastewater, and reclaimed water utility master plan. The master plan will identify and prioritize utility system capital projects necessary to support anticipated growth and address infrastructure renewal and replacement needs required to serve the existing, 5-, 10-, and 20-year future needs of the City's utility service area. Additional services will include: wastewater collection system hydraulic analysis/evaluation; wastewater treatment facility master plan; reclaimed water distribution system hydraulic analysis; Capital Improvement Program development; revenue sufficiency analysis; funding alternatives evaluation; and public involvement.

North Port Utilities Hydraulic Modeling and Water Quality Analysis, North Port, FL
Project Engineer. Kimley-Horn converted and updated the model from Bentley into Innovyze software for to provide on-call modeling services to support the City's water quality initiatives, as well as long-range master planning support. Services provided under this contract will include on-call services support, hydraulic model updates, water distribution system evaluation, operational evaluation, water quality evaluations, and as-needed modeling support.

Special Qualifications

- » Professional engineer with 24 years of experience as a consultant working in the water and wastewater industry
- » Preparation of utility master plans, including facility plans, water plans, wastewater plans, reclaimed water plans, process studies, distribution studies, collection/transmission studies, asset management plans, and DBP studies
- » Assistance with the development of asset management planning and integration

Professional Credentials

- » Bachelor of Science, Environmental Engineering, University of Central Florida
- » Professional Engineer in FL, 57579
- » Professional Engineer in AZ, 76631
- » Water Environment Federation



Jason Lee, P.E.

Water/Wastewater/Resources

Relevant Experience

Palm Beach County Water Utilities Department Water Treatment Plant #11 Operational Improvements, FL — Project Engineer. Kimley-Horn helped to restore plant capacity and greatly improve operations at the 10-MGD Lake Region Reverse Osmosis (RO) Water Treatment Plant (WTP). The facility had struggled with a rapid decline in raw water quality. Kimley-Horn was instrumental in helping restore plant capacity through enhancements to the WTP and operational improvements. Services includes the design of energy recovery improvements to the RO system and several operational changes to optimize system recovery. Enhancements to the SCADA system were also implemented, which allowed the automatic download of operating data to their normalization program, greatly reducing staff time needed to manage operating data. With these improvements, Kimley-Horn was able to eliminate the nearly 30% reduction in capacity the plant had experienced.

Dixie Park Wastewater Treatment Plant Inline Sewer Pump Station, Martin County, FL Project Engineer for the design and permitting of an in-line sanitary pump station at an existing wastewater treatment facility owned by Martin County Utilities. The new station will allow the County to abandon the wastewater treatment facility. The proposed booster station will handle approximately 1.5 MGD and boost pressures to pump the County's wastewater west to the Tropical Farms Wastewater Treatment Facility. The design included three 800 GPM, 75 hp variable frequency driven pumps, an electrical room addition, a 12-inch influent forcemain and 12-inch effluent forcemain to send wastewater west to Tropical Farms.

Palm Beach A-7 Inline Booster Pump Station (20-inch and 24-inch force mains), Palm Beach, FL — Project Manager. Provided design services for this sanitary sewer inline booster station which will allow the Town of Palm Beach to discontinue pumping wastewater through a neighboring municipality's force main system to reach the ECR Treatment Plant. The design included influent and effluent force main modifications, construction of three new VFD driven centrifugal wastewater pumps within the dry pit of an existing master lift station, installation of a new emergency generator, and various other station mechanical and electrical improvements. The replacement of an existing piston style compressor system with a new rotary screw compressor system was also designed to continue providing pressurized air to a network of satellite ejector and expelsor style lift stations. The in-line station pumps approximately 5 MGD of the Town's wastewater west to the ECR Treatment Plant. The design included four 2,000-GPM, 35-HP variable frequency driven pumps, an electrical and generator building, a 24-inch influent force main, and a 20-inch effluent force main to route around the existing repump station.

15.0-MGD Nanofiltration Water Treatment Plant Construction Phase Services, Jupiter, FL Project Engineer during the construction phase of this \$37-million-dollar plant in the Town of Jupiter. Kimley-Horn developed a unique teaming approach with the Town during construction that has allowed the Town staff to be very involved throughout the process. This has allowed the Town to save a significant amount of money by reducing the amount of consultant fees that would normally be expected on a project of this magnitude.

Special Qualifications

- » Has 20 years of water resources and utilities engineering experience
- » Serves as project manager for the design and construction of numerous utility projects throughout southeast Florida
- » Specializes in projects featuring watermains, forcemains, sanitary pump stations, stormwater pump stations, and potable water high service pumping stations
- » Mechanical engineering design experience includes providing HVAC systems, ventilation system design, sound attenuated generator rooms, fleet fueling stations, and stormwater and sanitary pump stations

Professional Credentials

- » Bachelor of Science, Mechanical Engineering, Florida Atlantic University
- » Professional Engineer in FL, 67472
- » American Membrane Technology Association
- » American Water Works Association
- » American Public Works Association



Lance Littrell, P.E.

Water/Wastewater/Resources

Relevant Experience

Winter Springs Wastewater and Reclaimed Water Master Plan, Winter Springs, FL
Project Manager. The Wastewater and Reclaimed Water Master Plan serves the City to identify the road map for successful utility operation and planning for the future of the City's Utility. The Wastewater and Reclaimed Master Plan included: an existing and future service area description; population/demand projections; wastewater system analysis and methodology; recommended wastewater and reclaimed water system improvements; Utility system planning alternative and phasing; and main replacement project features (components, alternative analyses, cost analysis, and challenges).

City of Stuart Water Treatment Plant Emerging Contaminant (PFAS's) Treatment System, Stuart, FL — Project Engineer. The City of Stuart's Water Treatment Plant (WTP) is a 6.0-MGD lime softening facility with the surficial aquifer as the source of supply via 23 production wells. Kimley-Horn provided professional engineering services related to the implementation of a water treatment system for the removal of emerging contaminant perfluorinated chemicals (PFAS's), PFOA (Perfluorooctanoic Acid), and PFOS (Perfluorooctane Sulfonate) sampled and measured in the raw water supply for the City's drinking water wells. Kimley-Horn provided the design and permitting of the largest full-scale PFAS treatment system in the United States. The new water treatment system, which was designed to treat all of the City's raw water supply, had the distinction of being the first ion exchange project of its kind in Florida and the largest (up to 8.0 MGD treatment capacity) in the U.S. at the time of completion, removing PFAS contaminants to less than 10 parts per trillion.

Davenport Water Main Replacement, Davenport, FL — Project Manager. This project involved the replacement of 80,000 linear feet of existing 2-inch to 12-inch water main east of West Boulevard, west of East Boulevard, north of South Boulevard, and south of North Boulevard. The new water main is being installed side by side with the existing water main via open trench methods, along with directional drilling at key road crossings and jack-and-bore across railroads. The existing residential and commercial service lines are being connected to the newly installed pipe. The scope of services included design, permitting, bidding and award services, and obtaining SRF funding.

Marion County Utilities Marion Oaks Water System Master Plan, Marion County, FL
Project Engineer. Kimley-Horn provided GIS system design, modeling, and master planning services for Marion County for the approximately 25-square mile Marion Oaks water system. Kimley-Horn developed and calibrated a model within an ArcGIS framework using InfoWater (Innovyze) modeling software. Kimley-Horn performed hydraulic analyses to formulate recommendations for future improvements to the Marion Oaks Water System. Existing, 5-year, 10-year, 20-year, and buildout conditions were reviewed. Recommendations included upsizing existing water mains, decommissioning or expanding water treatment plants, or constructing new water mains. Marion County was involved in the planning efforts to ensure recommendations were feasible.

Special Qualifications

- » Has 22 years of experience successfully delivering water, wastewater, and reclaimed water utility projects throughout Florida
- » Experience includes the design, project management, construction oversight, and fabrication of reverse osmosis and ultrafiltration water treatment plants for municipal utilities
- » Municipal experience includes a well-rounded portfolio of planning, design, construction inspection, and start-up services, as well as operations assistance
- » Significant experience in design and hands-on construction of membrane treatment systems in the U.S. and abroad
- » Serves as the Region III Chair for FSAWWA, as well as on the Board of Directors of the Southeast Desalting Association (SEDA) (Board of Directors, 2011-2017)

Professional Credentials

- » Master of Business Administration, University of Central Florida
- » Bachelor of Science, Mechanical Engineering, Old Dominion University
- » Professional Engineer in Florida, 65645
- » Professional Engineer in Ohio, 79857
- » American Membrane Technology Association
- » American Water Works Association



Nick Black, P.E.

Water/Wastewater/Resources

Relevant Experience

Tropical Farms Reverse Osmosis/Water and Wastewater Treatment Plant Expansion, Stuart, FL — Project Analyst. Served as project analyst for the expansion of Tropical Farms \$25-million water treatment plant. Kimley-Horn has teamed with another firm for the expansion of Martin County's water and wastewater treatment plant. Kimley-Horn provided all phases of design, permitting, construction, and SCADA system integration for the brackish RO WTP expansion.

City of Stuart Water Treatment Plant Emerging Contaminant (PFAS's) Treatment System, Stuart, FL — Project Engineer. The City of Stuart's Water Treatment Plant (WTP) is a 6.0-MGD lime softening facility with the surficial aquifer as the source of supply via 23 production wells. Kimley-Horn provided professional engineering services related to the implementation of a water treatment system for the removal of emerging contaminant perfluorinated chemicals (PFAS's), PFOA (Perfluorooctanoic Acid), and PFOS (Perfluorooctane Sulfonate) sampled and measured in the raw water supply for the City's drinking water wells. Kimley-Horn provided the design and permitting of the largest full-scale PFAS treatment system in the United States. This project involved four different resin manufactures and was the largest ion exchange system in the United States when completed, removing PFAS's to less than 10 parts per trillion. The new water treatment system, which was designed to treat all of the City's raw water supply, had the distinction of being the first ion exchange project of its kind in Florida and the largest (up to 8.0 MGD treatment capacity) in the U.S. at the time of completion, removing PFAS contaminants to less than 10 parts per trillion.

Palm Beach County Water Utilities Department Water Treatment Plant #11 Operational Improvements, FL — Project Engineer. Kimley-Horn helped to restore plant capacity and greatly improve operations at the 10-MGD Lake Region Reverse Osmosis (RO) Water Treatment Plant (WTP). The facility had struggled with a rapid decline in raw water quality. Kimley-Horn was instrumental in helping restore plant capacity through enhancements to the WTP and operational improvements. Services includes the design of energy recovery improvements to the RO system and several operational changes to optimize system recovery. Enhancements to the SCADA system were also implemented, which allowed the automatic download of operating data to their normalization program, greatly reducing staff time needed to manage operating data. With these improvements, Kimley-Horn was able to eliminate the nearly 30% reduction in capacity the plant had experienced.

Fort Pierce Utilities Authority North Hutchinson Island Repump #1 Improvements, Fort Pierce, FL — Project Engineer. Served as a project engineer for the rehabilitation of the North Hutchinson Island Repump and Storage Facility (pump station). This project consisted of replacing the existing 3-MGD high-service pumps and replacing the existing building. Specific duties included: drafting (AutoCAD), data collection and field visit, development of process flow diagrams, coordination with electrical engineer for building layout options, and miscellaneous other design tasks.

Special Qualifications

- » 13 years of experience as a project engineer providing for water treatment system designs, utility and pump station design, hydraulic modeling, permitting, bid phase, and construction phase services
- » Extensive process and pump station experience, including wastewater pumping stations, in-line booster pump stations, water storage and repump stations, stormwater pump stations, and ancillary components of pumping facilities
- » Experience includes hydraulic modeling and analysis of water and sewer piping systems, treatment, process design, and control engineering
- » Software experience includes AutoCAD Civil 3D; Hydranautics; IMSDesign; ROSA9, Membrane Projections; and RS Means, Cost Works

Professional Credentials

- » Bachelor of Science, Civil Engineering, University of Central Florida
- » Bachelor of Science, Environmental Engineering, University of Central Florida
- » Professional Engineer in Florida, 84908
- » American Public Works Association
- » American Water Works Association



Matt Tebow, P.E.

Water/Wastewater/Resources

Relevant Experience

Northside WRF Sludge Holding Tank Aeration Study, Lakeland, FL — Project Manager. Kimley-Horn conducted an Aerated Sludge Holding Aeration System Study at the Northside WRF. The study included evaluating the replacement of the existing blowers, oxygen transfer system, and associated controls. Project consisted of gathering and analyzing existing information, performing mixing and aeration requirements to provide appropriate dissolved oxygen to achieve the optimal amount of volatile solids reduction and provide enough air flow required to fully mix the tanks. Multiple blower technologies were evaluated including Positive Displacement.

Lakeland Glendale and Northside WRF Copper, Chromium, and Zinc Biological and Process Inhibition Study for Maximum Loading and Concentration Limits, Lakeland, FL Project Engineer. Kimley-Horn conducted a copper, chromium, and zinc biological and process inhibition study to develop and recommend maximum copper, chromium, and zinc loading and concentration limits at the Glendale and Northside WRFs. The study included existing condition analysis, laboratory testing protocols, laboratory toxicity and inhibition testing in accordance with regulatory requirements, and summary of the inhibition testing results in a finding Technical Memorandum. The inhibition testing consisted of taking test samples of mixed liquor suspended solids and dosing the samples in a lab with different and varying individual and combined concentrations of copper, chromium, and zinc to examine oxygen, ammonia, or nitrate uptake and generation rates. Based on testing results and historical data, inhibition limits were determined for copper, chromium, and zinc for City of Lakeland to utilize when setting local limits.

Lakeland Glendale WRF Process Modeling and Evaluation, Lakeland, FL — Project Manager. Kimley-Horn is in the process of conducting a wastewater reclamation facility (WRF) process evaluation for the Glendale WRF, a 13.7 MGD AADF facility. Project consisted of gathering information, performing necessary analysis, and documenting the project results including recommendations. A biological process and hydraulic model were developed to investigate the likely impact of different operational strategies and/or changes to the process configuration. The goal of the analysis was to evaluate process modifications that will result in potential increased biological nutrient reduction, reduced chemical usage, and increase energy efficiency at the WRF.

Lake Wales Wastewater Treatment Facility Rehabilitation/Expansion, Lake Wales, FL Project Engineer. Kimley-Horn was responsible for all design, construction document preparations, permitting, SRF funding assistance, bid and construction administration for the rehabilitation and expansion of an existing 1.9-MGD wastewater treatment facility. Rehabilitation items included new headworks fine screening system, new oxidation ditch rotors with smart biological nutrient reduction system, replacement of clarifier mechanisms, conversion of existing traveling bridge sand filter to disk filter system, rehabilitation of existing aerobic digester, addition of a new aerobic digester, rehabilitation of existing electrical system, and rehabilitation/enhancement of the SCADA system.

Special Qualifications

- » Water resources engineer with 17 years of utility engineering and project management experience
- » Experience providing pipeline design, hydraulic modeling, pump station design, directional bore calculations, design implementation of water/wastewater treatment plants, permitting, and construction observation services
- » Responsible for creating wastewater process and hydraulic models and oversees a team of six Biowin™ licenses within the Florida region. He performs wastewater characterization sampling to support model calibration, and analysis for process improvements, expansions, rehabilitation, and new infrastructure at wastewater treatment facilities

Professional Credentials

- » Master of Science, Civil Engineering, University of Florida
- » Bachelor of Science, Civil Engineering, University of Florida
- » Professional Engineer in Florida, 82414
- » American Water Works Association



Raphael Knickerbocker, P.E., PhD

Water/Wastewater/Resources

Relevant Experience

Babcock Ranch Water Reclamation Facility (WRF) Phase 3 Expansion, Babcock Ranch, FL — Project Engineer. Kimley-Horn provided design, permitting, and construction administration of a 1.5- MGD AADF expansion (4.0 MGD buildout capacity) for a water reclamation facility (WRF) with advanced wastewater treatment capability (<5 BOD, <5 TSS, <3 TN) and public access reclaimed water system. The treatment process consisted of a diffused air oxidation ditch and membrane biological reactor (MBR) system with smart biological control technology. Project delivery methodology was Construction Manager at Risk (CMAR). The Babcock Ranch WRF phase 3 expansion required construction of a new 1.0 million gallon per day (MGD) advanced wastewater treatment (AWT) facility just west of the existing treatment facility. The design included provisions for the phase 4 and phase 5 expansions of 1.0 MGD each for a total buildout capacity of 3.0 MGD. The new facility will incorporate a 4-stage Bardenpho biological treatment process in a diffused air oxidation ditch and membrane biological reactor (MBR) tertiary treatment. The existing WRF will be converted to flow equalization and aerobic digestion. The new phase 3 facility is capable of meeting 5/5/3 AWT standards with provisions for future biological phosphorous removal and meet public assess reclaimed water quality.

Colony Cove Pipeline Replacements and Phase 1 Replacements (Design-Build), Manatee County, FL — Project Engineer. Woodruff & Sons and Kimley Horn were selected by Manatee County to rectify an outdated sanitary sewer collection system. Project will be broken up into three phases and replace entire collection and transmission system while maintaining service and access to the residents. Includes design and construction of 9,000 LF of pipeline, horizontal directional drill (HDD) under US 301, and new master wastewater pumping station.

Fort Myers Program Management Services for Secondary Clarifier Rehabilitation at AWWTFs, Fort Myers, FL — Project Engineer. Kimley-Horn as Designer in partnership with Wharton-Smith as the Builder was selected by the City of Fort Myers for as the Program Manager Entity, a form of progressive design-build project delivery, to rehabilitate the secondary clarifiers at the City of Fort Myers' Central and South Advanced Wastewater Treatment Facilities (AWWTF), each facility having (4) 105 ft. diameter hydraulic differential circular sludge collector mechanisms in generally square basins with peripheral concrete effluent launders and overflow weir. The work will include concrete and structural restoration to the basins and repairs to the sludge collector equipment and must be phased such that plant performance is not compromised with a clarifier basin out of service. Additionally, the City desires to install covers on the effluent launders (weir troughs) in order to decrease the maintenance required to remove algae growth. The City also desires to investigate modifications to improve the TSS removal performance of the clarifier basins by decreasing the amount of observed floc carryover at the effluent weirs. Kimley Horn will assess the structures and mechanisms and define the scope of rehabilitation recommended. Computational Fluid Dynamic (CFD) modeling will be used to investigate hydraulic structure modifications for reducing floc carryover. Kimley Horn providing design and construction documents and services during construction.

Special Qualifications

- » Has valuable international experience as an engineer; he has practiced in both Brazil and the United States and has also taught engineering design courses at the graduate and undergraduate levels
- » Primarily focused on water and wastewater projects, including permitting, design and optimization of treatment processes, transmission mains, and hydraulic models
- » Programming Languages: Python; VBA; C++ Software Programs: AutoCAD 3D; EPA-SWMM; HEC-HMS; HEC-RAS; WAVE; MODFLOW; MS Office Suite (Word, Excel, PowerPoint, Outlook); Microsoft Visual Studio Code

Professional Credentials

- » Ph.D, Civil & Environmental Engineering, University of Sao Paulo/Harvard University
- » Master of Science, Environmental Engineering, University of Sao Paulo
- » Bachelor of Science, Environmental Engineering, University of Sao Paulo
- » Professional Engineer in Florida, 92812



Lewis Bryant, P.E.

Water/Wastewater/Resources

Relevant Experience

Streamsong WTP and WWTP, Flood Study and FEMA Map Revisions), Polk County, FL
Project Manager and Engineer of Record on the Kimley-Horn team that prepared site civil construction plans for the wastewater treatment facility, force main infrastructure, and reuse main infrastructure associated with this 16,000-acre resort project in southern Polk County. The project included approximately 4.0 miles of force main design, 3/4 mile of reuse main design and a 2.2-acre treatment facility site. Project permitting was conducted through the Florida Department of Environmental Protection and Polk County. Streamsong Water Treatment Facility. The Kimley-Horn team prepared site civil construction plans for a 1.728-MGD water supply/treatment facility and water main infrastructure associated with the Streamsong Resort. Our services included water supply well construction and testing, green sand hydrogen sulfide treatment, and sodium hypochlorite disinfection. The project included approximately 2.6 miles of water main design and a 1.2-acre treatment facility site. Project permitting was conducted through the Florida Department of Environmental Protection and Polk County.

Dunnellon Water and Wastewater Utility Master Plan, Dunnellon, FL — Project Manager. Kimley-Horn prepared the utility master plan for the City of Dunnellon water and wastewater systems. The analysis included new treatment plant location evaluations, system growth planning, capital improvement projects programming, line sizing, existing lift station evaluations and modifications, and system realignments. As part of this project, Kimley-Horn generated water and wastewater system models using WaterGEMS and SewerGEMS software, performed hydraulic and water age analyses, and provided capital improvement project planning assistance.

Bunnell Infrastructure Study, Bunnell, FL — Project Engineer. Project services include preparing a comprehensive water, wastewater, and reclaimed water utility master plan. The master plan will identify and prioritize utility system capital projects necessary to support anticipated growth and address infrastructure renewal and replacement needs required to serve the existing, 5-, 10-, and 20-year future needs of the City's utility service area. Additional services will include: wastewater collection system hydraulic analysis/evaluation; wastewater treatment facility master plan; reclaimed water distribution system hydraulic analysis; Capital Improvement Program development; revenue sufficiency analysis; funding alternatives evaluation; and public involvement.

Wildwood Wastewater Treatment Facility (WWTF) Headworks Rehabilitation and CEI (also Reclaimed Water Nutrient Study), Wildwood, FL — Project Manager. Updated the existing headworks to handle peak flow and loads. The modifications of the existing headworks included the installation of a rotary drum screen, widening the existing headworks structure and relocating the stairwell, installing water booster pumps for adequate wash-down pressure, and installing a new flow meter.

Special Qualifications

- » More than 23 years of experience with municipal utility engineering, including utility relocation, master planning, collection/distribution system design, hydraulic computer modeling and analysis, and construction phasing and inspections
- » Skilled project manager for utility relocation/expansion projects, collection system condition assessments, water and wastewater treatment facilities design, facility expansion plans, capacity analysis reports, and water use permits
- » Serves on the Water Environment Federation's (WEF) National Water Resource Recovery and Design Committee (MRRDC) and on the WEF Tech International Conference Workshop Review Committee

Professional Credentials

- » Master of Business Administration, University of Florida
- » Master of Science, Civil Engineering, University of Florida
- » Bachelor of Civil Engineering, University of Florida
- » Bachelor of Science, Technology (Nuclear), Regents College
- » Professional Engineer in Florida, 65582
- » Florida Engineering Society
- » Water Environment Federation
- » American Water Works Association



Fannie Howard, P.E.

Master Planning/Modeling; Water Supply/Regulatory Support

Relevant Experience

Capital Improvement Projects Update/Water System Hydraulic Analysis, FL — Project Manager. Kimley-Horn developed, calibrated, and analyzed the hydraulic model used to evaluate and plan capital improvement projects for Martin County Utilities Water Distribution System. For this ongoing project, GIS and WaterGEMS (a GIS version of WaterCAD) were used to model the entire Martin County Utilities water distribution system including the water treatment facilities, repump facilities, and distribution infrastructure. Population projections and future land uses were incorporated used to generate buildout demands that were incorporated into the model. The hydraulic model was then used to identify the distribution system capital improvement projects that would be required to meet future potable water demands and fire flow requirements.

Indian River Plantation Connection and Sewer System Hydraulic Analysis, Martin County, FL — Project Engineer. With Martin County's (MCU) purchase of the Indian River Plantation (IRP) water and sewer system from Utilities, Inc., the Kimley-Horn team helped develop a scope to integrate IRP's sewer system to meet Martin County standards and connect a new master pump station to MCU's consolidated sewer system. The scope of services consisted of reviewing the existing sewer system data, topographic survey, design, preparation of drawings and specifications, decommissioning a wastewater treatment plant, regulatory agency permitting, and bidding assistance for the diversion of wastewater from the existing IRP WWTP to the MCU consolidated sewer system.

Martin County Utilities Martin Downs Reclaimed Storage (2 MG) and Distribution System Improvements, Martin County, FL — Project Engineer. Martin County Utilities owned and operated an old package water and wastewater treatment facility that served their Martin Downs service area. As part of their plan to provide 100% reuse capabilities, our team was selected to design a storage and pumping station for distribution of reclaimed water to several reclaim customers. Our team provided the design, construction oversight, SCADA system integration, and commissioning of a 2.0-MG storage and repump facility for a 1.0-MGD ADF reclaimed water supply system. The project included conversion of two potable 1.0-MG prestressed concrete ground storage tanks, low head pumps, and control system to allow independent filling from a separate reuse transmission pipeline from their regional wastewater treatment plant and pumping to their reuse customers.

Indian River Plantation 12-inch Force Main Construction, Martin County, FL — Project Engineer. Kimley-Horn was retained to construct a new subaqueous 12-inch force main across the Indian River Intracoastal Waterway between Hutchinson Island and Sewall's Point connection at Ocean Boulevard and Sewall's Point Road in Martin County. The scope of services for this project consisted of reviewing the existing sewer system data, preparing topographic survey, design, preparation of drawings and specifications, decommissioning the wastewater treatment plant, and regulatory agency permitting and bidding assistance for the diversion of wastewater from the existing Indian River Plantation wastewater treatment plant to the Martin County Utilities consolidated sewer system.

Special Qualifications

- » Project engineer with 19 years of engineering experience involved with utility projects throughout southeast Florida
- » Extensive experience in hydraulic modeling, water distribution, wastewater collection, forcemain assessments, piping system modeling and analysis experience
- » Has provided analysis of hydraulic models for potable water, wastewater, and reclaimed water collection and distribution systems
- » Proficient with ICPR, GIS, WaterGems, WaterCAD, and Hydranautics (IMS design software programs)

Professional Credentials

- » Master of Science, Environmental Engineering, University of South Florida
- » Bachelor of Science, Chemical Engineering, University of Florida
- » Professional Engineer in Florida, 67506



Heather Ripley, P.E.

Master Planning/Modeling

Relevant Experience

North Port Utilities Hydraulic Modeling and Water Quality Analysis, North Port, FL
Project Manager. Kimley-Horn converted and updated the model from Bentley into Innowyze software for to provide on-call modeling services to support the City's water quality initiatives, as well as long-range master planning support. Services provided under this contract will include on-call services support, hydraulic model updates, water distribution system evaluation, operational evaluation, water quality evaluations, and as-needed modeling support.

Englewood Water District (EWD) Water Reclamation Facility (WRF) New Headworks, Englewood, FL — Project Manager. As part of the recently completed Sewer Master Plan Update, capital improvements were identified to maximize and to improve plant operations at the Englewood Water District (EWD) Water Reclamation Facility (WRF). The Master Plan identified a critical improvement project for the existing headworks facility. During peak flow events, the existing manual bar screens must be bypassed, sending the flow directly to the plants. Bypassing the screens minimizes the protection the screening provides the plant and equipment, as well as creates increased pressures on an already stressed collection system. Additionally, the pre-treatment tanks, pumps, and structure have reached the end of their useful life and are at a risk of failure.

Hydraulic Modeling and Master Plan Update, City of Inverness, FL — Project Engineer responsible for providing hydraulic modeling for the water distribution and wastewater collection systems. The existing models were updated based on GIS mapping, as-builts, field testing information and operational changes. The models were verified and calibrated with field testing to properly reflect system conditions. The models are being used to predict existing and future improvement needs to maintain required level of service and to minimize Inflow and Infiltration in the wastewater system.

Major Lift Station Evaluation and Sewer Master Plan Update, Englewood Water District, FL — Project Manager responsible for updating the existing sewer master plan based on existing flows and future projections of incoming developments. Flow monitoring and field testing was performed to assess the current condition of the major lift station and to develop future improvement needs of the station.

West Villages Improvement District Utility Engineering Services (includes Southwest Water Treatment Plant and Wastewater Treatment), North Port, FL — Project Engineer. Kimley-Horn is retained to provide professional services for the design of a water treatment plant to be located at the northwest corner of the intersection of the future West Villages Parkway and future Manasota Beach Road. The facility will utilize reverse osmosis membrane treatment and will be constructed in two phases equaling 5 MGD. Due to an aggressive schedule, the deliver method is Construction Manager at Risk and our team helped select and coordinate with the CMAR throughout design and preconstruction. hydraulic modeling and water quality projections, environmental and permitting services,, raw water wellhead and main designs, and concentrate line design services.

Special Qualifications

- » Utility engineer with 13 years of experience
- » Experience and expertise expand to hydraulic and water quality modeling, design and analysis of water distribution and wastewater collection systems, engineering feasibility studies, funding applications and administration, master planning, permitting and construction phase services
- » Hydraulic modeling software experience includes EPANET, EPASWMM, Innowyze's InfoWater, InfoSewer, InfoSWMM, InfoWorks and InfoSurge, and Bentley's WaterCAD, WaterGEMs, SewerCAD, SewerGEMs, and Hammer.

Professional Credentials

- » Master of Engineering, Environmental Engineering, Penn State University
- » Bachelor of Science, Civil Engineering, The Ohio State University
- » Professional Engineer in Ohio, 80559
- » Professional Engineer in Florida, 88329
- » Water Environment Federation
- » American Water Works Association



Doug Eckmann, P.E., BCEE

Master Planning/Modeling

Relevant Experience

West Villages Improvement District Utility Engineering Services (includes Southwest Water Treatment Plant and Wastewater Treatment), North Port, FL — Project Engineer. Kimley-Horn is retained to provide professional services for the design of a water treatment plant (WTP) to be located at the northwest corner of the intersection of the future West Villages Parkway and future Manasota Beach Road. The facility will utilize reverse osmosis (RO) membrane treatment and will be constructed in two phases equaling 5 MGD. Due to an aggressive schedule, the deliver method is Construction Manager at Risk (CMAR) and our team helped select and coordinate with the CMAR throughout design and preconstruction. Kimley-Horn prepared Preliminary Design Report, and is providing WTP design services and construction plans, source water hydraulic modeling and water quality projections, environmental and permitting services, raw water wellhead and main designs, and concentrate line design services.

West Villages Improvement District (WVID) Southwest Wastewater Reclamation Facility (SWWRF), North Port, FL — Project Engineer. Kimley-Horn is providing a full range of engineering and hydrogeologic consulting services for the West Villages Improvement District (WVID) Wastewater Reclamation Facility (SWWRF). Kimley-Horn will prepare a hydraulic analysis of the Island Walk and Gran Paradiso development master pump stations, along with the three additional existing lift stations currently manifolded into the existing force main, to determine modifications required to redirect the discharge to the SWWRF headworks. Kimley-Horn will prepare plans and specifications for the construction of a Class I industrial DIW for the future disposal of SWWRF wet weather discharges and membrane concentrate (brine) for the future WVID reverse osmosis water treatment plant in accordance with the approved Preliminary Design Report (PDR). Kimley-Horn will prepare a PDR for the injection well system and submit an underground injection control (UIC) permit to the FDEP. Permitting agencies we are dealing with include the SWFWMD, FDEP, U.S Army Corps of Engineers, FDEP/Health Department, FDEP/Sarasota County, City of North Port, and FDOT.

Integrated Water Resource Master Plan, Lee County Utilities, Fort Myers, FL — Project Quality Manager. The objective of the master plan was to develop a single integrated plan for ensuring reliable and sustainable water supplies and sanitary services in existing and future service areas. Scope included demand projections for water supply, wastewater service, and reclaimed water; water resource characterizations and evaluation of available future supply alternatives; surface and groundwater modeling; evaluation of storage options, including ASR and surface reservoirs; pie system network analysis; development of water supply and treatment alternatives, including STELLA modeling to evaluate reliability versus cost scenarios; and conceptual cost projections and final report documents.

Special Qualifications

- » Senior project manager for Kimley-Horn's Southwest Florida utility practice Has 40 years of water, wastewater, and surface water infrastructure experience
- » Extensive experience with public wastewater collection, treatment, reuse, and residuals management; reclaimed water pumping, storage, and distribution; integrated water solutions; surface water management; water resources planning; and resiliency planning

Professional Credentials

- » Bachelor of Science, Mechanical Engineering, Northwestern University
- » Master of Business Administration, St. Edward's University
- » Board Certified Environmental Engineer, 88-10054, AAES
- » Professional Engineer in Florida, 47259
- » Board Cert Water Resources Engineer, 00647
- » American Water Resources Association
- » American Water Works Association
- » Florida Engineering Society
- » American Council of Engineering Companies
- » American Society of Civil Engineers, Fellow
- » Water Environment Federation



Rhea Dorris, P.E.

Master Planning/Modeling

Relevant Experience

Special Qualifications

- » Utility engineer with nine years of experience in water and wastewater hydraulic modeling, master planning, GIS analysis, pressure pipeline design, gravity sewer design, lift station design, and treatment process piloting/design
- » Experience has focused on local Central Florida municipalities

Professional Credentials

- » Bachelor of Science, Environmental Engineering, University of Central Florida
- » Professional Engineer in Florida, 88094

Infiltration and Inflow Analysis, Satellite Beach, FL — Project Analyst. Kimley-Horn provided engineering services to Brevard County Utility Services Department (BCUSD) to identify sources of infiltration and inflow within the South Beaches and Indian Harbour Beach service areas. These areas suffers greatly from high rates of groundwater infiltration and/or rainfall inflow. This I&I project included smoke testing to identify sources of rainfall inflow and engineering investigation into areas prone to flooding. The South Beaches service area consists of over 40 miles of gravity sewer and 841 manholes. Kimley-Horn performed smoke testing along with field assessments to identify potential inflow locations. Kimley-Horn analyzed the results of the field study and developed recommendations for cost-effective improvements and worked closely with BCUSD to prioritize areas for rehabilitation that would make the biggest improvement to I&I. Kimley-Horn provided public involvement services including a smoke-testing “hotline” to address customers’ concerns throughout the testing, along with public notice materials such as door hangers, mailer letters, and FAQ documents.

Utilities Inc. of Florida Shadow Hills Wastewater Treatment Plant Improvements, Longwood, FL — Project Engineer. This project involved the replacement of 80,000 linear feet of existing 2-inch to 12-inch water main east of West Boulevard, west of East Boulevard, north of South Boulevard, and south of North Boulevard. The new water main is being installed side by side with the existing water main via open trench methods, along with directional drilling at key road crossings and jack-and-bore across railroads. The existing residential and commercial service lines are being connected to the newly installed pipe. The scope of services included design, permitting, bidding and award services, and obtaining SRF funding. Kimley-Horn incorporated survey to develop construction drawings and specifications.

Orange County Replacement of Two Miles of 42-inch PCCP Force Main for Universal Studios (aka 42-inch Force Main Relocation), FL — Project Engineer. This project included the relocation of 7,200 linear feet (LF) of 42-inch PCCP force main and 2,800 LF of 36-inch ductile iron pipe (DIP) force main. Replacement used 8,000 LF of 42-inch PVC force main and 2,800 LF of 54-inch PVC force main. The majority of the force main was installed via open cut and included one canal crossing. The force main connects on site at Orange County Utilities’ South Water Reclamation Facility.

Babcock Ranch 8.0-MGD Reverse Osmosis Water Treatment Plant Expansion for MSKP Town and Country Utilities, FL — Project Engineer. Kimley-Horn designed and permitted the complete treatment plant expansion to include up to 8.0 MGD of reverse osmosis, 10 additional water supply wells, pre-treatment, post-treatment stabilization and hydrogen sulfide removal, transfer pumps, storage expansion and high service pump expansion. The new treatment plant works in parallel to the existing nanofiltration treatment facility and will ultimately be the supplier of potable water to the development.



Kim Arnold, P.G.

Water Supply/Regulatory Support

Relevant Experience

Babcock Ranch 8.0-MGD Reverse Osmosis Water Treatment Plant Expansion for MSKP Town and Country Utilities, FL — Project Geologist. Kimley-Horn was selected to design the treatment plant expansion from 1.0 MGD to 8.0 MGD in multiple phases to support the development growth. Kimley-Horn designed and permitted the complete treatment plant expansion to include up to 8.0 MGD of reverse osmosis, 10 additional water supply wells, pre-treatment, post-treatment stabilization and hydrogen sulfide removal, transfer pumps, storage expansion and high service pump expansion. The new treatment plant works in parallel to the existing nanofiltration treatment facility and will ultimately be the supplier of potable water to the development. The design included a phased approach in 2.0 MGD increments with a shell of the buildout in the initial construction efforts. For concentrate disposal, the early phases include blending concentrate with reclaimed water and ultimately a deep injection well for brine disposal. Due to an aggressive schedule, the Construction Manager at Risk (CMAR) delivery method was selected and our team coordinated closely with the CMAR throughout design and preconstruction.

Lee County Utilities SFWMD Water Use Permit — Project Geologist. Prior to Kimley-Horn. Kim was part of a team for Public Water Supply water use permit renewal for Lee County Utilities with 20-year duration and 40 MGD allocation. Project required significant data analyses associated with pumpage, monitor well data, and ecological assessments. Tasks performed in support of the permit renewal included analyses of changes in watershed boundaries and land uses, groundwater modeling using parameters from APT analyses conducted on-site, development of mitigation plans and assessments to evaluate impacts due to shallow aquifer withdrawals at the wellfields, and formulation of a wellfield operating plan to meet demands and minimize drawdown impacts.

Bonita Springs Utilities Wellfield Protection Ordinance Model — Project Manager. Prior to Kimley-Horn. The utility requested updated groundwater flow and transport modeling for establishment of public supply wellfield protection zones. Effort included verifying suitability of Lee County's 13-layer calibrated MODFLOW model for use in study area, and modifying it to reflect current and proposed wellfield operations. MODPATH models for wellfields were developed from sub-regional MODFLOW model and used to establish capture zones based on travel times. Model verification included comparing model water budgets with measured data, and modeled flow gradients with gradients calculated from USGS monitor well data.

Cape Coral North RO WTP IW-2 MIT, Cape Coral, FL — Project Manager. Provided services for mechanical integrity testing (MIT) of the only Class I injection well at the North RO WTP. Prepared MIT plan for approval by the FDEP, assisted with solicitation and bidding, provided services during testing, performed 5-year data review, and prepared final report to FDEP. MIT consisted of a video log, a high-resolution temperature log, a pressure test of cemented tubing observed by FDEP staff, and a radioactive tracer survey.

Special Qualifications

- » Has two decades of experience as a practicing hydrogeologist in Southwest Florida
- » Extensive experience with groundwater modeling, regulatory permitting; water supply planning; production and injection well design, testing and construction observation services

Professional Credentials

- » Master of Science, Environmental Engineering Studies, University of Florida
- » Master of Science, Earth and Ocean Sciences, Duke University
- » Bachelor of Science, Environmental Geology and Anthropology, Southern Methodist University
- » Professional Geologist in Florida, 2565
- » American Water Resources Association, Member



Chloe Johnson

Water Supply/Regulatory Support

Relevant Experience

***Ave Maria University and Town, Collier County, FL** — Project Analyst. Ave Maria University and Town uses groundwater from the Lower Tamiami and Sandstone aquifers and reclaimed water from the onsite WWTP to irrigate 1,1000.5 acres of turf for landscape and golf course use. The permit requires monthly groundwater levels be submitted to the SFWMD quarterly from multiple monitoring wells located onsite. The project field technician performed the collection of data, data analysis, and quarterly submittals to the SFWMD to maintain compliance.

***Boar Hammock Sand Mine, Glades County, FL** — Project Analyst. The Boar Hammock Sand Mine is a 846-acre mine with wetlands that uses surface water and groundwater from the water table aquifer for mining operations. The permit requires an annual report containing hydrologic data, including Project withdrawals be submitted to the FDEP annually. The project analyst performed the quarterly groundwater level data collection, submission of project withdrawals to the SFWMD, and compilation of the hydrogeologic data included in the annual report submitted to the FDEP.

***City of Clewiston TDS Assessment Plan, Hendry County, FL** — Project Analyst. The City of Clewiston requested an assessment of total dissolved solids (TDS) at the City of Clewiston's spray field. The project analyst performed the groundwater level and staff gauge data collection, interpreted daily staff gauge readings from trail camera photos, updated graphs, and assisted in the historical document review to be included in the final report submitted to the Florida Department of Environmental Protection (FDEP).

***Lee County School District SFWMD Water Use Permit Renewal, Lee County, FL** — Project Analyst. The School District requested renewals of four Individual Irrigation Permits and two Noticed General Permits. The project analyst assisted in the compilation, figure development, application preparation, and submittal of the requested renewal permits for the following schools: Buckingham Exceptional Center, North Fort Myers Academy for the Arts, Pine Island Elementary School, Sunshine Elementary School, Bonita Springs Elementary School, and Orange River Elementary School.

***Miami-Dade Parks, Recreation and Open Space Phase I ESA, Miami-Dade County, FL** Project Geologist. Assisted in two Phase I ESAs in Miami-Dade County for Miami-Dade Parks, Recreation and Open Space (MDPROS) prior to potential property acquisition for development of parks. Parcels sizes ranged from less than an acre to over ten acres and included residential and agricultural properties. The properties assessed required extensive review of regulatory records and historical data sources to identify past releases to the environment. Miami-Dade Environmental Resources Management (DERM) reviewed and commented on all Phase I ESAs prior to MDPROS acceptance. The project geologist assisted in the historical document inquiry and review, site reconnaissance, figure development, compilation of supporting attachments in the report, and report preparation.

***Denotes projects prior to Kimley-Horn.**

Special Qualifications

- » One year of GIS and field experience
- » Experience includes hydrogeologic investigations, water management district water use permitting, environmental compliance projects, and Phase I Environmental Site Assessments.
- » Familiarity with RStudio, Matlab, ArcGIS

Professional Credentials

- » Bachelor of Science, Environmental Geology, Florida Gulf Coast University
- » ASTM International Environmental Site Assessment Standards



Jeff Goodwin

Water Supply/Regulatory Support

Relevant Experience

Babcock Ranch Phase 3 Water Treatment Plant Expansion Construction Phase Services, Babcock Ranch, FL — Project Engineer. Kimley-Horn is providing construction phase services supporting the Phase 3 expansion of the Babcock Ranch Community's Town and Country Water Treatment Plant (WTP). The Phase 3 expansion will require construction of a new reverse osmosis treatment facility on the existing treatment facility site and will consist of the following treatment components: Pre-treatment chemical addition and dosing systems; Raw water filtration; High pressure pumping units; Membrane trains; Post-treatment hydrogen sulfide removal and odor control; Clearwell and finished water transfer pumps; Post-treatment chemical addition and dosing systems; Ground storage tank(s) if necessary; Clean-in-place system; SCADA instrumentation and control system; Raw water bypass ion-exchange treatment; Concentrate disposal and storage (if necessary); High service pumping station; Electrical, lighting and security; Emergency backup generator, diesel fuel storage and delivery system (if needed); Onsite civil infrastructure design including analysis of existing site planning, stormwater treatment, grading and yard piping; and landscaping.

Charlotte County Utilities Design Manual, Charlotte County, FL — Project Engineer. Kimley-Horn will prepare a draft outline of the Utility Design Manual (Manual) to review with the Charlotte County Utilities Department (CCUD) to develop format and content preferences. Utility manuals from surrounding counties will be used to help develop a table of contents and example layout. Kimley-Horn will also prepare a draft Manual that will include examples from surrounding counties as presented with the outline. The draft Manual will include highlighted processes and form fields to identify areas where the CCUD may wish to adopt a different standard or more clearly state the standard.

Manatee County Utilities Department, Manatee County, FL — Deputy Director. Prior to joining Kimley-Horn, from March 2018 to November 2022, Jeff was responsible for all operations of the Wastewater Division of the Utilities Department with ancillary support to the Potable Water, Solid Waste and Business Operations Divisions. He provided long range planning and coordination of facilities and other infrastructure to ensure cost effective systems. Jeff also developed and guided innovative programs to maintain service levels while ensuring compliance with local, state and federal regulations. In addition, he assisted the Department Director with overall management of the Department. Lastly, he served as interim Director of the Utilities Department during his last eight weeks.

Manatee County Utilities Department, Manatee County, FL — Wastewater Division Manager. Prior to joining Kimley-Horn, from July 2012 to March 2018, Jeff was responsible for the daily operation of the wastewater and reclaimed water systems from collection/conveyance and treatment to distribution. He managed the maintenance and operation of the wastewater treatment plants, sanitary sewer collection system, and the reclaimed water system including the deep injection well system.

Special Qualifications

- » Brings 25 years of experience working for Manatee County Utilities in various leadership roles
- » Strong community and social services professional skilled in water treatment, environmental awareness, environmental services, environmental consulting, and wastewater resource management
- » Extensive experience with regulatory compliance, consent order challenges, wastewater treatment processes, transmission, and collection systems

Professional Credentials

- » Bachelor of Science, Biology, Guilford College, Greensboro, NC



Jill Grimaldi, BCES

Water Supply/Regulatory Support

Relevant Experience

Floridan Well Conversion, Vero Beach, FL — Senior Project Manager for the conversion of an existing UFA well from its current use by the city's lime softening WTP to a fourth production well for the city's reverse osmosis (RO)WTP. The project included gathering of operational performance data for the RO WTP, evaluation of the suitability of existing controls, redesign of the wellhead to accommodate the needs of the RO WTP, and programming to transfer controls from the lime softening WTP SCADA to the RO WTP SCADA.

Utility Standards Updates, Port St. Lucie, FL — Environmental Scientist. The City of Port St. Lucie enlisted Kimley-Horn to assist with updating and adding to the existing utility standards manual and standard details used by contractors and developers when constructing components of the City's lift stations and reclaimed water stations. Specifically, these components included grinder lift stations from 2 to 5 horsepower and solids handling lift stations from 10 to 47 horsepower. The project also included the development of standard design documents that were pre-reviewed by the City's Building Department so applicants could obtain express permits (no turnaround time) using those exact designs without having to modify the design or wait for review for Building Department issuance. Kimley-Horn provided updated CADD files and the standards manual/qualified product list to the City to adopt and publish to the City website for use by developers, contractors, and other applicants.

Utilities Commission of New Smyrna Beach Preliminary Wellfield Evaluation Implementation Plan, New Smyrna Beach, FL — Environmental Scientist. Kimley-Horn was retained by the Utilities Commission of New Smyrna Beach (UCNSB) to develop a Preliminary Wellfield Evaluation Implementation Plan. The purpose of the Evaluation Plan is to assist UCNSB in developing a comprehensive wellfield rehabilitation program. The multi-year wellfield rehabilitation program will be based on evaluation of wellfield and well site hydrologic conditions, mechanical and hydraulic systems, as well as optimization of operational procedures. The Preliminary Wellfield Evaluation Implementation Plan will also summarize the construction details for each of the 23 wells maintained by the UCNSB. Based on the available information for each well, Kimley-Horn will specify the testing procedures recommended for each well. Since the configuration and age of the wells vary significantly, each well requires a customized plan for rehabilitation.

Port St. Lucie James E. Anderson Reverse Osmosis Membrane Pilot Study and Replacement at RO Water Treatment Plant, Port St. Lucie, FL — Environmental Scientist. The James E. Anderson Reverse Osmosis Water Treatment Facility have exceeded the planned useful lifespan of the existing membrane elements and are approaching 15 years of operation. The Kimley-Horn team was selected to provide the RO Membrane Study and Replacement consulting services for the WTF.

Special Qualifications

- » Has 22 years of experience that includes water and wastewater
- » Experience water supply planning, population projections and demand estimations, water/wastewater permitting, groundwater well rehabilitation, wellfield management planning, lime and wastewater sludge processing, injection well mechanical integrity testing, compliance inspections, code/ordinance development and various solid waste projects.

Professional Credentials

- » Bachelor of Science, Environmental Science, University of Florida
- » Board Certified Environmental Scientist
- » American Water Works Association
- » National Association of Environmental Professionals
- » American Academy of Environmental Engineers and Scientists



Kelly Smith, P.E.

Water Supply/Regulatory Support

Relevant Experience

Utilities Commission of New Smyrna Beach Preliminary Wellfield Evaluation

Implementation Plan, New Smyrna Beach, FL — Project Manager for five-year wellfield rehabilitation program for 23 water supply wells with a 8.33-MGD permitted allocation. Initial efforts included the development of the Preliminary Wellfield Evaluation Implementation which recommended a multi-year wellfield rehabilitation program based on evaluation of wellfield and well site hydrologic conditions, mechanical, and hydraulic systems. OR Project manager. Kimley-Horn was retained by the Utilities Commission of New Smyrna Beach (UCNSB) to develop a Preliminary Wellfield Evaluation Implementation Plan. The purpose of the Evaluation Plan is to assist UCNSB in developing a comprehensive wellfield rehabilitation program. The multi-year wellfield rehabilitation program will be based on evaluation of wellfield and well site hydrologic conditions, mechanical and hydraulic systems, as well as optimization of operational procedures. The Preliminary Wellfield Evaluation Implementation Plan will also summarize the construction details for each of the 23 wells maintained by the UCNSB.

Town of Palm Beach Water Supply Feasibility Study, Palm Beach, FL — Technical Lead for the development of a comprehensive study that identifies and evaluates alternative water supply strategies for the Town of Palm Beach. The Town currently receives water as a retail customer from the City of West Palm Beach. The agreement for water service expires in 2029 and Kimley-Horn was retained by the Town to evaluate alternative water supply strategies for the Town. The work included evaluating alternative water suppliers including source water evaluation and the identification of four feasible alternative water supply solutions. The work also included hydraulic evaluations, and budgetary cost development.

Pinellas County Parks Assessment and CCTV Inspection Management Program, FL

Project Engineer. The Pinellas County Parks Department owns and maintains potable water, reclaimed water, and wastewater infrastructure in three (3) of the County's Parks; Fort De Soto, Phillipe Park, and War Veterans Memorial Park. Kimley-Horn was hired to manage the CCTV Sewer Inspection Program for these parks, including approximately +20,000 LF of gravity sewer pipe and approximately 70 manholes, and 80 laterals.

Bunnell Infrastructure Study (aka WWTF Master Plan), Bunnell, FL — Project Engineer. Project services include preparing a comprehensive water, wastewater, and reclaimed water utility master plan. The master plan will identify and prioritize utility system capital projects necessary to support anticipated growth and address infrastructure renewal and replacement needs required to serve the existing, 5-, 10-, and 20-year future needs of the City's utility service area. Additional services will include: wastewater collection system hydraulic analysis/evaluation; wastewater treatment facility (WWTF) master plan; reclaimed water distribution system hydraulic analysis; Capital Improvement Program. development; revenue sufficiency analysis; funding alternatives evaluation; and public involvement.

Special Qualifications

- » Has 20 years of engineering experience specializing in water, wastewater, reclaimed water, and stormwater systems
- » Experience includes planning, infrastructure improvements, permitting, hydraulic modeling, project administration, and construction
- » Provides all aspects of project delivery through completion including permitting services, assistance with grant funding, and services through construction
- » Extensive hydraulic modeling and pump station evaluation and design experience including over 50 pump station projects in Florida

Professional Credentials

- » Bachelor of Science, Environmental Engineering, North Carolina State University
- » Professional Engineer in Florida, 69876
- » Society of American Military Engineers
- » Water Environment Federation



Al LaPera, CxA, LEED AP BD+C, LEED AP O+M, EMP, FWA

Facilities Support

Relevant Experience

***Wynwood Quarter Block A - Diesel Building, Miami, FL** — Lead Designer. Design of first building in new \$150 million mixed use development. Building theme aligned with Diesel brand clothing company, paying homage to the history of the Wynwood area as a clothing manufacturing site. Initial eight-story, 250,000 sf building, which includes 251 parking spaces, 22,964 sf of retail space and 143 residential units planned as condos. WELL features include improved air quality, daylight harvesting and acoustic control. Smart Building features include integration of security (bldg. and condo unit), HVAC, lighting, window blinds, kitchen appliances, parking, and the tenant's A/V system into user controls accessible by phone. Designed to achieve WELL and registered for NC v4 targeting Silver certification.

***Water Street Central District Cooling Plant, Tampa, FL** — Lead Commissioning Agent. LEED commissioning for this new 12,500-square-foot facility that produces chilled water for the cooling of the neighboring 56 acres of adjacent mixed-use properties known as the Water Street District in Tampa. Commissioning scope consisted of (2) 2500-ton chillers, (1) 1500-ton ice making chiller, (6) cooling tower cells, (98) ice storage tanks, (11) chilled water and condenser water pumps, (1) air handling unit and a water softening system for make-up water. Team was also responsible for reviewing the connection details for all buildings connecting to the system as well as the installation and flushing of the district loop piping. Received LEED Gold Certification

***Raymond James Financial Tower 2 Retro Commissioning, Tampa, FL** — Lead Commissioning Agent. Performed retro commissioning of the heating, ventilation, and air conditioning (HVAC) systems on a nine-story occupied office building. The project was successfully completed to satisfaction of the owner with minimal impact to occupants during the process.

***University of Florida (UF) Hough Hall, Gainesville, FL** — Senior Mechanical Designer. The new 69,518 sf building tied into the existing campus co-generation plant and employed energy and water saving strategies, which achieved LEED Gold certification. The project was completed in 2010 and serves as the new home of the Warrington College of Business graduate program in Gainesville, Florida.

***Weeki Wachee High School Commissioning, Weeki Wachee, FL** — Project Manager. Weeki Wachee High School's design made it the first high school to earn Leadership in Energy and Environmental Design (LEED) silver certification in Florida. The project installed a central plant with thermal ice storage to provide energy efficient heating and cooling for the high school. Daylight sensors were used in classrooms to reduce energy usage. The school also implemented renewable energy methods, including roof-mounted solar water collectors that provide heating for the school's kitchen, and water-efficiency features like fixtures and drip irrigation that reduce potable water use.

***Denotes projects prior to Kimley-Horn.**

Special Qualifications

- » Attained LEED certification for several projects through his leadership and assistance during design and commissioning
- » Successful management of projects, from inception to construction administration
- » Specialty lies in energy services such as systems commissioning, energy analysis and energy auditing

Professional Credentials

- » Associate of Science, Pre-Architecture, College of Staten Island
- » Commissioning Agent (CxA), AABC Commissioning Group (ACG) 408-295
- » Energy Management Professional (EMP), Energy Management Association (EMA) 012-E48
- » LEED Building Construction, 10137754
- » LEED Operations and Maintenance, 10137754
- » FWA, Fitwell



Clayton Scelzi

Facilities Support

Relevant Experience

FEMA Hurricane Assessments, Charlotte County, FL — Project Manager. The Kimley-Horn team provided FEMA damage assessments for Charlotte County after hurricane Ian. This work included site visits and reporting for more than 70 utility sites, ranging from pump stations to water treatment facilities. Our team was able to complete this work within a week so that our Client, Charlotte County, could submit its request for support from FEMA.

Largo City Hall (Horizon West Bay), Largo, FL — MEP Project Manager. Kimley-Horn is currently providing civil engineering and landscape architecture services for the new Largo City Hall, known as Horizon West Bay. The project includes a six story City Hall and Municipal Services Center, parking garage with ground floor retail and restaurants, a public plaza with a linear water feature, a one-acre canopy covering both buildings and most of the outdoor plaza, an outdoor amphitheater and performance stage, surface parking, as well as extensive landscape and streetscape. The project is designed to serve as a catalyst for the growth and development of downtown Largo. While with a previous firm, Clayton oversaw the mechanical engineering for the five-story, 100,000-square-foot City Hall building in Largo. The project has a 36,000-square-foot solar array and a geothermal chilled water system.

All Aboard Florida, Miami Central Station, Miami, FL — Lead Mechanical Design and BIM Manager. Clayton provided professional services for this 600,000-square-foot train station for a privately funded passenger rail connecting Orlando to downtown Miami, and a 200,000-square-foot office building that sits on top of the station on the north end. This project was a full LOD 300 BIM project. Revit was utilized to size ductwork, piping, and calculate pressure drop in ductwork systems, as well as internal clash detection and coordination. Navisworks was utilized for external clash detection. IESVE was used as the analysis tool to analyze multiple systems and design scenarios such as dedicated separated OA systems using demand control ventilation. Autodesk Simulation CFD was used to analyze multiple design scenarios such as a platform cooling strategy that utilized the relief air to cool the platform.

Mercedes Benz of Coral Gables Service Bay Feasibility Study, Coral Gables, FL — Project Manager. Kimley-Horn conducted a feasibility study for the Mercedes Benz of Coral Gables service bay to evaluate the addition of air conditioning to its existing service bay. This feasibility required multiple site visits, loads analysis, analysis and survey of the existing electrical systems, and payback analysis for the new air conditioning system.

555 River House Miami, FL — Project Manager and Lead Mechanical Designer for this high-rise, mixed-use office and hotel/condo development in Miami. The site will incorporate a new seawall and filling of non-sovereign submerged land. The new proposed mixed-use development is composed of two 12-story buildings with a sky bridge that connects them.

Special Qualifications

- » Pairs his mechanical engineering background with a client-focused approach, fostering strong partnerships to support functional, inspiring buildings
- » Experience includes a vast range of projects such as mixed-use, office, residential, high-rise, municipal, higher education, and K-12 along with sports, hospitality, and entertainment

Professional Credentials

- » Associate of Arts, Engineering, St. Petersburg College
- » Certificate, Advanced Architectural Drafting, Pinellas Technical Educational Center



Seth Schmid, P.E.

Structural

Relevant Experience

West Villages Improvement District (WVID) Southwest Wastewater Reclamation Facility (SWWWRF), North Port, FL — Structural engineer. As a part of this project, Kimley-Horn provided structural design services for a number of reinforced concrete wastewater treatment structures including the headworks, aeration, anoxic and digester tanks, filters, chlorine contact chambers and miscellaneous concrete equipment and pipe supports. The project was delivered using a Construction Manager at Risk (CMAR). Kimley-Horn coordinated with the CMAR to provide technical specifications, value engineering and construction phase services.

Manatee County Southeast Water Reclamation Facility (SEWRF) Internal Recycle Pump Replacement and Headworks Rehabilitation, Bradenton, FL — Structural engineer. The Southeast Water Reclamation Facility (SEWRF) is a 12.6-MGD public access reuse facility. A structural evaluation was performed on the exterior and interior of the concrete aeration tanks. Kimley-Horn also provided headworks rehabilitation at the SEWRF. The headworks rehabilitation project involves the replacement of aging mechanical bar screens, rehabilitation of the grit removal system, and structural rehabilitation of the channels and headworks structure in general. Kimley-Horn evaluated different types of mechanical bar screens and grit removal systems. Kimley-Horn also provided a structural evaluation of the elevated concrete structure and made recommendations on the repairs. In addition, Kimley-Horn prepared preliminary design report, construction plans and specifications, FDEP permitting, and construction observation.

Sarasota County Dona Bay Watershed Environmental Restoration, Sarasota, FL — Structural engineer. The Dona Bay Watershed Environmental Restoration project involved the design work to implement the results of the Dona Bay Watershed Management Plan. Kimley-Horn designed a 180-acre wetland restoration area, stormwater conveyance facilities from Cow Pen Slough to the Venice Minerals site, and a major water control structure. The water control structure consisted of a six-barrel box culvert modified with gates and anchored steel sheet pile wing walls.

Capital Cascades Pedestrian Bridge, Blueprint 2000, Tallahassee, FL — Structural engineer. As a subconsultant to a structural engineering firm, Kimley-Horn provided site civil engineering, site civil permitting, landscape design, lighting design and structural design of curvilinear reinforced concrete cantilever retaining walls. Project is a pedestrian bridge connecting two segments of a linear park and trail system over a major FDOT roadway. The project incorporated a sustainable design approach including xeriscaping, use of rain gardens and bioswales, low energy lighting, recycled materials, etc. The retaining walls enabled grade changes along the path leading up to the bridge and along the sides of the bridge abutment and included a form liner for an aesthetic surface.

Special Qualifications

- » Has 27 years of experience in structural, sanitary sewer, potable water, and stormwater engineering design and consulting
- » Involved with all aspects of a project from project management to conceptual planning, design, development of technical specifications, permitting, and construction
- » Software experience includes ACI350, AutoCAD Civil 3D, MathCAD, and STAAD

Professional Credentials

- » Master of Science, Structural Engineering, University of Florida
- » Bachelor of Science, Civil Engineering, University of Florida
- » Professional Engineer in Florida, 54640



Electrical Design Associates



William C. Nelson, P.E.

Professional Record

Mr. Nelson is an experienced electrical engineer qualified in the design of environmental facilities. He provides preliminary and final design of electrical distribution systems, including single line diagrams, power plans, lighting plans, and control systems. The environmental facilities include water treatment plants, wastewater treatment plants, pump stations (booster, submersible, etc.), and solid waste facilities. His capabilities include detailed plans and specifications for contract documents, as well as conceptual design, construction administration, and technical review.

Experience:

Mr. Nelson has 37 years of experience in electrical design for various projects with the private and public sector. Mr. Nelson was the project manager, in responsible charge, for all electrical design concerns for the following projects:

- Sunbridge Potable Water, Wastewater & Reclaimed Water Treatment
Osceola County, FL
- SCADA Upgrades Phase 2
Orange County, Florida
- Design-Build of River Oaks Diversion Project
Hillsborough County, FL
- J. Lawson Repump Facility
Orange County, FL
- South Bermuda WRF Upgrades & Expansion Project
Toho Water Authority, FL
- International Drive Potable Water Pump Station
Orange County, FL
- WTP Rehabilitation Project
Ormond Beach, FL

Academic Credentials:

Bachelors of Science in Electrical Engineering,
University of Kentucky, 1987

Bachelors of Science in Physics, University of
Kentucky, 1986

Professional Engineer –

Florida # 42017

Alabama# 21386

Georgia# 20803

Mississippi# 13022

Kentucky# 17556

Tennessee# 103508

North Carolina# 18824

Employment Record:

2016-Present - Electrical Design Associates,
Inc.
Vice President

1992-2016- CDM Smith
Senior Vice President

1984-1992 - C.E. Bailey and Associates
Office Manager

Principal Areas of Expertise:

Electrical Design of Medium Voltage and Low
Voltage Power Distribution for Environmental,
Municipal and Commercial Projects

Electrical Cost Estimating

Professional Activities:

Member, National Society of Prof Engineers

Member, Florida Engineering Society

Member, Institute of Electrical and Electronic
Engineers

NFPA Voting Member for Standards



Electrical Design Associates



Michael J. Cahill, P.E.

Electrical Engineer

Mr. Cahill has over 17 years of experience in power distribution design and construction services for environmental, industrial, and commercial facilities. He provides all aspects of power distribution design and construction service including medium and low voltage distribution design, electrical master planning, short circuit and protective device coordination studies, arc flash hazard evaluations and mitigation, LEED® building certification and design services, and construction services.

Experience:

Mr. Cahill's experience includes water and wastewater treatment plants, solid waste facilities, water and wastewater pumping stations, industrial and chemical facilities, commercial buildings, and facilities design. He has been involved in the electrical system design on a variety of projects including, but not limited to:

- WW PS Rehab Design-Build Services JEA, FL Tampa, FL
- South Bermuda & Sandhill Road WRF Imps TOHO Water Authority, FL
- South County Advanced WWTF Design Build Hillsborough County, FL
- David L Tippin Water Treatment Facility Filters Tampa, FL
- Buffalo Ave Class III/IV Pump Station Rehabilitation Project JEA, FL
- Anastasia Island Wastewater Treatment Facility Reuse System Improvements St. Johns County, FL
- Northwest Regional WWTF Marion County, FL

Academic Credentials:

Bachelor of Science, Electrical Engineering, University of Central Florida, 2005

FL Professional Engineer #70837

Leadership in Energy and Environmental Design Accredited Professional (LEED® AP)

Employment Record:

2021-Present: Electrical Design Associates, Inc.
Electrical Engineer

2019-2021 Ardurra
Electrical Engineer

2005-2019 CDM Smith
Electrical Engineer

Principal Areas of Expertise:

Electrical Design of Medium Voltage and Low Voltage Power Distribution for Environmental, Municipal and Commercial Projects

Electrical Cost Estimating

Professional Activities:

IEEE Power and Energy Society

Jane E Thompson, CFM, GISP

Owner, GISJane, LLC



Ms. Thompson specializes in Geographic Information Systems (GIS) within the water resources, mining, environmental and planning fields. Her experience includes project management, data management, spatial analysis, cartography, environmental analysis, land use planning, transportation planning, photo interpretation, GIS implementation Conceptual permitting, Impact Assessment and has specialized in the creation of Digital Flood Insurance Rate Maps (DFIRM) and Risk MAP products for Federal Emergency Management Agency (FEMA). Ms. Thompson's experience and education also include an understanding of environmental impact analysis, aerial photo interpretation, project management, GIS training, database design and GPS.

Areas of Expertise

Geographic Information Systems
FEMA Risk MAP
Asset Management
GIS Training
Infrastructure
Master Planning
Environmental Permitting
Geodatabase Development

Education

BA, Environmental Geography,
University of South Florida, 1999

Certifications

2009/Certified Floodplain Manager
(CFM) #US-10-04881
2013/Certified Geographic Information
Systems Professional (GISP) #44990

Years of Experience

Total: 20 Years
GISJane, LLC: 2 Years

Program Manager, Florida FEMA Risk MAP Conversion Projects Escambia, Santa Rosa, Okaloosa, Bay, Gulf and Walton Counties, NFWFMD, FL (2012-2023).

Performed all mapping aspects for the Federal Emergency Management Agency (FEMA) Risk MAP conversion of older specification regulatory and non-regulatory product to new FEMA Enhanced guidance for ongoing FEMA Map Mod studies including Escambia, Santa Rosa, Okaloosa, Bay, Gulf and Walton Counties. Duties include production of The Flood Risk Map, Flood Risk Report and Flood Risk Database and creation and delivery of FEMA DCS Basemap, Terrain, Survey, Hydrology, Hydraulics, and Floodplain Mapping submittals according to FEMA's RiskMAP Guidelines and Standards.

Program Manager, FEMA Risk MAP Lower Ochlockonee, Apalachicola, Chipola and New River Watershed Studies, NFWFMD, FL (2012-2023).

Performed all mapping aspects for the FEMA Risk MAP regulatory and non-regulatory product production for the Lower Ochlockonee Watershed. Duties include production of Flood Insurance Rate Maps (FIRM), Flood Insurance Study Report, FIRM Database, creation and delivery of FEMA DCS Basemap, Terrain, Survey, Hydrology, Hydraulics, and Floodplain Mapping submittals for all counties in the watersheds for updates to the FEMA Regulatory and Non -Regulatory Products.

Program Manager, FEMA Risk MAP Lower and Upper Suwannee River Watershed

Studies, SRWMD, FL (2019-2023). Developed and implemented the FEMA Flood Insurance Studies (FIS), Flood Insurance Study Report, FIRM Database, and creation and delivery of FEMA DCS Basemap, Terrain, Survey, Hydrology, Hydraulics, and Floodplain Mapping submittals for Bradford, Hamilton, Lafayette, Levy, Suwannee and Union Counties according to FEMA's Guidelines and Specifications to produce both paper and digital products.

Senior GIS Specialist, Buzzards Roost Run Watershed Management Plan, SWFWMD, Hardee County, FL (2007-2010).

Collected and manipulated initial GIS raster and vector data for use in hydrologic and hydraulic models based on G&S, utilized Doppler Radar/Green Ampt runoff generation, populated Arc Hydro models, performed floodplain mapping, ran data QE tools, performed all GIS QA/QC, created metadata, and created TSDN deliverable per G&S.

Senior GIS Specialist, Thornton Branch Watershed Management Plan, SWFWMD, DeSoto County, FL (2007-2010).

Collected and manipulated initial GIS raster and vector data for use in hydrologic and hydraulic models based on G&S, utilized Doppler Radar/Green Ampt runoff generation, populated Arc Hydro models, performed floodplain mapping, ran data QE tools, performed all GIS QA/QC, created metadata, and created TSDN deliverable per G&S.



H. Dale Edgar

16923 Hawkrige Rd, Lithia, FL 33547

Cell (813) 785-2682

hdmapping@gmail.com

OBJECTIVE

Obtain challenging projects where my knowledge and skills will be utilized to expand the capabilities and competitiveness of the client.

EDUCATION

Bachelor of Arts in Geography, University of South Florida - 2003

EMPLOYMENT

HD Mapping LLC; Owner, 2018 - Current

Provide GIS related solutions to various clients from aviation and environmental, to utilities and local governments. Manage GIS databases, database development, data analysis, data collection, data editing, map creation including online interactive webmaps and building web applications including Survey123 forms. Assist in GIS software and hardware implementations, including training. Provide on call tech support for all things GIS.

Polk County Utilities, Winter Haven, FL; Senior GIS Programmer Analyst (GIS Supervisor), 2018 - 2021

Analyze all aspects of the water and wastewater utilities Geographic Information Systems (GIS). Supervises GIS staff within the Utilities Division and assists with implementation and management of Asset Management, Computerized Maintenance Management System (CMMS) and Customer Information System (CIS) initiatives. Responsible for a multi-group budget of more than one million dollars.

AECOM (Formerly URS), Tampa, FL; GIS Specialist, 2007 - 2018

Provide solutions that encompass mapping, database development, data collection, and data manipulation and GPS application development within the GIS group. Provide support to Transportation, Environmental, Planning and the Water Resources groups. Provide resolutions of technical issues through research and development of GIS applications as well as providing GIS support to our clients both externally and internally. Build and maintain internal and external client relationships.

Polk County GIS Support Services, Polk County, FL

Provide on-site technical support to GIS staff. Process GPS data for entry into their GIS database. Digitize and/or import utility projects from record drawings into their GIS database. Provide solutions to streamline processes and workflows. Network with County staff to further relationships and opportunities for additional work.

Hernando County Meter Route Optimization and Staffing Study, Hernando County, FL

Built an optimized route in GIS that allowed meter readers to more efficiently collect water use data from the county's 63,000 customers utilizing existing AMR (Automated Meter Reader) technology. Results were used to determine staffing resources needed for reading meters and other related water meter tasks. Provided route map books for drivers along with recommendations for equipment to further reduce costs including revised water billing cycle map created from the optimized route.

Conceptual Reclamation Plan D (CRP), Hamilton County Mine, White Springs, Florida

Built an automated land use and soil summary report within Microsoft Access using GIS data. Created mapping documents and performed quality control checks.

H. Dale Edgar

Noise Land Inventory and Reuse Plan, Alexandria International Airport, Louisiana

Created a GIS utilizing data from aircraft noise modeling programs (INM), CAD, agency data and field observations. Created mapping documents for all phases of the project. Developed an interactive mapping website to view and track updates to the noise land program.

BP Gulf Oil Spill Support, Grand Isle, Louisiana

Provided coordination of daily technical service deliveries with all agencies assigned to the Forward Operating Base (FOB). Provided GIS support to other GIS staff on and away from the FOB. Addressed technical challenges and issues within the FOB. Developed GIS solutions for day to day activities. Produced map documents for daily status meetings. Updated the Master GIS database for the cleanup operation.

TBE Group, Inc., Clearwater, FL; Senior GIS Technician, 2002 – 2007

Responsible for GIS applications including the development of data layers, data collection using Global Positioning System (GPS), execution of GIS services and related technical aspects, as well as the integration of existing and new data in complex GIS projects. Other responsibilities included mapping with ArcGIS Desktop, Server GIS, Mobile GIS, and AutoCAD, as well as digitizing cartographic information and administrating the GIS network. Provided resolutions for technical issues through research and development of GIS/GPS applications as well as provided GIS/GPS support to our clients. Supplied GIS support to all internal divisions within the company including Civil, Transportation, Environmental, and Planning. Built and maintained internal and external client relationships.

Enterprise GIS and Asset Management Implementation Project, Cocoa, FL

Assisted in the completion of a GIS needs assessment and implementation including hardware/software integration, database development and GPS/GIS infrastructure inventory, GIS analysis of engineering data, GIS software training, data model development and utilities infrastructure management recommendations. (Completed identical projects in Temple Terrace, Palmetto, & Tarpon Springs, Florida)

FEMA Flood Map Modernization Project, Southwest Florida Water Management District, Hernando County, FL

Updated FEMA's Flood Insurance Rate Maps for the county using the latest GIS and engineering technology. Tasks involved in this project included GIS data capture and data conversion, GPS/GIS infrastructure inventory, survey, hydraulic modeling and mapping.

Program Manager for Infrastructure Inventory and Assessment Services, Hillsborough County, FL.

Assisted in the implementation of the Asset Management Strategy and Plan formulated in the Comprehensive Asset Management System (CAMS) Project. Populated the County's GIS with location and physical characteristic information and populated CAMS with asset attributes.

SOFTWARE EXPERIENCE

GIS:

ArcGIS for Desktop (including ArcGIS Pro), ArcGIS Portal, ArcGIS Online, ArcGIS Field Maps, ArcGIS Collector, Survey123, Python For ArcGIS, ArcGIS Viewer for Flex, Quick Terrain Modeler, ERDAS ERMapper

Other:

CentralSquare EAM (Formerly Lucity), Microsoft Access, Excel, Word, SharePoint, PowerPoint, and Publisher

John Delashaw, PE, MAT

Principal, Geotechnical Engineer



Mr. Delashaw currently serves as Vice-President and is the project principal and/or technical lead for most of the company's geotechnical projects. Much of his over 33 years of geotechnical engineering experience has been gained from working on projects in the areas of: dam design and evaluation; shallow and deep foundation systems; earthworks and site development; soil improvement techniques; specialty soil sampling; sinkhole investigation, evaluation and stabilization, and roadway soil.

His primary experience includes project management, contract management, technical direction of geotechnical engineering projects, geotechnical field investigations, and analyses for numerous public and private sector clients. He is responsible for staffing and resource management and reviewing engineering evaluations for geotechnical investigations in addition to numerous subsidence investigations. He often provides expert witness testimony on forensic projects and is in responsible charge of numerous soil stabilization projects.



Project Experience

Harden Boulevard Access Road, Polk County, FL | Geotechnical Principal-in-Charge. Project consisted of geotechnical investigation, design and construction plans to construct an approximately 600 foot long access road that progresses east from Harden Blvd. through former phosphate mined lands to provide access to a new development (residential and/or commercial) in Lakeland, Florida. Madrid CPWG was requested to provide a geotechnical design for a stable, permanent platform for roadway embankment construction along the proposed access road alignment. Madrid CPWG's design included CSV (cement stabilized vertical) columns combined with a load transfer blanket (LTB) consisting of multiple layers of biaxial geogrid interbedded with compacted sandy fill. The system will distribute and transfer roadway, embankment, and vehicle loads to more competent soils at depth. The combined system provides a more uniform load response to the roadway embankment. Value of Project: \$68,000

Polk County, West Lake Eloise Drive Resurfacing Project, Winter Haven, FL | Geotechnical Principal-in-Charge. This Polk County project included a section of road that overlies a thick peat layer that has a history of on-going settlement. Additional pavement has been added over time to try to keep the pavement above the seasonal high water level without success as the road continues to flood. Madrid investigated the site then recommended and designed a roadway cross-section that included excavation of the pavement section and installation of about 3 feet of lightweight cellular concrete allowing us to raise the roadway about 1 foot above the high water mark while also slightly unloading the organic soils that were too deep to excavate. By reducing the total load on the organics future settlement is nearly eliminated. Analyses included buoyancy calculations to ensure that the lightweight concrete would have sufficient pavement weight above it to avoid "popping out of the ground". Value of Project: \$55,000

Grandview Parkway, New Roadway and Bridge over I-4, Polk County, FL | Project Principal. Oversee geotechnical design and recommendations for a 3000 ft. new 2-lane roadway that includes a 600 ft. bridge over I-4 near Davenport, Florida. The project includes embankment, MSE walls, bridge pilings and stormwater ponds and some of the alignment crosses an existing wetland and organic deposits. Project challenges included high settlement estimates and remediation of a relic sinkhole found along the wall alignment. Value of Project: \$87,000

Years of Experience

- 33 Years

Education

- B.S., Civil Engineering, San Diego State University

Professional Registration

- Professional Engineer, Florida # 48154 (1986)

Additional Certifications

- Properties of Fills for MSE Walls – ASCE Webinar, January 2018
- Geo-Frontiers Conference – 2011 (Paper presented at conference – published in proceedings– June 2017)
- Geotechnical and Materials Engineers Conf. ('98, '01, '04, '07, '10, '11, '12, '13, '14, '16, '17, '18, '19)
- Florida Dam Safety Annual Conference 1997 through 2004 (technical presenter 1999 & 2003)

Andre Kniazeff, P.E.

Geotechnical Engineering Division Leader



Mr. Kniazeff is the Geotechnical Engineering Division Leader and has 13 years' experience providing geotechnical engineering, materials testing, environmental, and consulting services. These services include planning/coordinating subsurface exploration and laboratory testing programs, geotechnical engineering analyses and providing recommendations relating to the design and construction of roadways, structures, earthwork projects, and sinkhole investigations. Additional responsibilities include maintaining project budgets, timelines, overseeing field crews, and client consultations throughout the project duration.



Project Experience

Zenith Pipeline

Geotechnical exploration program, laboratory-testing program, engineering analysis and report preparation in support of the installation of a natural gas pipeline by Horizontal Directional Drilling (HDD).

Tyndall Air Force Base Infrastructure

Geotechnical investigation, design and recommendations for new buildings, Stormwater Management Systems (SMS), roadways, and subsurface utilities construction within the Tyndall Air Force Base in Panama City, Florida.

USPS Parking Lot Expansion

Geotechnical investigation, design and recommendations for a new parking lot, Stormwater Management Systems (SMS), and subsurface utilities construction in Panama City, Florida.

Pedestrian Bridge, State Avenue, City of Panama City, Public Works Department

Geotechnical investigation, design and recommendations for a new pedestrian bridge in Panama City, Florida. The bridge structure consisted of a reinforced concrete structure founded on a deep foundation (driven timber piles).

Bay Parkway Phase II, Panama City Beach, FL

Roadway soil survey, field exploration, and flexible pavement design for a new roadway alignment. Also included foundation recommendations for culverts, major signals and signs.

River Road Bridge Replacement, Walton County, FL

Geotechnical investigation, design and recommendations for a new vehicular bridge in Walton, Florida. The bridge structure consisted of a reinforced concrete structure founded on a deep foundation (driven precast concrete piles).

Street Resurfacing Project 2019, Panama City Beach, FL

Perform pavement corings and field evaluation followed by condition assessment and remedial recommendations for several roadway alignments in Panama City Beach, FL.

Years of Experience

- 13 Years

Education

- B.S., Civil Engineering,
University of Central Florida

Professional Registration

- Professional Engineer,
Florida # 81315

Double Barrel Box Culvert, Bay County, FL

Geotechnical investigation, design and recommendations for a new double barrel box culvert in Bay County, Florida. The culvert structure consisted of a reinforced concrete structure founded on a shallow foundation.

CR 286 Existing Pavement Condition Survey, Jackson County, FL

Perform pavement corings and field evaluation followed by condition assessment and remedial recommendations for the existing roadway alignment in Jackson County, FL.

Sandestin Roundabout, Walton County, FL

Roadway soil survey, field exploration, and flexible pavement design for a new roadway alignment. Also included foundation recommendations for culverts, major signals and signs.

Cowels Road Drainage Improvements, Bay County, FL

Roadway soil survey, field exploration, and recommendations for a new Stormwater Management System (SMS) associated with a new roadway alignment construction.

Wild Heron Way Bridge, Bay County, FL

Geotechnical investigation, design and recommendations for a new vehicular bridge in Walton, Florida. The bridge structure consisted of a reinforced concrete structure founded on a deep foundation (driven precast concrete piles).

CR283/US Hwy 98 Turn Lane Widening, Panama City Beach, FL

Roadway soil survey, field exploration, and flexible pavement design for a new turn lane. Also included foundation recommendations for major signals and signs.

ECP Baggage Vehicles Roadway, Panama City Beach, FL

Roadway soil survey, field exploration, and flexible pavement design for a new roadway alignment within the Northwest Florida Beaches International Airport facility.

Marianna Airport Access Road Rehabilitation, Jackson County, FL

Perform pavement corings and field evaluation followed by condition assessment and remedial recommendations for the existing roadway alignment within the Marianna Airport facility in Jackson County, FL.

Marianna Airport Runway Extension, Jackson County, FL

Roadway soil survey, field exploration, and flexible pavement design for a new roadway alignment within the Marianna Airport facility in Jackson County, FL.



TERRY CARTWRIGHT

Chief Scientist



Terry is the Environmental Group Manager with Patel, Greene and Associates (PGA). He has more than 25 years of experience and a diverse background in environmental permitting, wetlands ecology, biology, and natural resources planning. His specific expertise includes airport wildlife hazard assessments, environmental permitting, listed species assessments, wetland assessments, wetland jurisdiction determinations, and wetland mitigation design.

Experience

W Pipkin Rd Widening from Dorman Rd to SR 37, Polk County, FL, Polk County Board of Commissioners, Environmental Lead: PGA worked closely with the County on W Pipkin Rd, a constrained corridor, to provide increase capacity while accommodating all users for this half-mile long segment. The proposed design included the widening of W Pipkin Rd from a two-lane to a three-lane facility, improvements for access management and the construction of sidewalks.

Tarpon Point Marina Facility Permitting, Manatee County, FL, Project Manager: This project involved development of a new, public marina facility including permanent wet and temporary slips, wave attenuators, and dredging activities. PGA provided ecological and permitting support services associated with this new development. PGA has researched existing permits, habitats, and other previously documented environmental constraints at the project site and conducted seagrass/benthic surveys of the project area. After compiling all required information, PGA submitted applications to the FDEP and the USACE.

SR 29 From CR 846 E to N of New Market Rd, Collier County, FL, FDOT District One, Environmental Lead: This project involves the design of a new 3.35-mile, four-lane bypass road for the City of Immokalee to improve the mobility and connectivity within the regional transportation network. Terry is leading the environmental assessments and permitting of the project. He is tasked with delineating wetlands and surface waters, identifying potential impacts to protected species, evaluating mitigation alternatives for wetland and protected species impacts, and completing the contamination screening.

SR 570B (Central Polk Pkwy) from SR 35 (US 17) to SR 60, Polk County, FL, Florida's Turnpike Enterprise, Environmental Lead: PGA is the prime consultant for this pilot project designing plans for a new alignment of Central Polk Pkwy as a fully integrated 3D model. The scope also includes completing the design of the interchange at US 17, design of toll gantries, and the design of the new at grade intersection at SR 60. PGA is leading the roadway, drainage, structures, and environmental efforts.

Resurface Polk Pkwy and Safety Upgrades from MP 0.0 to MP 8.0, Polk County, FL, Florida's Turnpike Enterprise, Environmental Lead: PGA was the prime consultant for design and 3D modeling on this pilot project for Florida's Turnpike Enterprise that will use Automated Machine Guidance (AMG) for construction. The project extended the pavement service life of this limited access facility by providing milling, resurfacing, and upgrades to both safety and design for Polk Pkwy. The work included incorporation of previous ERCAR recommendations, guardrail repairs, and cross-slope evaluation. Terry was responsible for delineating wetland boundaries, wildlife assessments, and environmental permitting.

Education

B.S., Forest Resources and Conservation, University of Florida, 1997

Work Experience

Patel, Greene and Associates
2017 - Present

AECOM
2006 - 2017

Florida Department of Environmental Protection
2000 - 2006

Florida Department of Transportation
1997 - 2000

Contact

12570 Telecom Dr
Temple Terrace, FL 33637
813.978.3100
terry.cartwright@patelgreene.com

J. Michael Murphey AIA, NCARB

Principal in Charge

- Bachelor of Architecture, University of Tennessee
- Registered Architect in the State of Florida, ARO009346
- 40+ Years with The Lunz Group

Mike has been serving municipal and industrial clients for more than 40 years. He has completed more than 1000 projects, designing more than 9 million square-feet for his clients. Mike's years of experience and calm demeanor provide him with the knowledge to coordinate with clients to provide an excellent level of service.



RELATED EXPERIENCE

SWRWTF Southwest Regional Wastewater Treatment Facility

Client: Polk County Location: Mulberry, FL
Role: Principal Size: 5,000 SF | \$1.9M

Our team provided architectural and engineering services for a one-story 5,000 SF office building to house the administrative, SCADA and operations control room of the waste-water treatment facility. The facility was designed as a Class IV essential building. The facility has emergency generator power available to help serve as an Emergency Operations Center in the event of a natural disaster.

Polk County Utilities Operations Facility

Client: Polk County Location: Polk County, FL
Role: Principal Size: 48,000 SF | \$5.5M

The Lunz Group completed a space needs analysis for a potential 50,000 SF operations facility for PCU. The process included full programming analysis to identify space requirements, including square footages and adjacencies. The building contains office space, warehousing and maintenance accommodations, eliminating unneeded areas from the building footprint to make day-to-day operations more efficient.

Additional Select Experience:

- Titusville Transfer Station
- Polk County Roads & Drainage Annex
- Pasco County Scale House
- Plant City's Utilities and Solid Waste Department Facility
- Polk County Water Processing Facility
- Hardee County Annex Alterations
- City of Wildwood Municipal Services Complex
- Brooksville Public Works Facility
- Sumter County Addition to Public Works
- CSX Intermodal Transfer Facility
- Tricounty Human Services Upgrades
- O'Reilly Auto Parts Distribution Center
- Treatt USA Corporate Headquarters
- Hardee County Supervisor of Elections

James Pendley

Project Manager

- Master of Architecture, University of South Florida
- Associates of Arts, Manatee Community College
- 10 Years with The Lunz Group

Jimi is an experienced project manager with experience specializing in government facilities, automotive dealerships, fire stations and commercial projects with a specific interest in acoustical applications. He has a keen grasp of the latest architectural practices and technologies.



RELATED EXPERIENCE

Utilities and Solid Waste Departments

Client: Plant City Location: Plant City, FL
Role: Project Manager Size: 15,400 SF | \$5.5M

The Lunz team provided architectural design and engineering services for a one-story office building for Plant City's Utilities and Solid Waste Department. The facility provides administrative space, full breakroom amenities for the Public works and Solid Waste departments. The facility was designed with wind rated windows, doors and roof structure. The facility was designed to operate as an Emergency Operations Center with full restroom and shower facilities, full kitchen amenities in the event it is needed to serve as an EOC.

SWRWWTF Southwest Regional Wastewater Treatment Facility

Client: Polk County Location: Mulberry, FL
Role: Project Manager Size: 5,000 SF | \$1.9M

Our team provided architectural and engineering services to house the administrative, SCADA and operations control room of the waste-water treatment facility. The facility was designed as a Class IV essential building. The facility has emergency generator power available to help serve as an Emergency Operations Center in the event of a natural disaster.

Additional Select Experience:

- Titusville Transfer Station
- Polk County Roads & Drainage Annex
- Pasco County Scale House
- Plant City's Utilities and Solid Waste Department Facility
- Polk County Water Processing Facility
- NASA Security Dock Guard House
- City of Wildwood Municipal Services Complex
- SWRWWTF OPS Building Annex
- Brooksville Public Works Facility
- R & L Carriers Facility
- CSX Intermodal Transfer Facility
- Tricounty Human Services Upgrades
- O'Reilly Auto Parts Distribution Center
- Treatt USA Corporate Headquarters
- Winter Haven Fire Station No. 3



Tiffani McClain

Community Outreach Specialist



Tiffani has 14 years of diverse marketing, public relations, community outreach, and social media management experience. As a communications professional, Tiffani has developed and implemented strategic communication plans for both private and public-sector clients, including digital and social media, community engagement, and community outreach. Tiffani supports numerous community and stakeholder communications efforts through survey initiatives and develops social media content appropriate to the client's respective platforms. In addition to content and audience development, she works with clients in a collaborative manner to manage communications logistics such as audience and demographic research, subscription and contact data, and event/social media calendars.

Key Qualifications

- **14 Years of Experience**
- Public Information | Community Outreach Expertise
- Social Media Strategy | Content Development

Education | Training | Certifications

- BA, Communications, Florida Atlantic University
- ADA Compliance Certificate

Relevant Project Experience

Northeast Wastewater Reclamation Facility (NEWRF), City of St. Petersburg, FL: The Northeast Wastewater Reclamation Facility (NEWRF) provides essential wastewater and reclaimed water services for the Northeast Service Area. The improvements at the NEWRF will not only improve safety, maintenance and operations, but also enhance reliability, resiliency and sustainability for the facility and the community. Tiffani is responsible for coordinating and attending public meeting; assisting with the PowerPoint development; and compiling the public meeting summary for the envision scoring.

City of Tampa FY20 CIP Water Main Improvements Design-Build, Tampa, FL: Design and construction of approximately 22,182 linear feet of potable water distribution pipe and associated equipment for various non-contiguous water main replacement projects throughout the central portion of the City's water service area. For this project, Tiffani served as the lead community outreach specialist, directly interfacing with stakeholders and property owners for each segment through door-to-door and electronic notifications, as well as receiving and responding to inquiries received through the project website and hotline. Tiffani also attended all project progress meetings, documents project progress through photographs of active work segments, and performed website updates concerning work schedules and impacts.

Colony Cove Pipeline Replacement Plan and Phase 1 Replacements Project, Manatee County, FL: The Manatee County Public Works Department is starting design work for a new wastewater collection system to replace the existing sewer system within Colony Cove. This project will occur in three phases with Phase 1 beginning south of U.S. 301 in the vicinity of Colony Drive and Ridgewood Lane. Phase 1 construction activities include installation of a new lift station, sanitary sewer manholes, sewer mains and lateral pipelines to individual residences. The new wastewater collection system will eliminate the intrusion of stormwater and groundwater into the system, which is occurring in the existing system. When this happens, it creates added stress to the County's wastewater treatment plant by increasing the volume of water needing treatment. A new potable water system will be installed at the same time the County's wastewater collection system is being constructed. Tiffani is serving as the communications specialist.

Fort Hamer Bridge Improvement Project, Manatee County, FL: This exciting, key project, undertaken by the Manatee County Public Works Department, entailed the construction of a bridge to connect Upper Manatee River Road (UMRR) with Fort Hamer Road, providing a much-needed connection of south and north Manatee County. As part of the communications team, Tiffani created and maintained a stakeholder database for use in keeping residents, business owners and other stakeholders informed concerning construction schedules and activities throughout the duration of the project. Other tasks included providing content for updating of the project website, development and distribution of a project newsletter through MailChimp, attendance at progress meetings, and coordination of the ribbon cutting ceremony. Improvements on this project included construction of a new bridge over the Manatee River and involved bike lanes, sidewalk, lighting at turn lanes at the approach, and roadway improvements on Fort Hamer and Upper Manatee River Road.



Alice Ramos

Community Outreach Specialist



With over 22 years of experience working with the public, Alice has been responsible for developing marketing and communication plans; creating and distributing collateral materials; responding to public/customer inquiries; and coordinating and conducting public meetings, workshops, small group meetings, and special events. In addition, Alice is bilingual and translates collateral materials from English to Spanish, and serves as a translator at public meetings, etc., when required.

Relevant Project Experience

North Palm River Drinking Water Design-Build Project, Hillsborough County, FL: This project involved the design, permitting, and construction of more than five miles of six-inch and eight-inch diameter pipeline, and the installation of approximately 90 fire hydrants at intervals along the pipeline route. The project provides access to high-quality drinking water and fire protection in this area, so the community can continue to grow and thrive. Connecting to the County's water was optional, but during the initial one-year connection period, Hillsborough County offers funding support, allowing homeowners to connect with minimal cost. Alice was responsible for coordinating and conducting public meetings; preparing and distributing project collateral; meeting with residents and property owners; responding to inquiries; and developing and maintaining a stakeholder database and communications log. She also provided extensive Spanish translation services to coordinate between the homeowners and plumbers. These efforts resulted in Valerin receiving Tampa Bay's *PR*estigious Award for Community Relations.

Dale Mabry Wastewater Treatment Plant Diversion Design-Build Project – Phase I, Hillsborough County, Tampa, FL: This project retired and removed the aging Dale Mabry Wastewater Treatment Plant and consolidated treatment at the Northwest Regional Water Reclamation Facility. To retire the Dale Mabry plant, a new transmission main and pump station was built for transferring wastewater flows to the Northwest plant. The project also entailed building a new reclaimed water pipeline for the return of the reclaimed water to the Dale Mabry site, with the reclaimed water tanks and pump station on the west side of the Dale Mabry plant remaining. Six miles of 24-inch and 36-inch diameter transmission main and a new pump station were built for transferring wastewater flows from this facility to the Northwest Regional Water Reclamation Facility, which has the capacity to treat Dale Mabry flows. As the public relations professional for this project, Alice led the day-to-day public/community outreach, requiring direct interface with stakeholders; attended HOA and special interest group meetings; coordinated and conducted public meetings and open houses; developed and distributed fact sheets, newsletters, notifications, and door hangers; and provided content/updates to the County's website.

Dale Mabry Wastewater Treatment Plant Diversion Design-Build Project/Dale Mabry Plant Demolition & Pump Station Construction - Phase II, Hillsborough County, Tampa, FL: This phase of the project included building a new pump station as well as the demolition and removal of the retired components of the Dale Mabry Facility. As the communications professional for this project, Alice provided public information and community outreach services.

Design Criteria Professional (DCP) Contract, Hillsborough County, Tampa, FL: This project provided design criteria oversight for the Northwest Regional Water Reclamation Facility Expansion Project. Included in the criteria was a public involvement component that required the development of an outreach oversight plan encompassing tasks, deliverables, internal and external communication protocols, and a timeline structure for all processes. Alice was responsible for developing the plan and providing oversight throughout the duration of both the procurement and construction phases of the project. Alice also served as a liaison between the project staff and Hillsborough County communications personnel and provided direct oversight of public outreach coordination efforts from the design-build team's public outreach representative.

Key Qualifications

- **22 Years of Experience**
- Public Involvement | Public Information Expertise
- Bi-Lingual (English | Spanish)

Education | Training |

Certifications

- High School Graduate
- Certified Media Training
- FDOT Public Involvement Training
- Plans Reading
- USU Accessible Documents - ADA Compliance Course



Christine Girardin

Community Outreach Specialist



Christine brings 24 years of experience in communications, copywriting, editing, research, and graphic design. In the past 14 years, she has established a reputation as a reliable, credible communications specialist. Additionally, her skill set includes Adobe Creative Suite, Microsoft Office, and leveraging various social media platforms for public involvement and outreach efforts. During her career, she has been a print journalist and public information officer for several agencies, including serving as a community outreach specialist on projects for various government agencies and municipalities, including the Polk Regional Water Cooperative (PRWC), the Florida Department of Transportation (FDOT), Pinellas County Utilities, Collier County, Hillsborough Metropolitan Planning Organization (MPO), City of Tampa, and the City of Naples. Christine has taken training and is capable of converting documents to meet ADA compliance. She also develops and maintains stakeholder databases for a variety of state, county, and municipality projects.

Relevant Project Experience

Polk Regional Water Cooperative, Polk County, FL: PRWC is an independent special district of local government whose members are the fifteen largest municipalities located within Polk County. PRWC's role is to proactively identify alternative water resources and projects that ensure the future sustainability of the water supply in the region. Christine creates content for inclusion in collateral materials including presentations, newsletters, and for posting on the PRWC website. She also remediates meeting minutes to ensure online ADA accessibility and monitors the project phone number and multiple email addresses regarding inquiries related to project information, public records requests, and media inquiries.

South County Potable Water In-Line Booster Pump Station Design-Build Project, Hillsborough County, FL: This project consists of the design and construction of a 5,000 square foot enclosed in-line booster pump station located at 13004 Gordon Road in Riverview, Florida. It also includes the installation of approximately 500 feet of pipeline to connect the pump station to the existing main drinking water pipeline along Big Bend Road.

South County Potable (Drinking) Water Transmission Main Project, Hillsborough County, FL: Hillsborough County Water Resources supplies drinking water services to more than 1.5 million customers each day throughout Hillsborough County. As residents and businesses continue to grow in the south county area, Water Resources is planning to meet future demand by increasing its ability to deliver drinking water to both current and future customers. The County is currently completing the design and preparing to start construction of approximately 11.5 miles of new 42-inch and 48-inch diameter drinking water transmission mains that will connect the Lithia Water Treatment Plant to the existing water distribution system at U.S. Hwy. 301. Christine is responsible for supporting the day-to-day public engagement and communications activities.

Lower Peninsula Regional Stormwater Improvements Design-Build Project, City of Tampa, Tampa, FL: This \$30 million project is the first of several located in the Lower Peninsula area of Tampa and is part of the City of Tampa's Stormwater Resolution that was passed in 2016. The project consists of the design and construction of a major stormwater conveyance system that will reduce stormwater flooding in South Tampa neighborhoods. This project includes more than 8,000 linear feet of box culvert and pipes, as well as drainage inlets and a new outfall to Hillsborough Bay. In addition, an environmentally sensitive pond will be developed as part of the MacDill 48 Park to provide water quality treatment prior to stormwater being discharged into Hillsborough Bay. The pond will include state-of-the-art infrastructure to reduce discharges of nutrients, oils, grease, and floating debris into Hillsborough Bay. In coordination with the City of Tampa and the design-build team, Christine develops project fact sheets, presentations, and project area maps, coordinates and runs virtual public meetings, and assisted with the filming and production of a video related to this project. Christine is responsible for supporting the day-to-day public engagement and communications activities.

Key Qualifications

- **24 Years of Experience**
- Community Outreach Specialist
- Skilled Writer | Former Print Journalist

Education | Training | Certifications

- BA, Political Science, Augusta State University
- AS, Graphic Design Technology, Palm Beach State College
- AA, Communications, Polk State College
- Accessible Documents (ADA Compliance Course), Utah State University

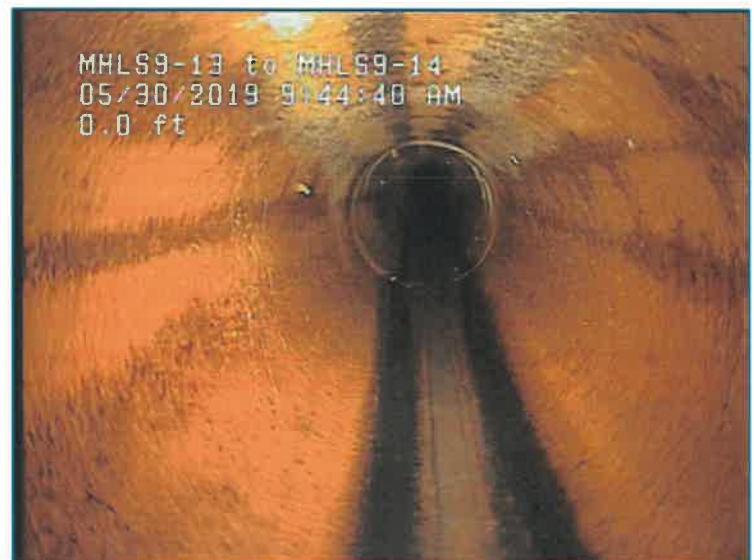
Southwest Inflow and Infiltration Phase 2

Contact Person: Ryan Bengsch
Location: Southwest Lakeland, FL
Phone: 863-298-4193
Client Name: Polk County Utilities Division
Email: ryanbensch@polk-county.net
Start / End Dates: April 2019/Oct 2020

Original Consultant Cost: \$330,820.50
Change Orders: -\$114,617
Construction Costs: \$160,350
Const. Changes: \$0

Project Description:

The intent of the project was to solve inflow and infiltration in six critical areas of Polk County's Southwest service area lift station basins. The project included evaluation with CCTV, Piping Assessment, Manhole Assessment, and design documents of each sanitary sewer lift station collection area. Gravity sewer was defined to be lined and specific manholes repaired with the type of repairs identified in the design documents. This project included approximately 5 miles of sanitary sewer reviewed, cleaned, and noted for inspection. The project included plan sheets, cost estimation, surveying of the manholes, and defining each separate section of gravity sewer to be lined. The construction was under estimated costs, the design was truncated with the original contractor completing the Phase 2 section as a change order to Phase 1, and the project resulted in the decrease of peak I&I over 2 mgd based on a one-day peak comparison.



West Pipkin Road Utilities Relocation – City of Lakeland

Location: Lakeland, FL
Client Name: City of Lakeland
Contact Person: Lee Potter, PE
Email: lee.potter@lakelandgov.net

Phone: 863-834-8316
Project Cost: \$552,760
Change Orders: Additional Section Added \$50,000
Start / End Dates: 2019/September 2024

Project Description:

We are entering our third decade of service to the City of Lakeland's Public Works Department and Lakeland Electric and Water as general municipal engineering and surveying consultants. As a current project, we are designing and overseeing the construction relocation and utility expansion of 4.11 miles of pipelines, totaling over \$6 million in construction costs. The project includes both water and wastewater relocation to resolve conflicts with the roadway and drainage within the project, and the expansion of water for newly proposed customers that will exist in the area in the future.

A significant portion of the route includes existing asbestos cement piping that must be removed and permitted for removal through the FDEP-approved abatement process. The majority of the project length along W. Pipkin Road included old 12-inch water main that is being replaced with 16-inch water main to serve more customers along the route as growth within the area increases. Along cross streets, a significant amount of water mains are being relocated and upsized to allow for the continuation of services along the route. The project is being completed as a Joint Project Agreement to allow for a lower overall cost of this project and the roadway project with Lakeland only paying for the utilities they own to be relocated. The project is being Phased in with the Roadway MOT, clearing in approximately 10 different sections.



Potable Water Systems Support Services

Client Name: Polk City
Contact Person: Patricia Jackson
Email: patricia.jackson@mypolkcity.org
Phone: 863-984-1375
Location: Polk City, Florida

Start / End Dates: 2022 - 2023
Consultant Cost: \$102,900
Const. Cost: Study with Small Construction
Change Orders: None
Const. Changes: None

Project Description:

The City requested CivilSurv to update the hydraulic model of the potable water system, including model calibration adjustments to simulate the recorded pressure and flow events experienced in the system. The City’s system includes 3 potable water production facilities and approximately 242,000-feet of water main. The updated existing conditions model was used as the basis for the evaluation of future and proposed conditions. The future conditions model included projected growth due to development and the conceptual conditions model included projects to improve the potable water system. The evaluation led to the conclusion that a larger regional facility is needed at one site, with storage and pumping facilities. Additional recommended improvements include water main pipe size increases, and a water main extension for looping the system.

The simulation of the system led to the design improvements to an existing intra-system interconnect. Of the City’s three potable water production facilities, two operate together and the third operates on the on it’s own. A pressure sustaining valve / pressure reducing valve assembly was proposed to address the pressure and flow demands of the system on either side of the intra-system interconnect during peak flow conditions.

CivilSurv advanced the intra-system interconnect improvements portion of the project to detailed construction plans. As part of this effort, CivilSurv provided topographic survey and subsurface utility engineering services. This portion of the project involves permit coordination with the Florida Department of Transportation and the Polk County Health Department. Following completion of permitting services, CivilSurv will be working with the City to advertise the project for bids and providing construction administration services through completion of the project.



Crooked Lake Park Inflow & Infiltration Study

Client Name: Polk County Utilities Division
Contact Person & Title: Ryan Bengsch, CIP Project Manager
Email: ryanbensch@polk-county.net
Phone: 863-298-4193
Location: Polk County, Florida

Start / End Dates: 2021 / Ongoing
Consultant Cost: \$170,000
Const. Cost: \$TBD
Change Orders: None
Const. Changes: None

Project Description:

CivilSurv was selected by the County to perform an inflow & infiltration study of the system containing approximately 23,900 linear feet of gravity sewer, approximately 80 manholes, and 3 lift stations. CivilSurv performed a specific purpose survey at each manhole location to document existing manhole elevations and surface improvements near the structures. In cooperation with our teaming partner, CivilSurv performed pipe cleaning and closed-circuit television (CCTV) inspection of the existing gravity sewer main and manholes in accordance with National Association of Sewer Service Companies (NASSCO) standards. CivilSurv utilized the survey and CCTV inspection data, as well as other documentation provided by the County, to prepare a preliminary engineering report summarizing the findings of the field data collection. In addition, the report addressed conceptual improvements and provided an opinion of probable construction costs to bring the system into compliance. The conceptual improvements were based on compliance with the City of Lake Wales standards and specifications as the system is to be turned over to the City after the improvements are completed.



Southwest Inflow and Infiltration Phase 1

Contact Person: Ryan Bengsch
Location: Southwest Lakeland, FL
Phone: 863-298-4193
Client Name: Polk County Utilities Division
Email: ryanbensch@polk-county.net
Start / End Dates: Jan 2019/Oct 2020

Consultant Cost: \$195,000
Change Orders: \$0
Const. Costs: \$889,117
Const. Changes: -\$240,810

Project Description:

The intent of the project was to solve inflow and infiltration in five critical areas of Polk County’s Southwest service area lift station basins. The project included evaluation and design of 5 sanitary sewer lift station collection areas. The project included reviewing of CCTV of each section of piping, defining where each lateral and defect is located and defining approximately 6 miles of sanitary sewer to be repaired. The project included plan sheets, cost estimation, and surveying of the manholes, and defining each separate section of gravity sewer to be lined and the types of repairs for each. The construction came in under estimated costs, with the original contractor completing the Phase 2 section as a change order to Phase 1, and the project resulted in the decrease of peak I&I of over 2 mgd based on a one-day peak comparison.



CDBG Sewer Replacement and Roadway Reconstruction

Contact Person: James Keene, Public Infrastructure Director

Location: Haines City, FL

Phone: 863-421-9954 ext. 5954

Email: jkeene@hainescity.com

Start / End Dates: 2014/2020

Client Name: City of Haines City

Consultant Cost: \$280,000

Change Orders: None

Const. Changes: None

Project Description:

The project consisted of the survey, engineering design, permitting, and construction administration services to replace the existing failed 15-inch concrete sanitary sewer main and reconstruct the streets. The construction plans were prepared in anticipation of obtaining Community Development Block Grant (CDBG) funding which resulted in an extended project timeline.

The survey included topography, streets, sanitary sewer manholes, water meters, gate valves, fire hydrants, and all above ground utilities. The engineering design services included preparation of the construction plans for the replacement of 5,300 linear feet of existing concrete sanitary sewer main, as well as the incorporation of plans for the reconstruction of the existing streets from demolition that resulted from the excavation of the existing sanitary sewer main. The existing sanitary sewer main had previously been rehabilitated with the installation of a PVC liner. However, voids under the pavement area were anticipated due to seepage into the concrete sanitary sewer main from the previous installation of the PVC liner. Professional services also included evaluation of three existing private sanitary lift stations to determine if they could be eliminated by converting to gravity flow into the existing gravity sanitary sewer. As a result of the evaluation, two of the existing lift stations were eliminated and the third was replaced to new City standards. The City provided the closed-circuit television (CCTV) video inspections, which were utilized to verify locations of existing sanitary sewer laterals. The existing sanitary sewer laterals were replaced from the sanitary sewer main to the right-of-way line. Permitting was completed through the Florida Department of Environmental Protection (FDEP) for constructing a Domestic Wastewater Collection/Transmission System.



F-19 Raw Water Main

Contact Person: Carlos Camacho, PE

Location: Port St. Lucie, FL

Phone: 772-873-6487

Client Name: City of Port St. Lucie

Email: ccamacho@cityofpsl.com

Start / End Dates: 2020/Ongoing

Consultant Cost: \$212,010

Change Orders: \$44,680 (new easements, driveway, expanded design for parallel utilities)

Const. Changes: None

Project Description:

CivilSurv worked with the City of Port St. Lucie to define the route and design a 2,000 LF HDD under I-95, a high voltage right of way, and adjacent wetlands. Due to the project location, there are a lot of preliminary design efforts to avoid wetlands, limit impact to existing high voltage lines, and cross under I-95 at the minimum depth. The project will include permitting the crossing, define an easement through a large land owner's property, permit a driveway and access to the well site, and design the driveway and access to the well site. While performing the initial design, the land owner has been active in relocating the well which has changed the route and survey significantly. Additionally, a 24-inch force main was added to the easement influencing this design and the easement layout.






TAB 4
Is the Firm a
Polk County Entity?

TAB 4- IS THE FIRM A POLK COUNTY ENTITY?

CivilSurv is a Polk County entity, along with our subconsultants Kimley-Horn, PGA, The Lunz Group, and Madrid-CPWG.

POLK COUNTY LOCAL BUSINESS TAX RECEIPT			
ACCOUNT NO. 1243	CLASS: B+	EXPIRES:	09/30/2023
OWNER NAME		LOCATION	
CRAIG R FULLER		2525 DRANE FIELD RD Suite 7 LAKELAND	
BUSINESS NAME AND MAILING ADDRESS		CODE	ACTIVITY TYPE
CIVILSURV DESIGN GROUP INC CIVILSURV DESIGN GROUP INC 2525 DRANE FIELD RD Suite 7 LAKELAND, FL 338111360		540250 540190	SURVEYOR MAPPER PROFESSIONAL ENGINEER
		PROFESSIONAL LICENSE (IF APPLICABLE)	
		-	
OFFICE OF JOE G. TEDDER, CFC * TAX COLLECTOR		THIS POLK COUNTY LOCAL BUSINESS TAX RECEIPT MUST BE CONSPICUOUSLY DISPLAYED AT THE BUSINESS LOCATION	
PAID - 883182	08/12/2022	HSP	TP 57.75 CIVILSURV DESIGN GROUP INC



TC301F-22



TAB 5
Is the Firm a Certified
W/MBE?

CivilSurv is not a WBE or MBE; however, our subconsultants GISJane, PGA, Madrid-CPWG, and EDA W/MBEs. GISJane is a WBE however has not received her tangible certification as of the due date of this submittal.



TAB 5 – IS THE FIRM A CERTIFIED W/MBE?

VENDOR	IS W/MBE <input type="checkbox"/>	VETERAN <input type="checkbox"/>	DISABLED VETERAN <input type="checkbox"/>
▼ MADRID ENGINEERING GROUP	●	✘	●


Showing 1 to 1 of 1 results Page Size: 20 ▼

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TAB 6
Interaction with County &
Regulatory Agency Staff

Experience Working with County and Regulatory Agencies

Working with County Staff and Regulatory Agencies is critical to the success of any drainage project. At the start and significant submittals, we like to have a comprehensive review meeting with County Staff to review the project and address any issues or concerns. CivilSurv has established a strong working relationship with the County, FDEP, and the SWFWMD. **Craig R. Fuller, PE**, the Project Manager, will be the lead point of contact for the project. The proposed project will have ERP coordination, but because the project won't add impervious area, it is expected to be a permit exemption. Mr. Frederick will arrange for a pre-application meeting, keeping key staff updated and involved to coordinate technical efforts. As noted in the approach, there are opportunities to improve the stormwater collection/conveyance in the area. CivilSurv will always keep the intent of the project when working through issues. The project team has worked on dozens of Polk County projects and knows who to contact when there is an issue, whether it be a utility conflict, the need for real estate, or the establishment of the flood plain; we have the experience. CivilSurv has relationships with the County's Project Managers, but also other County departments including Procurement, Building, Codes, Utilities, and the County Attorney's Office staff. Example projects in which we have achieved exemptions or acquired difficult permits include some of the example projects noted in our proposal: Lake County Safe Routes to School: ERP Exemption; St. Lucie County Canal 92/84: ERP Exemption and USACE General Permits; and Lakeland Park Drive: ERP and USACE Permitting. Obtaining permits to construct a project can prove to be one of the most time-consuming tasks in the design of any project. CivilSurv has more than thirty years of experience in the design and permitting of various projects in Polk County. Pre-application meetings with the SWFWMD for ERPs can be a critical step in the process. Notably, we should be able to prove the net benefit for the project for floodplain mapping. We believe, due to the enhanced conveyance and existing lack of storage volume, we can demonstrate a net-benefit to the floodplain elevations, rather than a negative impact.

CivilSurv has extensive experience with Regulatory Agencies, including but not limited to:

- FDOT
- FDEP
- SWFWMD
- PC Health Department
- USACE
- US Fish & Wildlife
- DRC

Ability to Work with the County's Utilities Division

As noted above, CivilSurv has relationships with the County's Project Managers and has brought on Mr. Frederick for his additional relationships within the County. **Craig Fuller, PE**, and **Mark Frederick, PE, CFM, ENV SP, PMP** have relationships and are on a first-name-basis with multiple staff within the Natural Resources Division. Mr. Frederick has worked on similar drainage projects for the Division and is looking forward to working with the team again.

Ability to Work with the County's Real Estate Services Staff

CivilSurv has been working with Mr. Wade Allen for many years, going back to when Mr. Allen was only acquiring land for Polk County Transportation. **Craig Fuller, PE, Ken Glass, PSM, and Mark Frederick, PE, CFM, ENV SP, PMP** all have worked with the group to identify property. Mr. Fuller worked closely with Mr. Allen during the design of Old Hwy 37 water mains, determining a section of Right-of-Way that had been vacated and the Owner could not be confirmed. Mr. Ken Glass regularly writes sketches and legal descriptions for the County, most recently for the acquisition of numerous easements along the Gibson Oaks Water Main Route for a new raw and finished water main to connect to the Gibson Oaks Water Treatment Facility project.





TAB 7
Surveys of Past
Performance

Survey Questionnaire – Polk County
RFP 22-067, Professional Engineering Services for Water and Wastewater
Improvement Projects – Utilities

To: Ryan Bengsch (Name of Person completing survey)
Polk County Utilities Division (Name of Client Company/Consultant)
 Phone Number: 863-298-4193 Email: ryanbensch@polk-county.net

Subject: Past Performance Survey of Similar work:

Project name: Crooked Lake Park Collection System Evaluation

Name of Consultant being surveyed:

CivilSurv Design Group, Inc.

Cost of Services: Original Cost: \$170,000 Ending Cost: \$170,000

Contract Start Date: 2021 Contract End Date: Ongoing

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Ryan Bengsch

Signature of Evaluator: Ryan Bengsch

Please fax or email the completed survey to: tbrady@civilsurv.com

Survey Questionnaire – Polk County
RFP 22-067, Professional Engineering Services for Water and Wastewater
Improvement Projects – Utilities

To: Ryan Bengsch (Name of Person completing survey)
Polk County Utilities Division (Name of Client Company/Consultant)
 Phone Number: 863-298-4193 Email: ryanbensch@polk-county.net

Subject: Past Performance Survey of Similar work:

Project name: Southwest Inflow and Infiltration Phase I

Name of Consultant being surveyed:
CivilSurv Design Group, Inc.

Cost of Services: Original Cost: \$195,000 Ending Cost: \$195,000

Contract Start Date: January 2019 Contract End Date: October 2020

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Ryan Bengsch

Signature of Evaluator: 

Please fax or email the completed survey to: tbrady@civilsurv.com

Survey Questionnaire – Polk County
RFP 22-067, Professional Engineering Services for Water and Wastewater
Improvement Projects – Utilities

To: Ryan Bengsch (Name of Person completing survey)
Polk County Utilities Division (Name of Client Company/Consultant)
 Phone Number: 863-298-4193 Email: ryanbensch@polk-county.net

Subject: Past Performance Survey of Similar work:

Project name: Southwest Inflow and Infiltration Phase II

Name of Consultant being surveyed:
CivilSurv Design Group, Inc.

Cost of Services: Original Cost: \$330,820.50 Ending Cost: \$216,203.50

Contract Start Date: April 2019 Contract End Date: October 2020

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Ryan Bengsch

Signature of Evaluator: 

Please fax or email the completed survey to: tbrady@civilsurv.com

Survey Questionnaire – Polk County
RFP 22-067, Professional Engineering Services for Water and Wastewater
Improvement Projects – Utilities

To: Lee Potter, PE (Name of Person completing survey)
City of Lakeland (Name of Client Company/Consultant)
 Phone Number: 863-834-8316 Email: lee.potter@lakelandgov.net
 Subject: Past Performance Survey of Similar work:
 Project name: West Pipkin Road Utilities Relocation
 Name of Consultant being surveyed:
CivilSurv Design Group, Inc.

Cost of Services: Original Cost: \$195,000 Ending Cost: \$245,000 (additional section added)
 Contract Start Date: 2019 Contract End Date: 2021

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	8
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	8
3	Quality of workmanship	(1-10)	8
4	Professionalism and ability to manage	(1-10)	8
5	Close out process	(1-10)	8
6	Ability to communicate with Client's staff	(1-10)	8
7	Ability to resolve issues promptly	(1-10)	8
8	Ability to follow protocol	(1-10)	8
9	Ability to maintain proper documentation	(1-10)	8
10	Appropriate application of technology	(1-10)	8
11	Overall Client satisfaction and comfort level in hiring	(1-10)	8
12	Ability to offer solid recommendations	(1-10)	8
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	8

Printed Name of Evaluator Luther L. Potter III PE
 Signature of Evaluator: [Signature]
 Please fax or email the completed survey to: tbrady@civilsurv.com

Survey Questionnaire – Polk County

RFP 23-448, Utilities Design Services & Regulatory Services

To: Patricia Jackson (Name of Person completing survey)
City of Polk City (Name of Client Company/Contractor)
 Phone Number: (863) 984-1375 Email: patricia.jackson@mypolkcity.org

Subject: Past Performance Survey of Similar work:

Project name: Potable Water Systems Support Services

Name of Vendor being surveyed: CivilSurv Design Group, Inc.

Cost of Services: Original Cost: \$102,900 Ending Cost: \$102,900

Contract Start Date: 7/21/2022 Contract End Date: On-going

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	9
3	Quality of workmanship	(1-10)	9
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	9
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	9
8	Ability to follow protocol	(1-10)	9
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	9
11	Overall Client satisfaction and comfort level in hiring	(1-10)	9
12	Ability to offer solid recommendations	(1-10)	9
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	9

Printed Name of Evaluator: Patricia R Jackson

Signature of Evaluator: 

Please fax or email the completed survey to: tbrady@civilsurv.com

Survey Questionnaire – Polk County

RFP 22-067, Professional Engineering Services for Water and Wastewater Improvement Projects – Utilities

To: Tracy Mercer (Name of Person completing survey)
City of Haines City (Name of Client Company/Consultant)
 Phone Number: 863-421-3695 Email: tmercerc@hainescity.com
 Subject: Past Performance Survey of Similar work:
 Project name: CDBG Sewer Replacement & Roadway Reconstruction
 Name of Consultant being surveyed:
CivilSury Design Group, Inc.
 Cost of Services: Original Cost: \$280,000 Ending Cost: \$264,903.65
 Contract Start Date: 2014 Contract End Date: 2020

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator L. Tracy Mercer
 Signature of Evaluator: L. Tracy Mercer
 Please fax or email the completed survey to: tbrady@civilsury.com

Haines City was very satisfied with this project, and this company

Survey Questionnaire – Polk County
RFP 22-067, Professional Engineering Services for Water and Wastewater
Improvement Projects – Utilities

To: Carlos Camacho, PE (Name of Person completing survey)
City of Port St. Lucie (Name of Client Company/Consultant)
 Phone Number: 772-873-6487 Email: ccamacho@cityofpsl.com

Subject: Past Performance Survey of Similar work:
 Project name: F-19 Raw Water Main, Route for 24-Inch Force Main
 Name of Consultant being surveyed:
CivilSurv Design Group, Inc.

Cost of Services: Original Cost: \$212,010 Ending Cost: \$256,690
 Contract Start Date: 2019 Contract End Date: Ongoing

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Carlos Camacho
 Signature of Evaluator: *Carlos Camacho*
Civil Engineer - Central Improvement Regulatory
 Please fax or email the completed survey to: tbrady@civilsurv.com



APPENDIX A

Addenda & Required Forms

June 27, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 1
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Ari Goldstein, CPP

Ari Goldstein

Senior Procurement Analyst
Procurement Division

This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.

Signature

Printed Name: Craig Fuller, PE

Title: President

Company: CivilSurv Design Group, Inc.

RFP 23-448, Utilities Design Services and Regulatory Services ADDENDUM # 1

QUESTIONS AND ANSWERS

Question 1: Can you please provide the sign-in sheets from the pre-proposal meeting held on June 20, 2023?

Answer 1: The Pre-Proposal Meeting Attendance list was posted on our website and can be found here: <https://www.polk-county.net/procurement/bids/bid-details/utilities-design-services-regulatory-support-services>.

Question 2: Who are the firms that are currently under contract with the County for these services?

Answer 2: Black & Veatch, Carollo Engineers, CHA Consulting, CivilSurv Design Group, Dewberry Engineers, Hazen & Sawyer, Jones Edmunds & Associates, Pennoni Associates, Tetra Tech, Wood Environmental & Infrastructure Solutions, Wright-Pierce, and WSP USA.

Question 3: We have recently responded to a few Polk County proposals. Would the County consider allowing us to use Survey Questionnaires from previous submissions?

Answer 3: Yes, so long as the questions are the same on both surveys and refer to projects that are referenced under Tab 3, Experience, Expertise, Personnel and Technical Resources.

Question 4: Which Tab number would the County like us to include the proposal forms (Proposer's Incorporation Information, Affidavit Certification Immigration Laws, Employment Eligibility Verification)?

Answer 4: These documents can be submitted under Tab 1, Introduction, after the items submitted under Tab 1, Items a-e.

Question 5: On page 7 of the RFP package, it states "Proposers must have in-house, multi-disciplinary capabilities in at least ten (10) of these fields..." Does that include subcontractors that may perform work on behalf of the prime proposers?

Answer 5: The prime proposers submitting proposals must be able to perform a minimum of 10 of the listed capabilities found on pages 7 and 8 of the RFP package. There may be projects that require a prime proposer use subcontractors to complete a scope of work, but the intent of this solicitation is to award to prime proposers that can perform the multi-disciplinary capabilities listed in the RFP package.

Question 6: Does the County prefer the proposals be delivered either as a sealed parcel or an electronic submittal?

Answer 6: The County offers both options and does not have a preferred method of delivery for the proposals.

Question 7: Have there been issues in the past when proposers tried to submit their proposals electronically?

Answer 7: The County has extended receiving/due dates one week in the past when there was a temporary issue with the Kiteworks application website on a receiving date. This was an isolated incident only.

July 3, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 2
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Correction: The email address listed on page 1 of the RFP package to submit questions to is incorrect. Please email all questions to arigoldstein@polk-county.net. All questions must be received by 4:00 p.m., Friday, July 7, 2023.

To receive a copy of **Attachment "A", Sample Master Consulting Agreement**, please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevendor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder "**RFP 23-448 Utilities Design Services and Regulatory Services.zip**", select "Open" or "Save As" to download the sample agreement. If you need assistance accessing this website due to ADA or any other reason, please email Ari Goldstein at arigoldstein@polk-county.net.

Ari Goldstein, CPP

Ari Goldstein

Senior Procurement Analyst
Procurement Division

This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.

Signature



Printed Name: Craig Fuller, PE

Title: President

Company: CivilSurv Design Group, Inc.

RFP 23-448, Utilities Design Services and Regulatory Services ADDENDUM # 2

QUESTIONS AND ANSWERS

Question 1: Are we allowed to submit project references/reference surveys for Polk County projects?

Answer 1: Yes.

Question 2: Will points be awarded in Tab 5 for a subconsultant that is a certified Service-Disabled Veteran-Owned Small Business (SDVOSB)?

Answer 2: No. Points are awarded only to certified Women and Minority Business Entities under Tab 5.

Question 3: Can Polk County disclose the selection committee members for this RFP?

Answer 3: The anticipated selection committee members include Tamara Richardson, James Tully, Krystal Azzarella, Jason Jennings, and Sharon Mathis.

Question 4: If the intent of the RFP is to select more than one consultant, is it necessary for the County to conduct proposer interviews per the selection process (Elevation Level 3 – Proposer Interview)?

Answer 4: Yes. Interviews are necessary and shall take place in accordance with Florida Statute 287.055(4)(b).

Question 5: On page 21, the RFP states, “A contract in substantially the same form as attached here to as Attachment ‘A’ (Master Consulting Agreement) will be executed between the County and the successful Proposer(s).” Where can one find the Attachment “A” that includes the Master Consulting Agreement?

Answer 5: Attachment “A”, Sample Master Consulting Agreement is available to on the County’s FTP site for download. Refer to page 1 of this addendum for directions on how to download Attachment “A”.

July 11, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 3
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Ari Goldstein, CPP

Ari Goldstein

Senior Procurement Analyst
Procurement Division

This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.

Signature



Printed Name: Craig Fuller, PE

Title: President

Company: CivilSurv Design Group, Inc.

RFP 23-448, Utilities Design Services and Regulatory Services ADDENDUM # 3

QUESTIONS AND ANSWERS

Question 1: Can you please clarify whether items d and e in tab 1 count toward the two-page limit?

Answer 1: Items d) and e) under Tab 1, Executive Summary, do not count towards the two-page limit. Only items a) – c) count towards to the two-page maximum limit.

Question 2: How are categories left blank on the performance survey questionnaire handled when averaging the survey scores?

Answer 2: If questions are not answered on the performance surveys, the questions left blank will not be taken into consideration when calculating the overall score average when awarding points under Tab 7, Surveys of Past Performance.

Question 3: Can front and back cover as well as dividers be included when submitting electronically via Kiteworks?

Answer 3: Yes.

Question 4: The FDOT no longer participates in client surveys and refers consultants to an online grading system (scaled 1 to 5 based on quality, scheduling, and management) that is updated on an annual basis. Would a screenshot of the online evaluation be an acceptable replacement for the required performance survey that accompanies projects write ups?

Answer 4: No. The Survey Questionnaire on page 29 of the RFP package must be used and submitted by a proposer under Tab 7, Surveys of Past Performances so that each proposal is scored the same using the criteria outlined in the RFP package.

Proposers Incorporation Information

(Submittal Page)

The following section should be completed by all bidders and submitted with their bid submittal:

Company Name: CivilSurv Design Group, Inc.

DBA/Fictitious Name (if applicable): _____

TIN #: 27-1816201

Address: 2525 Drane Field Road, Suite 7

City: Lakeland

State: Florida

Zip Code: 33811

County: Polk

Note: Company name must match legal name assigned to the TIN number. A current W9 should be submitted with your bid submittal.

Contact Person: Craig R. Fuller, PE

Phone Number: 863-646-4771

Cell Phone Number: 813-267-6115

Email Address: cfuller@civilsurv.com

Type of Organization (select one type)

- Sole Proprietorship
- Partnership
- Non-Profit
- Sub Chapter
- Joint Venture
- Corporation
- LLC
- LLP
- Publicly Traded
- Employee Owned

State of Incorporation: FLORIDA

The Successful vendor must complete and submit this form prior to award. The Successful vendor must invoice using the company name listed above.

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type
 See Specific Instructions on page 2.

Name (as shown on your income tax return) CivilSurv Design Group, Inc.	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
<input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.) 2525 Drane Field Road, Suite 7	Requester's name and address (optional)
City, state, and ZIP code Lakeland, FL 33811	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								

or

Employer identification number								
2	7	1	8	1	6	2	0	1

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶ 7/18/2023
------------------	----------------------------	-------------------------

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

• Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION

(Florida Statutes, Section 448.095)

RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

The undersigned, as an authorized officer of the Consultant identified below (the “**Consultant**”), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the “**County**”), by and on behalf of the Consultant in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Consultant and the County on or about the date hereof, whereby the Consultant will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the “**Contract**”), as follows:


1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

2. Pursuant to Section 448.095(5), Florida Statutes, the Consultant, and any subconsultant under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Consultant or subconsultant. The Consultant acknowledges and agrees that (i) the County and the Consultant may not enter into the Contract, and the Consultant may not enter into any subcontracts thereunder, unless each party to the Contract, and each party to any subcontracts thereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security’s E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of the Contract, and the County may treat a failure to comply as a material breach of the Contract.

3. By entering into the Contract, the Consultant becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subconsultants to provide an affidavit attesting that the subconsultant does not employ, contract with, or subcontract with, an unauthorized alien. The Consultant shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subconsultant knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Consultant, the Consultant may not be awarded a public contract for a period of 1 year after the date of termination. The Consultant shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

Executed this 18th day of JULY, 2023.

ATTEST:

By: 
PRINTED NAME: Denell Mock-Harrell
Its: Regional Manager of Administration

CONSULTANT:

By: 
PRINTED NAME: Craig R. Fuller, PE
Its: President

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: CivilSurv Design Group, Inc.

Signature: 

Title: President

7/18/2023

State of: FLORIDA

County of: POLK

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 18th day of JULY, 2023, by Craig R. Fuller (name) as President (title of officer) of CivilSurv Design Group, Inc. (entity name), on behalf of the company, who is personally known to me or has produced _____ as identification.

Notary Public Signature: 

Printed Name of Notary Public: Victoria Brady

Notary Commission Number and Expiration: GG366565, 8/15/2023

(AFFIX NOTARY SEAL)



Victoria S. Brady
Comm. # GG366565
Expires: August 15, 2023
Bonded Thru Aaron Notary

Labor Multiplier Calculation

CivilSurv Design Group, Inc. – FDOT FAR Audited Rates

Actual Payroll	1.00
Facilities Costs and Capital	0.12
Reimbursable Expenses	0.05 – Polk County
<u>Actual General Overhead</u>	<u>1.34</u>
Actual Sub-Total	2.51
<u>Profit (@15%)</u>	<u>0.38</u>
Reduced Polk County Rate	2.89



Schedule of Professional Rates

Job Classification	Range of Hourly Billing Rates		Range of Direct Labor Rates	
	Minimum	Maximum	Minimum	Maximum
Administrative Assistant	\$57.80	\$144.50	\$20.00	\$50.00
Associate 1	\$46.24	\$92.48	\$16.00	\$32.00
Associate 2	\$72.25	\$144.50	\$25.00	\$50.00
Associate 3	\$101.15	\$173.40	\$35.00	\$60.00
Sr. Associate	\$130.05	\$202.30	\$45.00	\$70.00
Project Manager	\$101.15	\$231.20	\$35.00	\$80.00
Sr. Project Manager	\$130.05	\$260.10	\$45.00	\$90.00
Director	\$173.40	\$289.00	\$60.00	\$100.00
Principal	\$216.75	\$350.00	\$75.00	\$140.00
Survey Crew	\$115.60	\$346.80	\$40.00	\$120.00
Specialty Survey Crew	\$173.40	\$375.70	\$60.00	\$130.00
SUE Equipment (Direct Rate)	\$50.00	\$75.00	\$50.00	\$75.00

The above wages are based on the current ranges of CivilSurv Design Group, Inc. personnel that work in the above various disciplines. The billing rates on our proposed rate with a multiplier of 2.89. *Invoices will show as actual calculations. Values include potential cost increases over term of contract for maximum value.*



Descriptions and Responsibilities of Personnel

Job Classification	Position Overview	Responsibilities	Education/Experience
Administrative Assistant	Administrative support staff	Overall administrative duties including secretarial, data management, filing and general office support	General Office Skills
Associate 1	Technical staff such as engineering or surveying interns, survey rodmen, survey instrument techs, CEI inspectors, jr. survey party chief, engineering designers, CAD support	Project support including plans preparation and design computations	0-2 years experience
Associate 2	Technical staff such as project engineers, project surveyors, sr. survey instrument techs, Sr. CEI inspectors, survey party chief, engineering designers and CAD support	Project support including plans preparation and design computations	2 years or more experience or Engineering, Planning, or Surveying Degree
Associate 3	Technical staff such as project engineers, project surveyors, Survey Field Supervisor, Sr. CEI Inspector/Constructability Review, Sr. engineering designers and Sr, CAD support	Project support including plans preparation and design computations	4 years or more experience or 2 years plus Engineering, Planning, or Surveying Degree
Sr. Associate	Senior technical staff including senior designers, planners, Project Surveyors, Sr. CEI, Sr. Engineers, and senior support staff	Project support including plans preparation and design computations	5 years or more experience
Project Manager	Management staff to supervise the work efforts of projects as well as coordination with the client	Overall management of project assignments	5 years or more experience
Sr. Project Manager	Senior management staff to supervise the work efforts of projects as well as coordination with the client	Overall management of project assignments	8 years or more experience
Director	Department level management staff responsible for overall department level management including project management	Overall management of department and project assignments	10 years or more experience

Principal	Senior division level management staff or corporate officer	Overall management of division and corporation	Varies, min 10 years of experience
Survey Crew	Two or three person survey team including crew chief, instrument person, and/or rod person	Surveying and Mapping	Varies
Specialty Survey Crew	Three or four person survey team for the completion of GPS or specialized surveying services	Surveying and mapping	Varies
SUE Equipment	Cost of utilizing vacuum and ground penetrating radar equipment for location of subsurface utilities	Location, assisting surveying and mapping for utility work	Not Applicable

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. Special Consultants | Actual costs |
| 3. Travel Expenses | In accordance with Chapter 112.061, F.S.;
and further defined in the Polk County Employee Handbook. |
| 4. Pre-approved Equipment
(includes purchase and rental of equipment used in project) | Actual Costs |



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/27/2023

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).

PRODUCER Heacock Insurance Group, LLC 100 E Main St Lakeland FL 33801	CONTACT NAME: Tami Troyer PHONE (A/C No. Ext): 863-683-2228 E-MAIL ADDRESS: ttroyer@heacock.com		FAX (A/C, No): 863-683-3309
	INSURER(S) AFFORDING COVERAGE		
INSURED CivilSurv Design Group, Inc. 2525 Drane Field Road, Ste 7 Lakeland FL 33811	CIVIDES-01	INSURER A : Landmark American Insurance Co NAIC # 33138	
		INSURER B : Travelers Property Casualty Co of Florida NAIC # 10647	
		INSURER C : Travelers Casualty & Surety NAIC # 19038	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES

CERTIFICATE NUMBER: 986540417

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.

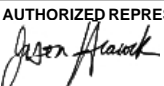
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	6807H35081A	2/27/2023	2/27/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	BA4R383261	2/27/2023	2/27/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y		CUP5F95257A	2/27/2023	2/27/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
C	<input checked="" type="checkbox"/> 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	N/A	UB0K247374	2/27/2023	2/27/2024	<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
A B	Professional Liability Crime			RENL OF LHR794768 6807H35081A	2/27/2023 2/27/2023	2/27/2024 2/27/2024	Per Claim/Aggregate Retention Crime 2,000,000 10,000 100,000

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

For all work performed for Polk County

Polk County, a political subdivision of the state of Florida is included as an additional insured for GL & Auto Liability coverages, but only as respects work performed by or on behalf of the names insured as required by written contract. Waiver of subrogation is applicable where required by written contract with respect to workers compensation, general liability and auto liability.

CERTIFICATE HOLDER**CANCELLATION**

Polk County, a political subdivision of the State of Florida 330 West Church St 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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