



## Polk County Board of County Commissioners

### Meeting Agenda - Final

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#### June 22, 2023 Regular BoCC meeting

In accordance with the American with Disabilities Act, persons with disabilities needing special accommodations to participate in this proceeding should contact the Communications Office not later than 48 hours prior to the proceeding. Their office is located in the County Administration Building, 330 West Church Street in Bartow. Telephone (863) 534-6090 or TTY (863) 534-7777. If hearing impaired dial 7-1-1 for Florida Relay services or call (800) 955-8771 (TTY); dial (800) 955-1339 if you are using a computer.

Any invocation that may be offered before the official start of the Commission meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Commission, and the Commission is not allowed by law to endorse the religious beliefs or views of this, or any other speaker.

If a person decides to appeal any decision made by the board with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

CALL TO ORDER - 9:00 a.m. (MARTHA SANTIAGO, CHAIR)

#### INVOCATION

Patrick Daughtery, Polk County Fire Rescue Chaplain

#### PLEDGE OF ALLEGIANCE (RICK WILSON, CHAIRMAN)

##### A. PRESENTATIONS and RECOGNITIONS

##### B. CEREMONIAL PROCLAMATIONS

##### C. REQUEST FROM THE GENERAL PUBLIC/AUDIENCE AND OPPORTUNITY TO BE HEARD

C.1. Comments.

##### D. APPROVE CONSENT AGENDA

##### E. COUNTY COMPTROLLER (STACY M. BUTTERFIELD, CPA)

E.1. Removal of equipment from inventory as listed on Blanket Removal Form 2152.

##### F. REQUEST FROM ELECTED OFFICIAL and OTHER GOVERNMENTAL AGENCY

##### G. COUNTY ATTORNEY (RANDY MINK)

##### H. COUNTY MANAGER (BILL BEASLEY)

##### I. COMMISSIONER DISTRICT 1 (GEORGE LINDSEY)

I.1. Commissioner Lindsey Comments.

**J. COMMISSIONER DISTRICT 2 (RICK WILSON)**

J.1. Commissioner Wilson Comments.

**K. COMMISSIONER DISTRICT 3 (BILL BRASWELL)**

K.1. Commissioner Braswell Comments.

**L. COMMISSIONER DISTRICT 5 (NEIL COMBEE)**

L.1. Commissioner Combee Comments.

**M. COMMISSIONER DISTRICT 4 (MARTHA SANTIAGO, CHAIR)**

M.1. Chair Santiago Comments.

**N. LAY BOARD APPOINTMENTS**

**O. PUBLIC HEARINGS**

\* County Attorney opening comments

**P. CONSENT AGENDA ITEMS**

P. COMMISSIONER DISTRICT 1

P. COMMISSIONER DISTRICT 2

P. COMMISSIONER DISTRICT 3

P. COMMISSIONER DISTRICT 4

P. COMMISSIONER DISTRICT 5

P. COUNTY COMPTROLLER

- P.1. Public Hearing (Adoption Public Hearing) LDCPAL 2021-26 (Residential in ECX, CPA) to consider the adoption of a Large-Scale Comprehensive Plan text Amendment to change Appendix 2.131, North Ridge Selected Area Plan (SAP) in Comprehensive Plan regarding Policy 2.131-Q4, M, Modified Land Use Categories for Employment Center-X (ECX) to modify the density and the 15% ECX residential area cap. This is related to LDCT-2022-23. (No Fiscal Impact)..body  
Public Hearing (Adoption Public Hearing) LDCPAL 2021-26 (Residential in ECX, CPA) to consider the adoption of a Large-Scale Comprehensive Plan text Amendment to change Appendix 2.131, North Ridge Selected Area Plan (SAP) in Comprehensive Plan regarding Policy 2.131-Q4, M, Modified Land Use Categories for Employment Center-X (ECX) to modify the density and the 15% ECX residential area cap. This is related to LDCT-2022-23. (No Fiscal Impact)

#### DESCRIPTION

Click or tap here to enter text.

#### RECOMMENDATION

Click or tap here to enter text.

#### FISCAL IMPACT

Click or tap here to enter text.

#### CONTACT INFORMATION

Click or tap here to enter text.

- P. COUNTY MANAGER
- P. ECONOMIC DEVELOPMENT
- P. TOURISM/SPORTS MARKETING
- P. OFFICE OF PLANNING & DEVELOPMENT
- P. BUILDING
- P. DEPUTY COUNTY MANAGER
- P. BUDGET & MANAGEMENT SERVICES
- P. PROCUREMENT
- P. COMMUNICATIONS
- P. COOPERATIVE EXTENSION SERVICES
- P. HEALTH & HUMAN SERVICES
- P. EQUITY & HUMAN RESOURCES

- P. INFORMATION TECHNOLOGY
- P. CODE ENFORCEMENT
- P. COUNTY PROBATION
- P. INDIGENT HEALTH CARE
- P. FACILITIES MANAGEMENT
- P. FLEET MANAGEMENT
- P. PARKS & NATURAL RESOURCES
- P. FIRE RESCUE
- P. EMERGENCY MANAGEMENT
- P. REAL ESTATE SERVICES
- P. ROADS & DRAINAGE
- P. UTILITIES
- P.2. Approve Consultant Services Authorization 18-066-04 with Black and Veatch Corp. for the Horizontal Asset Risk Analysis project. (\$371,385 not-to-exceed, one-time expense)
- P. WASTE & RECYCLING
- P. ELECTED OFFICIAL AND OTHER GOVERNMENTAL AGENCY
- P. COURT RELATED
- P. POLK COUNTY PROPERTY APPRAISER
- P. POLK COUNTY SHERIFF
- P. POLK COUNTY SUPERVISOR OF ELECTIONS
- P. POLK COUNTY TAX COLLECTOR
- P. SUPERINTENDENT OF POLK COUNTY SCHOOLS
- P. WORKFORCE DEVELOPMENT BOARD
- P. COUNTY ATTORNEY

## ANNOUNCEMENTS

All of the below scheduled meetings constitute public meetings at which two or more County Commissioners or Planning Commissioners may appear to discuss issues that may come before the Board of County Commissioners

- Monday, January 17, 2022 – The offices of the Board of County Commissioners will be closed in observance of the Martin Luther King, Jr. Holiday.
- Wednesday, January 19, 2022 - 9:00 a.m. – Appellate Special Magistrate of the Code Enforcement Unit will meet in the County Commission Boardroom.
- Wednesday, January 19, 2022 - 9:00 a.m. – First Selection Committee Meeting for RFP 22-128, Home ARP Funds, will be held in the Multi-Purpose Room, Room 413.
- Wednesday, January 19, 2022 - 12:00 p.m. – Nominating Committee for the 2022 Efficiency Commission will meet in the Commissioners' Conference Room, Room 407.
- Wednesday, January 19, 2022 - 2:00 p.m. – Polk Regional Water Cooperative Board of Directors Meeting will be held at Nora Mayo Hall, 500 3rd Street NW, Winter Haven.
- Thursday, January 20, 2022 - 8:30 a.m. – Development Review Committee will meet in the Planning and Development Conference Room, Second Floor, County Administration Building.
- Thursday, January 20, 2022 - 9:00 a.m. – Special Magistrate of the Code Enforcement Unit will meet in the County Commission Boardroom.
- Thursday, January 20, 2022 - 9:00 a.m. – Tourist Development Council's Sports & Special Events Committee will meet at the Lake Myrtle Sports Complex, 2701 Lake Myrtle Park Road, Auburndale.
- Thursday, January 20, 2021 - 6:00 p.m. – A community meeting will be held by the developer requesting a Brownfield designation for the property being developed with the Oakfield Apartments at the Wabash Community Center, 1220 Southern Avenue, Lakeland.
- Monday, January 24, 2022 - 5:30 p.m. – Community Relations Advisory Council (CRAC) will meet in the Multi-Purpose Room, Room 413.
- Wednesday, January 26, 2022 - 9:00 a.m. – Affordable Housing Advisory Comm



Polk County  
Board of County Commissioners

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Agenda Item E.1.

8/8/2022

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**SUBJECT**

Removal of equipment from inventory as listed on Blanket Removal Form 2152.

**DESCRIPTION**

Removal of equipment from inventory is set forth on Blanket Removal Form 2152 as requested by Fixed Asset Accounting to be stored or disposed of in accordance with the Rules of the Auditor General's Office.

**RECOMMENDATION**

Approve removal of equipment as listed on Blanket Removal Form 2152.

**FISCAL IMPACT**

No fiscal impact.

**CONTACT INFORMATION**

Erin Valle

erinvalle@polk-county.net

# BLANKET PROPERTY REMOVAL FORM # 2152

To: Board of County Commissioners, Polk County, Florida  
From: Clerk and Auditor, Polk County, Florida  
It is requested that the listed property be removed from inventory.

Submitted By: John P. Fisher, Fiscal Specialist  
Fixed Asset Accounting Office of Clerk Auditor

Approved By \_\_\_\_\_  
Chairman of the Board of County Commissioners

BoCC Approval Date: **8/2/2022**

Property # **N0000003590** Asset # **55581** Dept: \_\_\_\_\_  
Item: SWITCH, IT CISCO CATALYST 3550  
Serial # CAT0804Y0XX Date Rec'd. 12/20/2004 Cost \$7,224.00  
Reason for Request: ITEM BEING SENT TO ELECTRONIC RECYCLING FOR RECYCLE/DISPOSAL

Property # **N0000006427** Asset # **67526** Dept: \_\_\_\_\_  
Item: PRINTER HEWLETT PACKARD DESIGNJET 4000PS  
Serial # SSG732J901Z Date Rec'd. 6/18/2007 Cost \$10,236.00  
Reason for Request: ITEM BEING SENT TO ELECTRONIC RECYCLING FOR RECYCLE/DISPOSAL

Property # **N0002992761** Asset # **67819** Dept: \_\_\_\_\_  
Item: RADIO, 800 MHZ - HANDHELD MOTOROLA XTS 5000 TYPE II  
Serial # 721CGR4453 Date Rec'd. 10/4/2006 Cost \$4,500.00  
Reason for Request: ITEM BEING SENT TO ELECTRONIC RECYCLING FOR RECYCLE/DISPOSAL

Property # **51714** Asset # **75008** Dept: \_\_\_\_\_  
Item: COMPUTER, NOTEBOOK APPLE MACBOOK PRO  
Serial # C02GF0KNDRJN Date Rec'd. 9/14/2011 Cost \$3,206.20  
Reason for Request: ITEM BEING SENT TO ELECTRONIC RECYCLING FOR RECYCLE/DISPOSAL

Property # **51715** Asset # **75009** Dept: \_\_\_\_\_  
Item: COMPUTER, NOTEBOOK APPLE MACBOOK PRO  
Serial # C02GF0KPDRJN Date Rec'd. 9/15/2011 Cost \$3,131.15  
Reason for Request: ITEM BEING SENT TO ELECTRONIC RECYCLING FOR RECYCLE/DISPOSAL

Property # **54462** Asset # **88646** Dept: RADIO SERVICES  
Item: SWITCH, IT CISCO CATALYST 3750X  
Serial # SFDO1735P1TK Date Rec'd. 3/13/2014 Cost \$5,550.00  
Reason for Request: ITEM BEING SENT TO ELECTRONIC RECYCLING FOR RECYCLE/DISPOSAL

Property # **55467** Asset # **95408** Dept: \_\_\_\_\_  
Item: COMPUTER, LAPTOP HP ZBOOK 15 G3  
Serial # 5CG71039RN Date Rec'd. 3/26/2017 Cost \$1,837.80  
Reason for Request: ITEM BEING SENT TO ELECTRONIC RECYCLING FOR RECYCLE/DISPOSAL

Property # **55585** Asset # **97220** Dept: \_\_\_\_\_  
Item: TABLET, IT MICROSOFT SURFACE PRO LTE  
Serial # 048281580553 Date Rec'd. 5/17/2018 Cost \$1,443.57  
Reason for Request: ITEM BEING SENT TO ELECTRONIC RECYCLING FOR RECYCLE/DISPOSAL

(8 detail records)

**\$37,128.72**



Polk County  
Board of County Commissioners

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Agenda Item P.1.

8/8/2022

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**SUBJECT**

Public Hearing (Adoption Public Hearing) LDCPAL 2021-26 (Residential in ECX, CPA) to consider the adoption of a Large-Scale Comprehensive Plan text Amendment to change Appendix 2.131, North Ridge Selected Area Plan (SAP) in Comprehensive Plan regarding Policy 2.131-Q4, M, Modified Land Use Categories for Employment Center-X (ECX) to modify the density and the 15% ECX residential area cap. This is related to LDCT-2022-23. (No Fiscal Impact)

Public Hearing (Adoption Public Hearing) LDCPAL 2021-26 (Residential in ECX, CPA) to consider the adoption of a Large-Scale Comprehensive Plan text Amendment to change Appendix 2.131, North Ridge Selected Area Plan (SAP) in Comprehensive Plan regarding Policy 2.131-Q4, M, Modified Land Use Categories for Employment Center-X (ECX) to modify the density and the 15% ECX residential area cap. This is related to LDCT-2022-23. (No Fiscal Impact)

**DESCRIPTION**

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**RECOMMENDATION**

Click or tap here to enter text.

**FISCAL IMPACT**

Click or tap here to enter text.

**CONTACT INFORMATION**

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Polk County  
Board of County Commissioners

Agenda Item P.2.

8/8/2022

**SUBJECT**

Approve Consultant Services Authorization 18-066-04 with Black and Veatch Corp. for the Horizontal Asset Risk Analysis project. (\$371,385 not-to-exceed, one-time expense)

**DESCRIPTION**

The County continues to expand their asset management program and is desirous of categorizing assets based on criticality and risk of failure. Using typical industry standards, the consultant will estimate the average life expectancy for each material type within the respective utility systems (potable, raw, reclaimed, and wastewater) for use in developing related risk criteria. Initial likelihood of failure (LOF) and consequence of failure (COF) criteria will be used to determine the risk for each horizontal asset (e.g., pipe size, work history, break history, age, etc.). Various tools will be developed as a result of this project including 1) a decision tree to support renewal and replacement planning for each of the County's respective utility systems, and 2) an ArcGIS on-line or PowerBI dashboard presenting the risk results summary. The County has requested the Consultant provide the engineering services in support of this project.

**RECOMMENDATION**

Request Board approve Consultant Services Authorization 18-066-04 with Black and Veatch Corp for the Horizontal Asset Risk Analysis project at a cost not to exceed \$371,385.

**FISCAL IMPACT**

Funding in the amount of \$371,385 is available in the Utilities five-year Community Investment Program Budget Repair and Rehabilitation Building and Non-Production Projects budget.

**CONTACT INFORMATION**

Charles Nichols  
Asset Manager  
(863) 298-4215  
[charlesnichols@polk-county.net](mailto:charlesnichols@polk-county.net) <<mailto:charlesnichols@polk-county.net>>

**August 2, 2022 Board of County Commissioners Regular Meeting**  
**Agenda Item #**

**SUBJECT**

Approve Consultant Services Authorization 18-066-04 with Black and Veatch Corp. for the Horizontal Asset Risk Analysis project. (\$371,385 not-to-exceed, one-time expense)

**DESCRIPTION**

The County continues to expand their asset management program and is desirous of categorizing assets based on criticality and risk of failure. Using typical industry standards, the consultant will estimate the average life expectancy for each material type within the respective utility systems (potable, raw, reclaimed, and wastewater) for use in developing related risk criteria. Initial likelihood of failure (LOF) and consequence of failure (COF) criteria will be used to determine the risk for each horizontal asset (e.g., pipe size, work history, break history, age, etc.). Various tools will be developed as a result of this project including 1) a decision tree to support renewal and replacement planning for each of the County's respective utility systems, and 2) an ArcGIS on-line or PowerBI dashboard presenting the risk results summary. The County has requested the Consultant provide the engineering services in support of this project.

**RECOMMENDATION**

Request Board approve Consultant Services Authorization 18-066-04 with Black and Veatch Corp for the Horizontal Asset Risk Analysis project at a cost not to exceed \$371,385.

**FISCAL IMPACT**

Funding in the amount of \$371,385 is available in the Utilities five-year Community Investment Program Budget Repair and Rehabilitation Building and Non-Production Projects budget.

**CONTACT INFORMATION**

Charles Nichols

Asset Manager

(863) 298-4215

[charlesnichols@polk-county.net](mailto:charlesnichols@polk-county.net)

## Project Checklist

- Project Name: Horizontal Asset Risk Analysis
- Project Location: All Utility Service Areas
- Source of Funds: Funding is available in 42011.680536034.5666000.6897003 – Building and Non-Production Projects
- Project Cost Summary: \$371,385 not to exceed cost
- Certifications: This request has been reviewed by:



Charles Nichols  
Utilities Asset Manager



Mark Addison, P.E.  
Utilities CIP Manager



Charles Richards, C.P.A  
Customer Service/Finance Manager



Tamara Richardson, P.E.  
Utilities Division Director

## CONSULTANT APPROVAL FORM

**CPO:** If Consultant fee is under \$50,000 & construction is under \$250,000 (procedure)

**CSA:** If Construction is under \$4,000,000;

OR for study activity if consultant fee is under \$500,000- FS 287.055(CCNA))

**CPO/CSA #:** 18-066-04 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 06/17/2022 Division: Utilities

*Charles Nichols*

Project Manager's Name: Charles Nichols, Sr. Phone #: 863-298-4215

Project Name: Horizontal Asset Risk Analysis (Utility Asset Planning and Analytics)

Total Project Budget: \$1,910,000 Project #6897003

*sub*

Estimate of Construction Cost: \$0.00

Proposed Consultant: Black and Veatch Corp. Fee: \$371,385

Master Consultant Agreement # 18-066

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

Approved By:

*Tamara Richardson*

Date

6-21-22

Division Director/Designee

**Procurement Division**

Date Received:

06/23/2022

Date Reviewed by Analyst:

06/24/2022

Approved by:

(Procurement Director/Designee)

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

Date Received:

7/7/2022

Date Reviewed:

Approved by:

*Shirley D. Smith*

(County Attorney Office Signature)

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

Date Received:

*Ryan T. Lee*

Date Reviewed:

2022/07/12

Approved by:

*Ryan T. Lee*

(County Manager Office Signature)

**Additional Attachments:** number of days to complete project, not to exceed/lump sum amount, justification for consultant selected, fee schedule, and Professional Liability COI (COI applicable to CSA only, description field must be project specific (contract requirement)).

## Selection Procedure for Consultants with Continuing Contracts

<b>Division:</b>	Utilities
<b>Project Manager:</b>	Charles Nichols, Sr.
<b>Division Director:</b>	Tamara Richardson, P.E.
<b>Scope:</b>	Horizontal Asset Risk Analysis
<b>CSA/CPO</b>	18-066-04
<b>Date Analysis Performed</b>	June 17, 2022

### Step 1:

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

Consultant	Expertise	Experience	Personnel	Local (Y/N)	Elevated for Consideration (Y/N)
Black & Veatch Corp	Y	Y	Y	N	Y
Carollo Engineers, Inc.	Y	N	Y	N	N
CivilSurv Design Group Inc	Y	N	Y	Y	N
Hazen and Sawyer, P.C.	Y	N	Y	N	N
Dewberry Engineers, Inc. (Hydro Solutions Consulting)	Y	N	Y	Y	N
Jones Edmunds & Assoc.	Y	N	Y	Y	N
Pennoni & Associates, Inc. (Envisors)	Y	N	Y	Y	N
CHA Engineers (Reiss Engineering, Inc.)	Y	N	Y	Y	N
Tetra Tech, Inc.	Y	N	Y	N	N
Wood Environment & Infrastructure, Inc.	Y	N	Y	Y	N
Wright-Pierce, Inc.	Y	N	Y	Y	N
WSP USA, Inc.	Y	N	Y	N	N

**State justification for each firm not elevated and why:**

Carollo, CivilSurv, Hazen and Sawyer, Dewberry, JEA, Pennoni, CHA, Tetra Tech, Wood, Wright-Pierce, and WSP all have expertise and personnel, however, they do not possess the same measure of experience compared to Black & Veatch with regard to PCU's asset management system. Black and Veatch has completed a Benchmarking study, developed multiple KPIs and SOPs, and assisted with some high level exposure/training for Power BI. Horizontal Risk Analysis is in asset management applies benchmarks, KPIs, SOPs, etc. Therefore selection of Black and Veatch for these services is in the best interest of the County and will save the county the most time and budget while ensuring quality and reliable deliverables.

### Step 2:

**Past performance on similar projects satisfactory (List all consultants elevated from Step 1)**

Consultant	Has past performance been satisfactory (Y/N)	Elevated for Consideration(Y/N)
Black & Veatch Corp	Y	Y

**State justification for each firm not elevated and why:**

NA.

### Step 3:

**Total amount of money the County has contracted with each Consultant elevated to Step 2 during the last 24 months.**

Consultant	Contracted Amount	Elevated (Y/N)
Black & Veatch Corp	\$ 410,571	Y

### Step 4:

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

NA

### Step 5:

**Based on the procedures and step analysis above, Black and Veatch, Inc. is selected.**

## Consultant Services Authorization

Firm	Black and Veatch Corporation
Master Agreement No.	18-066
CSA No.	18-066-04
Project Name	Horizontal Asset Risk Analysis
Project Description	The project will analyze horizontal assets (potable, reclaimed, raw, and wastewater) and document the risk and consequence of failure, which can be used to identify renewal and replacement opportunities in the future.
Projects Exhibits and Attachments	Exhibit "A"- Scope of Services Exhibit "B"-Fee Schedule (Master Agreement) Exhibit "C"-Reimbursable Cost Schedule (if applicable) Exhibit "D"-Insurance Documents
Duration (in days)	This authorization shall be in full force and effect until the Consultant completes all services as identified in Exhibit "A".
Compensation	\$ 371,385
Special Contract Conditions	NA
Insurance Requirements	Professional Liability
Liquidated Damages	\$ 0.00 Per Day
Budget Source/Availability	42011.680536034.5666000.6897003

IN WITNESS WHEREOF, the parties hereto have executed this CSA on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Attest:**

STACY M. BUTTERFIELD


POLK COUNTY, a Political subdivision  
of the State of Florida

By: \_\_\_\_\_  
Deputy Clerk


By: \_\_\_\_\_  
Chairman  
Board of County Commissioners

Date Approved by Board: \_\_\_\_\_

Review as to form and legal sufficiency

  
County Attorney's Office      Date: \_\_\_\_\_

**Attest:**

  
Corporate Secretary



**SEAL**

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

Black & Veatch Corporation  
CONSULTANT COMPANY NAME

  
Authorized Corporate Officer

Rafael E. Frias III, Associate Vice President  
[Printed Name and Title]

Date: 6/13/2022

# **Exhibit A**

## **Consultant Services Authorization**

### **18-066-04**

### **Horizontal Asset Risk Analysis**

Black & Veatch, (Consultant) entered into a Master Consulting Agreement (Agreement) with Polk County, Florida (County) on December 18, 2018. Pursuant to this Agreement, the County has requested that the Consultant provide certain professional services in support of Horizontal Asset Risk Analysis (Project) as further detailed in this Consultant Services Authorization.

#### **A. Project Background and Description**

The County continues to expand their asset management program and is desirous of categorizing assets based on criticality and risk of failure. This Project will focus on the County's horizontal assets including identifying consequence of failure and determining likelihood of failure for horizontal assets within the potable water distribution system, the gravity sewer collection system, the force main transmission system, the reclaimed water distribution system and the raw water transmission system. The County has requested that the Consultant provide engineering services in support of the Project.

#### **B. Scope of Services**

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

#### **Phase 100 – Project Management**

##### **Task 101 – Project Management**

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

## **Task 102 – Kick-off Meeting and Review Meetings**

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

- Kick-Off Meeting
- Data Quality Analyses and Initial Risk Criteria Workshop [Five total, one for each system]
- Gravity Main System Operations Interview (focused on condition of the system)
- Criteria Framework Development Workshop [Five total, one for each system]
- Rehabilitation Planning & Decision Tree Development [Five total, one for each system]
- Technical Memorandum Review Workshop
- Horizontal Asset Risk Analysis Results Stakeholder Workshop

## **Phase 200 – Support Services**

### **Task 201 – Water Main Risk Assessment**

#### **A. Data Quality Analyses:**

Consultant will review the distribution system Geographic Information System (GIS) network and pipe attribute data provided by the County for consistency and completeness appropriate to support the risk-based prioritization analysis. At a minimum, the following pipe attribute data will be required to support the risk prioritization: unique ID, installation date, material, and diameter. Consultant will provide a summary of the findings and provide a list of the pipe records where the attribute data should be reviewed and/or updated. Based on initial review of the County GIS data, installation year is missing for the majority of the pipes (about 99%), material is missing for about 1% of the pipes, and diameter is missing for less than 1% of the pipes.

Based on the data gap results from the data attribute analysis, the Consultant will develop a methodology to populate pipe attribute data gaps for the installation date, where this information is not complete in the GIS for pipe segments included in the analysis.

**B. Service Life Estimation:**

The Consultant will use typical industry standards, knowledge from County staff, and/or professional judgement to estimate the average life expectancy for each material type within the water distribution system for use in developing related risk criteria.

**C. Risk Framework Development:**

In coordination with the County, the Consultant will develop initial water main likelihood of failure (LOF) and consequence of failure (COF) criteria used to determine the risk (e.g., pipe size, work history, water complaint history, break history, age, proximity to critical customer, max/min operating pressures, soil corrosion, etc.) and respective scoring methodology. A main break analysis will be performed to identify the number of breaks per water pipe segment and develop cohort break rates. In coordination with the County, the Consultant will define the foundation for how the risk model will be set-up and delivery of results including review of risk classifications/management strategy groups for planning level R&R needs, typically set-up as a 5x5 risk matrix with defined groupings. The risk framework and selected risk criteria will be coordinated for use in all risk assessments. Consultant will submit a data request for available data to support the risk criteria review and development. Data should be provided in Excel spreadsheet, GIS shapefile or geodatabase format, and, where applicable, should include the related pipe ID for data linking.

**D. Model Development and Execution:**

In coordination with the above Risk Framework Development task, the Consultant will develop the risk model to determine LOF and COF scores for each individual water main segment included in the analysis from information acquired from the County's GIS. Using the LOF and COF scores, Consultant will calculate overall risk scores and assign the risk classification per water main pipe segment in the GIS. Consultant will present initial results and final results for County review. The Consultant's Excel spreadsheet-based risk model tool and GIS toolbox are anticipated to be used and will be provided to the County.

## **Task 202 – Gravity Main Risk Assessment**

### **A. Data Quality Analyses:**

Consultant will review the gravity collection system GIS network and pipe attribute data provided by the County for consistency and completeness appropriate to support the risk-based prioritization analysis. At a minimum, the following pipe attribute data will be required to support the risk prioritization: unique ID, installation date, material, and diameter. Consultant will provide a summary of the findings and provide a list of the pipe records where the attribute data should be reviewed and/or updated. Based on initial review of the County GIS data, installation year is missing for the majority of the pipes (about 98%), material is missing for about 1% of the pipes, and diameter is missing for about 2% of the pipes.

Based on the data gap results from the data attribute analysis, the Consultant will develop a methodology to populate pipe attribute data gaps for the installation date, where this information is not complete in the GIS for pipe segments included in the analysis.

### **B. CCTV Data Review:**

The Consultant will review results/input from the Gravity Main System Operations Interview identifying areas of concern for inclusion into the risk framework/likelihood of failure criteria to represent the condition of the gravity main system.

### **C. Service Life Estimation:**

The Consultant will use typical industry standards, knowledge from County staff, and/or professional judgement to estimate the average life expectancy for each material type within the gravity main system for use in developing related risk criteria.

### **D. Risk Framework Development:**

In coordination with the County, the Consultant will develop initial gravity sewer main likelihood of failure (LOF) and consequence of failure (COF) criteria used to determine the risk (e.g. pipe size, age, proximity to critical customers/facilities, operating pressures, work history, breaks, or leaks, soil corrosion, roads, railroads, water bodies, etc.) and respective scoring methodology. In coordination with the County, the Consultant will review/define the foundation for how the risk model will be set-up and delivery of results including review of risk classifications/management strategy groups for planning level

R&R needs, typically set-up as a 5x5 risk matrix with defined groupings. The risk framework and selected risk criteria will be coordinated for use in all risk assessments. Consultant will submit a data request for available data to support the risk criteria review and development. Data should be provided in Excel spreadsheet, GIS shapefile or geodatabase format, and, where applicable, should include the related pipe ID for data linking.

**E. Model Development and Execution:**

In coordination with the above Risk Framework Development task, the Consultant will develop the risk model to determine LOF and COF scores for each individual gravity sewer main segment included in the analysis from information acquired from the County's GIS. Using the LOF and COF scores, Consultant will calculate overall risk scores and assign the risk classification per gravity sewer main pipe segment in the GIS. Consultant will present initial results and final results for County review and approval. The Consultant's Excel spreadsheet-based risk model tool and GIS toolbox are anticipated to be used and will be provided to the County.

**Task 203 – Force Main Risk Assessment**

**A. Data Quality Analyses:**

Consultant will review the force main system GIS network and pipe attribute data provided by the County for consistency and completeness appropriate to support the risk-based prioritization analysis. At a minimum, the following pipe attribute data will be required to support the risk prioritization: unique ID, installation date, material, and diameter. Consultant will provide a summary of the findings and provide a list of the pipe records where the attribute data should be reviewed and/or updated. Based on initial review of the County GIS data, installation year is missing for the majority of the pipes (about 98%), material is missing for about 1% of the pipes, and diameter is missing for less than 1% of the pipes.

Based on the data gap results from the data attribute analysis, the Consultant will develop a methodology to populate pipe attribute data gaps for the installation date, where this information is not complete in the GIS for pipe segments included in the analysis.

To support the risk prioritization and future condition assessment planning, the Consultant will split the force main GIS pipe segments into smaller pipe segments (typically 50-foot to align with various inspection tools) for use in the analysis. The existing pipe ID will be maintained and a new pipe ID will be assigned to each of the pipe records.

**B. Service Life Estimation:**

The Consultant will use typical industry standards, knowledge from County staff, and/or professional judgement to estimate the average life expectancy for each material type within the force main system for use in developing related risk criteria.

**C. Risk Framework Development:**

In coordination with the County, the Consultant will develop initial force main likelihood of failure (LOF) and consequence of failure (COF) criteria used to determine the risk (e.g., pipe size, age, proximity to critical customers/facilities, operating pressures, work history, breaks, or leaks, soil corrosion, roads, railroads, water bodies, etc.) and respective scoring methodology. In coordination with the County, the Consultant will review/define the foundation for how the risk model will be set-up and delivery of results including review of risk classifications/management strategy groups for planning level R&R needs, typically set-up as a 5x5 risk matrix with defined groupings. The risk framework and selected risk criteria will be coordinated for use in all risk assessments. Consultant will submit a data request for available data to support the risk criteria review and development. Data should be provided in Excel spreadsheet, GIS shapefile or geodatabase format, and, where applicable, should include the related pipe ID for data linking.

**D. Model Development and Execution:**

In coordination with the above Risk Framework Development task, the Consultant will develop the risk model to determine LOF and COF scores for each individual force main segment included in the analysis from information acquired from the County's GIS. Using the LOF and COF scores, Consultant will calculate overall risk scores and assign the risk classification per force main pipe segment in the GIS. Consultant will present initial results and final results for County review and approval. The Consultant's Excel spreadsheet-based risk model tool and GIS toolbox are anticipated to be used and will be provided to the County.

## **Task 204 – Reclaimed Water Risk Assessment**

### **A. Data Quality Analyses:**

Consultant will review the reclaimed water main system GIS network and pipe attribute data provided by the County for consistency and completeness appropriate to support the risk-based prioritization analysis. At a minimum, the following pipe attribute data will be required to support the risk prioritization: unique ID, installation date, material, and diameter. Consultant will provide a summary of the findings and provide a list of the pipe records where the attribute data should be reviewed and/or updated. Based on initial review of the County GIS data, installation year is missing for the majority of the pipes (about 98%), material is missing for less than 1% of the pipes, and diameter is missing for less than 1% of the pipes.

Based on the data gap results from the data attribute analysis, the Consultant will develop a methodology to populate pipe attribute data gaps for the installation date, where this information is not complete in the GIS for pipe segments included in the analysis.

### **B. Service Life Estimation:**

The Consultant will use typical industry standards, knowledge from County staff, and/or professional judgement to estimate the average life expectancy for each material type within the reclaimed water main system for use in developing related risk criteria.

### **C. Risk Framework Development:**

In coordination with the County, the Consultant will develop initial reclaimed water main likelihood of failure (LOF) and consequence of failure (COF) criteria used to determine the risk (e.g. pipe size, age, proximity to critical customers/facilities, operating pressures, work history, breaks, or leaks, soil corrosion, roads, railroads, water bodies, etc.) and respective scoring methodology. In coordination with the County, the Consultant will review/define the foundation for how the risk model will be set-up and delivery of results including review of risk classifications/management strategy groups for planning level R&R needs, typically set-up as a 5x5 risk matrix with defined groupings. The risk framework and selected risk criteria will be coordinated for use in all risk assessments. Consultant will submit a data request for available data to support the risk criteria review and development. Data should be provided in Excel spreadsheet, GIS shapefile or

geodatabase format, and, where applicable, should include the related pipe ID for data linking.

**D. Model Development and Execution:**

In coordination with the above Risk Framework Development task, the Consultant will develop the risk model to determine LOF and COF scores for each individual reclaimed water main segment included in the analysis from information acquired from the County's GIS. Using the LOF and COF scores, Consultant will calculate overall risk scores and assign the risk classification per reclaimed water main pipe segment in the GIS. Consultant will present initial results and final results for County review and approval. The Consultant's Excel spreadsheet-based risk model tool and GIS toolbox are anticipated to be used and will be provided to the County.

**Task 205 – Raw Water Main Risk Assessment**

**A. Data Quality Analyses:**

Consultant will review the raw water main system GIS network and pipe attribute data provided by the County for consistency and completeness appropriate to support the risk-based prioritization analysis. At a minimum, the following pipe attribute data will be required to support the risk prioritization: unique ID, installation date, material, and diameter. Consultant will provide a summary of the findings and provide a list of the pipe records where the attribute data should be reviewed and/or updated. Based on initial review of the County GIS data, installation year is missing for all of the pipes and diameter is missing for less than 1% of the pipes. Based on the data gap results from the data attribute analysis, the Consultant will develop a methodology to populate pipe attribute data gaps for the installation date, where this information is not complete in the GIS for pipe segments included in the analysis.

**B. Service Life Estimation:**

The Consultant will use typical industry standards, knowledge from County staff, and/or professional judgement to estimate the average life expectancy for each material type within the raw water main system for use in developing related risk criteria.

**C. Risk Framework Development:**

In coordination with the County, the Consultant will develop initial raw water main likelihood of failure (LOF) and consequence of failure (COF) criteria used to determine

the risk (e.g., pipe size, age, proximity to critical customers/facilities, operating pressures, work history, breaks, or leaks, soil corrosion, roads, railroads, water bodies, etc.) and respective scoring methodology. In coordination with the County, the Consultant will review/define the foundation for how the risk model will be set-up and delivery of results including review of risk classifications/management strategy groups for planning level R&R needs, typically set-up as a 5x5 risk matrix with defined groupings. The risk framework and selected risk criteria will be coordinated for use in all risk assessments. Consultant will submit a data request for available data to support the risk criteria review and development. Data should be provided in Excel spreadsheet, GIS shapefile or geodatabase format, and, where applicable, should include the related pipe ID for data linking.

### **Task 206 – Renewal and Replacement Planning & Decision Tree Development**

In coordination with the County, the Consultant will develop a decision tree to support renewal and replacement planning for each of the County's respective systems, water main, gravity main, force main, reclaimed water main and raw water main. The decision process will identify priority groups based on the risk classification and additional selected criteria to determine appropriate management strategies such as replacement, inspection, monitoring, or no action within each County system. Results from the risk prioritization models will be used to support the decision tree development. Upon completion of the decision tree, the Consultant will assign the management strategy to each pipe segment within each system.

### **Task 207 – Technical Memorandum and Risk Summary Dashboard**

- A. Technical Memorandum: The Consultant will submit a draft technical memorandum (TM) summarizing the horizontal asset risk analysis effort and results for review by the County. The Consultant will meet with the County to discuss the draft TM and will revise the TM based on comments provided by the County. Subsequently, the Consultant will issue the final TM. TMs will be submitted in pdf format; hard copies will not be provided.
- B. Dashboard: The Consultant will develop either an ArcGIS on-line or PowerBI dashboard presenting the risk results summary to support review of the final results. Access to the PowerBI or ArcGIS on-line dashboard will be provided to selected County staff (prefer to use existing County ArcGIS on-line accounts or County PowerBI Pro license, if

available) for the duration of the Project. It is anticipated that the County will select either the ArcGIS on-line platform or PowerBI platform for use in developing the risk summary dashboard as part of this scope.

- C. Stakeholder Presentation: The Consultant will prepare presentation materials to conduct a Horizontal Asset Risk Analysis Results Workshop with County stakeholders.

#### **Task 208 – Risk Assessment User’s Manual**

Consultant will prepare and provide the County with a guidance document/user manual outlining the steps to update the risk model.

#### **C. Deliverables**

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

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<b>Task</b>	<b>Activity</b>	<b>Deliverable</b>
102	Meetings	Meeting agenda and minutes
201	Water Main Risk Assessment	One (1) electronic copy of the following: <ul style="list-style-type: none"> <li>• Water main data quality analysis tables</li> <li>• Water Main COF and LOF table (risk framework)</li> <li>• Water Main Risk Model</li> </ul>
202	Gravity Main Risk Assessment	One (1) electronic copy of the following: <ul style="list-style-type: none"> <li>• Gravity main data quality analysis figures and tables</li> <li>• Gravity Main COF and LOF table (risk framework)</li> <li>• Gravity Main Risk Model</li> </ul>
203	Force Main Risk Assessment	One (1) electronic copy of the following: <ul style="list-style-type: none"> <li>• Force main data quality analysis figures and tables</li> <li>• Force Main COF and LOF table (risk framework)</li> <li>• Force Main Risk Model</li> </ul>
204	Reclaimed Water Main Risk Assessment	One (1) electronic copy of the following: <ul style="list-style-type: none"> <li>• Reclaimed water main data quality analysis figures and tables</li> <li>• Reclaimed water Main COF and LOF table (risk framework)</li> <li>• Reclaimed water Main Risk Model</li> </ul>
205	Raw Water Main Risk Assessment	One (1) electronic copy of the following: <ul style="list-style-type: none"> <li>• Raw water main data quality analysis figures and tables</li> <li>• Raw water Main COF and LOF table (risk framework)</li> <li>• Raw water Main Risk Model</li> </ul>
206	Rehabilitation Planning & Decision Tree Development	<ul style="list-style-type: none"> <li>• Water Main Rehabilitation Decision Tree</li> <li>• Gravity Main Rehabilitation Decision Tree</li> <li>• Force Main Rehabilitation Decision Tree</li> <li>• Reclaimed water Main Rehabilitation Decision Tree</li> <li>• Raw water Main Rehabilitation Decision Tree</li> </ul>
207	Technical Memorandum	One (1) electronic copy of the draft and final TM
208	Training	Risk Model User's Manual

#### **D. Schedule**

Consultant will proceed with the services identified herein immediately upon receipt of an executed copy of this Consultant Services Authorization and a formal Notice-to-Proceed from the County. The projected schedule for the performance of services described herein is included as Attachment A-1. An updated electronic version of the Project schedule in Microsoft Project will be provided to the County within 10 working days from the issuance of the Notice-to-Proceed. Delivery of the schedule may be in other electronic formats so long as they accurately portray the approved scope of services with sufficient detail subject to staff approval.

#### **E. Compensation**

This Consultant Services Authorization establishes a not-to-exceed cost of \$371,385. Compensation for the services performed under this Consultant Services Authorization shall be on an hourly, not-to-exceed basis using the current hourly rate schedule as set forth in Master Consulting Agreement 18-066. Other direct costs or expenses incurred in connection with this Consultant Services Authorization will not be invoiced as these expenses have been accounted for in the rate multiplier associated with the Master Consulting Agreement referenced above. A summary of the estimated labor costs is provided in Attachment A-2 for reference only. Each invoice submittal shall include a tabular summary of the originally estimated labor costs by phase in accordance with Attachment A-2, fees invoiced to date, and the balance remaining per phase. The transfer of funds between defined phases is not permitted unless approved in advance in writing by the County Utilities Director. To request consideration for such a transfer, the Consultant must submit satisfactory written justification to transfer unused funds from phases with completed tasks or tasks clearly tracking under budget to phases with tasks requiring additional funding. In addition, the transfer of funds shall not exceed the total authorized fee for the Project.

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

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

#### **F. County's Responsibilities**

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

1. GIS files of the water, gravity, force main, reclaimed water and raw water system components.
2. Available gravity sewer main CCTV data.
3. Available main break records, sanitary sewer overflow (SSO) records, etc.

#### **G. Services Not Included**

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

1. Condition assessment of horizontal assets
2. Risk analysis of non-horizontal assets
3. Project identification
4. Capital improvement planning
5. Training
6. Business intelligence development
7. Lucity support
8. CCTV data clean-up
9. Review of current PM schedules for gravity main cleaning and inspections
10. Opinions of cost

#### **H. Assumptions**

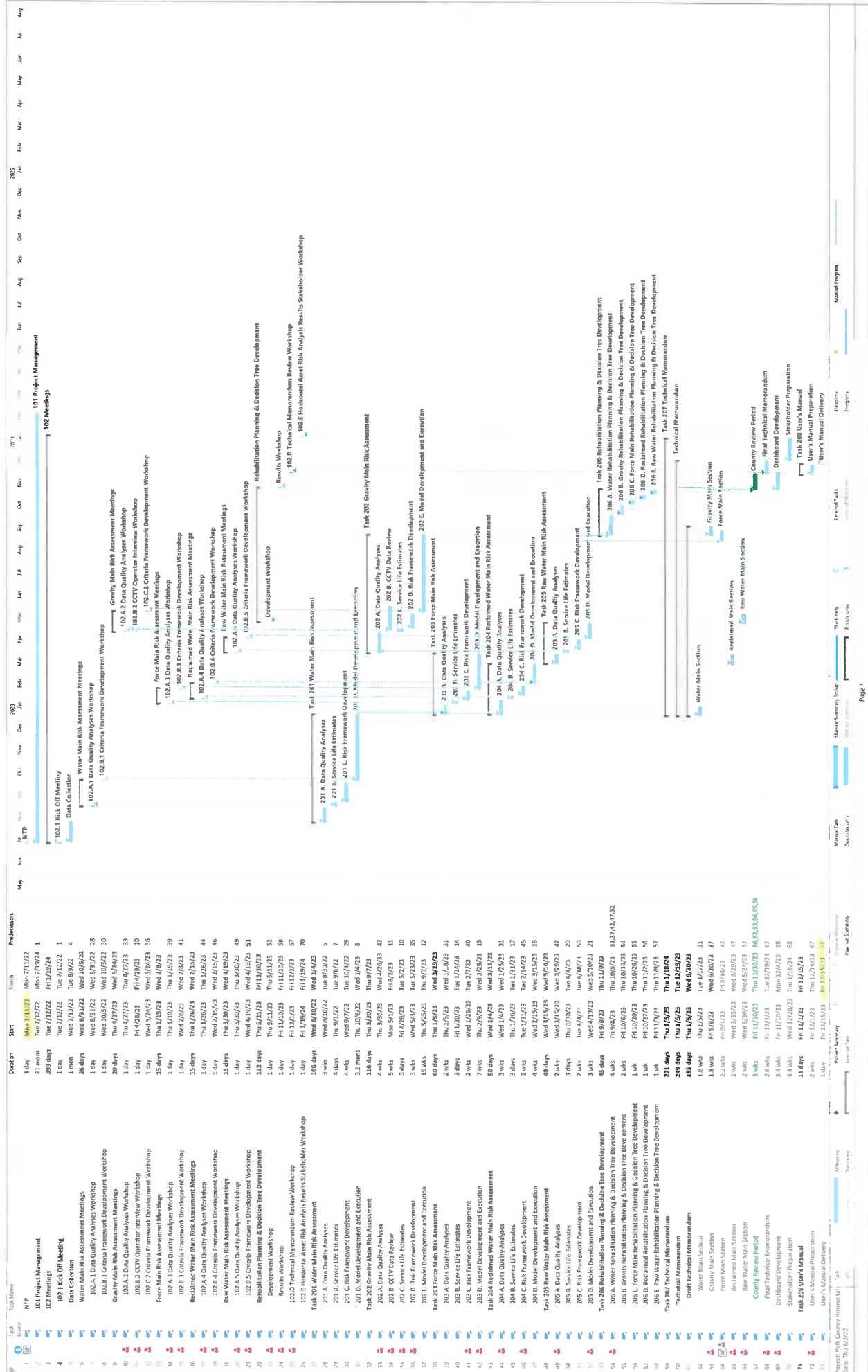
The Scope of Services and compensation arrangement outlined in this Consultant Services Authorization are based on the following assumptions:

1. Water Main Risk assessment will include all active, County-owned distribution and transmission mains in a single model using the same risk criteria. No changes to the GIS water main network will be made. Pipe segments as represented in the County's GIS will be used as-is in the risk model.
2. Gravity Main Risk assessment will include all active, County-owned gravity mains in a single model using the same risk criteria. No changes to the GIS gravity main network will be made. Pipe segments as represented in the County's GIS will be used as-is in the risk model.
3. Force Main Risk assessment will include all active, County-owned force mains in a single model using the same risk criteria.
4. Reclaimed Water Risk assessment will include all active, County-owned recycled water mains in a single model using the same risk criteria. No changes to the GIS recycled water main network will be made. Pipe segments as represented in the County's GIS will be used as-is in the risk model.
5. Raw Water Risk assessment will include all active, County-owned raw water mains in a single model using the same risk criteria. No changes to the GIS recycled water main network will be made.
6. Work order historical records will be used as provided by County. Pipe ID is required on the work order to be able to link to a GIS pipe record.
7. CCTV inspection records, related defects/observations/structure/O&M ratings, etc., are not anticipated to be used directly in the risk assessment for gravity mains. Alternatively, representative condition based on the County's understanding of the condition will be used to support the likelihood of failure criteria for gravity mains.
8. Alignment of the LOF and COF categories (e.g. representative condition, environmental factors, financial/economic impacts, social/public service impacts, etc.) will be aligned for a standardized approach across the water system, collection system, and reclaimed water system. COF is anticipated to be calculated using the same criteria (where applicable between water, sewer, and reclaimed water) and scoring strategy for all systems.

9. Consultant's risk model tools will be used for all assessments. Once the risk model tools are configured for the first system, it is anticipated that the same risk model tools will be used for all risk assessments with minor changes made as needed for subsequent risk models based on risk criteria.
10. It is anticipated that the risk framework, model set-up, and delivery of results will be the same for all risk assessments.
11. Meetings/workshops will be facilitated in-person.

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ATTACHMENT A-1



ATTACHMENT A-2

Polk County, Florida Black & Veatch Consultant Services Authorization 18-066-04 Horizontal Asset Risk Analysis										
Project Manager III	Sr. Technical Expert	Sr. Technical Specialist	Project Engineer I	Technical Specialist	Finance / Accountant II	Administrative II	Total Hours	Total Labor	Direct Expenses	Total Fee
Hourly Bill Rate:	251	235	126	192	101	81	373	\$58,575		\$69,575
101 Project Management	8	81	124	0	48	48	148	\$21,080		\$21,080
102 Meetings	4	48			48		225	\$39,515		\$39,515
1 Kick-Off Meeting	2	2	8				16	\$2,944		\$2,944
2 Data Quality Analyses Workshop (Five total, one for each system)	10	20	40				70	\$12,110		\$12,110
3 Gravity Main System Operations Interview	3	4	4				11	\$2,141		\$2,141
4 Criteria Framework Development Workshop (Five total, one for each system)	10	20	40				70	\$12,110		\$12,110
5 Rehabilitation Planning & Decision Tree Development (Planning Workshop + Final Results)	4	8	16				28	\$4,844		\$4,844
6 Technical Memorandum Review Workshop	2	4	8				14	\$2,422		\$2,422
7 Horizontal Asset Risk Analysis Results Stakeholder Workshop	2	4	8				16	\$2,944		\$2,944
Phase 200 - Horizontal Asset Risk Assessment	8	118	1284	16	0	24	1908	\$305,810	\$0	\$305,810
201 Water Main Risk Assessment										
A. Data Quality Analyses	8	16	40				64	\$10,720		\$10,720
B. CCTV Data Review	0	4	8				14	\$2,422		\$2,422
C. Service Life Estimates	2	4	8				14	\$2,422		\$2,422
D. Risk Framework Development	6	24	40				70	\$12,080		\$12,080
E. Model Development and Execution	8	60	220				288	\$44,080		\$44,080
202 Gravity Main Risk Assessment										
A. Data Quality Analyses	8	16	40				64	\$10,720		\$10,720
B. CCTV Data Review	0	4	8				20	\$2,984		\$2,984
C. Service Life Estimates	2	4	8				14	\$2,422		\$2,422
D. Risk Framework Development	6	24	40				70	\$12,080		\$12,080
E. Model Development and Execution	8	60	200				268	\$41,480		\$41,480
203 Force Main Risk Assessment										
A. Data Quality Analyses	8	8	32				48	\$7,848		\$7,848
B. Service Life Estimates	2	4	8				14	\$2,422		\$2,422
C. Risk Framework Development	2	8	20				30	\$4,880		\$4,880
D. Model Development and Execution	2	32	100				134	\$20,730		\$20,730
204 Recycled Water Risk Assessment										
A. Data Quality Analyses	2	4	16				22	\$3,454		\$3,454
B. Service Life Estimates	2	4	4				10	\$1,906		\$1,906
C. Risk Framework Development	2	8	16				26	\$4,374		\$4,374
D. Model Development and Execution	2	20	80				102	\$15,390		\$15,390
205 Raw Water Main Risk Assessment										
A. Data Quality Analyses	2	4	16				22	\$3,454		\$3,454
B. Service Life Estimates	2	4	4				10	\$1,906		\$1,906
C. Risk Framework Development	2	8	16				26	\$4,374		\$4,374
D. Model Development and Execution	2	20	80				102	\$15,390		\$15,390
206 Rehabilitation Planning & Decision Tree Development										
A. Water Rehabilitation Planning & Decision Tree Development	2	16	40				58	\$9,310		\$9,310
B. Gravity Rehabilitation Planning & Decision Tree Development	2	12	24				38	\$6,326		\$6,326
C. Force Main Rehabilitation Planning & Decision Tree Development	2	12	24				38	\$6,326		\$6,326
D. Recycled Water Rehabilitation Planning & Decision Tree Development	2	4	8				14	\$2,422		\$2,422
E. Raw Water Rehabilitation Planning & Decision Tree Development	2	4	8				14	\$2,422		\$2,422
207 Technical Memorandum										
A. Technical Memorandum (All Five Systems Represented)	4	16	80			24	164	\$26,268		\$26,268
B. Dashboard Development	4	16	40	16			76	\$12,852		\$12,852
C. Stakeholder Preparation	4	8	32				60	\$10,732		\$10,732
208 Risk Assessment User's Manual										
A. User's Manual	2	2	24				28	\$4,026		\$4,026
Contingency	0	0	0	0	0	0	0	\$0	\$0	\$0
Contingency										
TOTAL HOURS	16	109	1408	16	48	72	2,281	\$366,385	\$0	\$371,385
TOTAL COST	\$4,176	\$46,745	\$120,060	\$3,072	\$4,848	\$5,832				



Polk County Utilities  
Professional Services Fee Schedule  
September 2018

This document presents Black & Veatch Corporation rates for the initial year of the contract. Renewal term rates may be adjusted per Polk County guidelines.

**Table 1: Black & Veatch Professional Services Fee Schedule**

BLACK & VEATCH LABOR CLASSIFICATION	RAW RATE	BILLING RATE
Project Officer/ Director	\$86 - \$92	\$261 - \$281
Senior Technical Expert	\$76 - \$89	\$232 - \$271
Project Manager I	\$63 - \$70	\$194 - \$213
Project Manager II	\$70 - \$81	\$213 - \$247
Project Manager III	\$81 - \$86	\$247 - \$261
Engineering Manager	\$63 - \$68	\$194 - \$208
Senior Engineering Manager	\$68 - \$73	\$208 - \$223
Technical Specialist	\$62 - \$67	\$189 - \$203
Senior Technical Specialist	\$67 - \$76	\$203 - \$232
Senior Engineer I	\$57 - \$60	\$174 - \$184
Senior Engineer II	\$60 - \$70	\$184 - \$213
Senior Engineer III	\$70 - \$74	\$213 - \$227
Project Engineer I	\$40 - \$44	\$121 - \$136
Project Engineer II	\$44 - \$52	\$136 - \$158
Project Engineer III	\$52 - \$57	\$158 - \$174
Geologist	\$51 - \$58	\$155 - \$178
Senior Geologist	\$58 - \$62	\$178 - \$189
Environmental Scientist	\$38 - \$44	\$116 - \$136
Senior Environmental Scientist I	\$47 - \$51	\$143 - \$155
Senior Environmental Scientist II	\$51 - \$62	\$155 - \$188
Environmental/Wetlands Specialist I	\$38 - \$44	\$116 - \$136
Environmental/Wetlands Specialist II	\$44 - \$49	\$136 - \$150
Staff Engineer I	\$31 - \$34	\$95 - \$105
Staff Engineer II	\$34 - \$40	\$105 - \$121
GIS Specialist I	\$35 - \$41	\$107 - \$126
GIS Specialist II	\$41 - \$50	\$126 - \$153
GIS Specialist III	\$50 - \$57	\$153 - \$172



BLACK & VEATCH LABOR CLASSIFICATION	RAW RATE	BILLING RATE
CADD/Technician I	\$28 - \$30	\$85 - \$91
CADD/Technician II	\$30 - \$35	\$91 - \$107
CADD/Technician III	\$35 - \$43	\$107 - \$132
Resident Inspector I	\$38 - \$44	\$116 - \$136
Resident Inspector II	\$44 - \$54	\$136 - \$165
Project Controls/Scheduling Specialist	\$44 - \$52	\$136 - \$160
Construction Manager	\$60 - \$70	\$184 - \$213
Senior Construction Manager	\$70 - \$76	\$213 - \$232
Technical Editor I	\$31 - \$33	\$95 - \$101
Technical Editor II	\$33 - \$43	\$101 - \$130
Administrative I	\$23 - \$25	\$70 - \$77
Administrative II	\$25 - \$28	\$77 - \$85
Administrative III	\$28 - \$34	\$85 - \$103
Cost Estimator I	\$37 - \$44	\$111 - \$136
Cost Estimator II	\$44 - \$59	\$136 - \$179
Cost Estimator III	\$59 - \$76	\$179 - \$230
Finance/Accountant I	\$29 - \$31	\$87 - \$95
Finance/Accountant II	\$31 - \$35	\$95 - \$107

Notes: Misc. expenses included in the billing rates (such as travel mileage, copies, shipping, etc.)

## EXHIBIT C – REIMBURSABLE COST SCHEDULE

Not applicable



## CERTIFICATE OF LIABILITY INSURANCE

11/1/2022

DATE (MM/DD/YYYY)

6/10/2022

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 Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000 kctsu@lockton.com	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED 1482177 BLACK & VEATCH CORPORATION 11401 LAMAR OVERLAND PARK KS 66211 MURIN, JIM	INSURER A : Zurich American Insurance Company	NAIC # 16535
	INSURER B : Lexington Insurance Company	19437
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: 18614041 REVISION NUMBER: XXXXXXXX

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y	Y	GLO 4641358	11/1/2021	11/1/2022	EACH OCCURRENCE \$ 2,000,000
A	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			GLO 1365630	11/1/2021	11/1/2022	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 2,000,000
							GENERAL AGGREGATE \$ 4,000,000
							PRODUCTS - COMP/OP AGG \$ 4,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY	Y	Y	BAP 4641355 (AOS)	11/1/2021	11/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$ XXXXXXXX
	<input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$ XXXXXXXX
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
							\$ XXXXXXXX
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ XXXXXXXX
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$ XXXXXXXX
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	Y	WC 4641353 (AOS)	11/1/2021	11/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
A	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input checked="" type="checkbox"/> N	N/A	WC 4641354 (ID, MA, WI)	11/1/2021	11/1/2022	E.L. EACH ACCIDENT \$ 1,000,000
A	If yes, describe under DESCRIPTION OF OPERATIONS below			WC 1365632	11/1/2021	11/1/2022	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
				WC 1365631 (NE)	11/1/2021	11/1/2022	E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	PROFESSIONAL LIABILITY	N	N	026030198	11/1/2021	11/1/2022	\$10,000,000 PER CLAIM \$10,000,000 ANNUAL AGGREGATE

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

CONTRACT NUMBER: 18-066-04; PROJECT NAME: PCU HORIZONTAL ASSET RISK ASSESSMENT; PROJECT MANAGER: MURIN, JIM; GENERAL LIABILITY AND AUTO LIABILITY ARE PRIMARY AND NON-CONTRIBUTORY. POLK COUNTY IS INCLUDED AS AN ADDITIONAL INSURED ON THE GENERAL LIABILITY AND AUTO LIABILITY POLICIES. WAIVER OF SUBROGATION IN FAVOR OF THE ADDITIONAL INSURED ON THE GENERAL LIABILITY, AUTO LIABILITY, AND WORKER'S COMPENSATION POLICIES. 30 DAY NOTICE OF CANCELLATION APPLIES, 10 DAYS NOTICE FOR NON-PAYMENT OF PREMIUM.

## CERTIFICATE HOLDER

CANCELLATION See Attachments

18614041  
POLK COUNTY  
A POLITICAL SUBDIVISION OF THE  
STATE OF FLORIDA  
330 WEST CHURCH ST  
BARTOW FL 33880

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

POLICY NUMBER: GLO 4641358, GLO 1365630

COMMERCIAL GENERAL LIABILITY  
CG 20 10 12 19**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****ADDITIONAL INSURED – OWNERS, LESSEES OR  
CONTRACTORS – SCHEDULED PERSON OR  
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
As required by written contract	As required by written contract
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

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

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

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

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

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

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

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

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

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

1. Required by the contract or agreement; or

2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

## Waiver Of Subrogation (Blanket) Endorsement

Policy No.	Eff.Date of Pol.	Exp. Date of Pol.	Eff. Date of End.	Producer	Add'l. Prem	Return Prem.
GLO 4641358	11/1/2021	11/1/2022	11/1/2021			
GLO 1365630	11/1/2021	11/1/2022	11/1/2021			

Named Insured: BLACK & VEATCH CORPORATION

This endorsement modifies the insurance provided under the following:

### Commercial General Liability Coverage Part

The following is added to the **Transfer Of Rights Of Recovery Against Others To Us Condition:**

If you are required by a written contract or agreement, which is executed before a loss, to waive your rights of recovery from others, we agree to waive our rights of recovery. This waiver of rights shall not be construed to be a waiver with respect to any other operations in which the insured has no contractual interest.

POLICY NUMBER: BAP 4641355 (AOS)

**COMMERCIAL AUTO  
CA 20 48 02 99**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**DESIGNATED INSURED**

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE  
GARAGE COVERAGE FORM  
MOTOR CARRIER COVERAGE FORM  
TRUCKERS COVERAGE FORM

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

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

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

Endorsement Effective: 11/1/2021

Named Insured: BLACK & VEATCH CORPORATION

**SCHEDULE**

Name of Person(s) or Organization(s): AS REQUIRED PER WRITTEN CONTRACT

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to the endorsement.)

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in **Section II** of the Coverage Form.

**Waiver of Transfer Of Rights Of Recovery Against Others To Us**

Policy No.	Eff.Date of Pol.	Exp. Date of Pol.	Eff. Date of End.	Producer No.	Add'l. Prem	Return Prem.
BAP 4641355 (AOS)	11/1/2021	11/1/2022	11/1/2021			

This endorsement is issued by the company named in the Declarations. It changes the policy on the effective date listed above at the hour stated in the Declarations.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**Named Insured: BLACK & VEATCH CORPORATION**

**Address (including ZIP code): 11401 LAMAR OVERLAND PARK KS 66211**

This endorsement modifies insurance provided under the:

**Business Auto Coverage Form**

**Truckers Coverage Form**

**Garage Coverage Form**

**Motor Carrier Coverage Form**

**SCHEDULE**

**Name of the Person or Organization:**

**AS REQUIRED BY WRITTEN CONTRACT**

We waive any right of recovery we may have against the designated person or organization shown in the schedule because of payments we make for injury or damage caused by an "accident" or "loss" resulting from the ownership, maintenance, or use of a covered "auto" for which a Waiver of Subrogation is required in conjunction with work performed by you for the designated person or organization. The waiver applies only to the designated person or organization shown in the schedule.

WC 00 03 13

#### **WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

#### **Schedule AS REQUIRED PER WRITTEN CONTRACT**

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.  
**(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)**

Effective Policy No. WC 4641353 (AOS), WC 4641354 (ID, MA, WI), WC 1365632, WC 1365631 (NE)

Insured: BLACK & VEATCH CORPORATION

Effective Date: 11/1/2021