



October 18, 2023

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Project Manager, Roads & Drainage  
Polk County – Roads and Drainage Division  
330 West Church Street  
Bartow, FL 33830

## **INDIVIDUAL PROJECT ORDER NUMBER 02**

### **CSA 22-090-02 TANK ROAD AND STUDENT DRIVE SIDEWALKS**

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and Polk County Roads and Drainage (the Client) in accordance with the terms of the Master Consultant Agreement for Professional Engineering Services (CSA 22-090-01) dated October 4<sup>th</sup>, 2022 which is incorporated herein by reference.

#### **Identification of Project:**

**Project Name: Tank Road and Student Drive Sidewalks Design**  
**KH Project Manager: Mark L. Bacal**

#### **Project Understanding**

The County has requested a proposal for engineering services for sidewalk and drainage design along Tank Road and Student Drive. The sidewalk and stormwater improvements length along Tank Road is approximately 2,720 linear feet and the proposed improvements along Student Drive are approximately 2,100 linear feet. The proposed project includes a 5-ft wide sidewalk and associated drainage improvements from the connection point at the intersection of Student Drive and Trinity Ridge Circle and Tank Road and Teacher Lane. The total project length is approximately 4,820 linear feet. The existing right of way width along Tank Road varies from approximately 66-ft to 82-ft, bordered by Osceola County, while Student drive has an existing right of way of approximately 100-ft.

#### **Scope of Services**

The following is our understanding of the scope of work that has been requested by Polk County.

##### **Task 1: Project Coordination**

Kimley-Horn will provide project management and coordination services with Polk County, Southwest Florida Water Management District (SWFWMD), and utility owners. This task includes one (1) project kickoff meeting and up to six (6) monthly progress/coordination meetings.

## **Task 2 – Sidewalk Design**

This task includes the horizontal and vertical design of 4,820 feet of 5-ft wide sidewalks along Tank Road and Student Drive within existing Polk County right of way. The proposed design will include improvements along the eastern side of Tank Road that will tie into the sidewalk at the intersection with Teacher Lane and will include up to two (2) Curb Ramp modifications. A mid-block crossing will be designed at the intersection with Ridgeway Blvd and will include signage and milling of resurfacing of the existing roadway. The proposed design along Student Drive will include improvements along the northern side of Student Drive and will tie into the sidewalk near the intersection with Trinity Ridge Circle. At the intersection of Student Drive and Tank Road, the design will include minor driveway modifications and up to four (4) curb ramps, as needed. This task does not include any roadway or access change improvements along existing roadways, except as described above, and these items can be performed as an additional service if required.

The roadway plans will be prepared in accordance with the FDOT Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Street and Highways (Florida Greenbook) and the FDOT Standard Plans. The construction plan sheets will be prepared on 11"x17" format at a horizontal scale of 1" = 40'. The plans will be prepared based on topographic information provided by Polk County as described below. The plans will include typical section(s) to depict the edge of roadway, curb and gutter, roadside buffer areas, sidewalks and other elements within the right-of-way.

Cross sections will be developed at 50-foot intervals along the baseline of survey at a scale of 1" = 20' horizontal and 1" = 10' vertical for Tank Road and Student Drive. Existing underground utilities will be shown based on information provided by the utility companies or as identified in the Survey and Utility Investigation task described below. Soil profiles from auger borings, as identified in the Geotechnical Services described below, will be shown in the cross sections.

A level 1 Temporary Traffic Control Plans ("TTCP") will be included with the construction documents and will include notes and references to FDOT standard plans. Detailed TTCP plans are not included in this task and can be performed as an additional service, if required.

Existing and proposed utility relocation information provided by utility owners as described in the Utility Coordination task below will be shown in the roadway plan sheets. This task does not include a master utility plan, proposed utility design or utility construction plans, and these items can be performed as additional service if required.

Kimley-Horn will design the signing and pavement marking for the roadway in accordance with the current version of the Manual on Uniform Traffic Control Devices (MUTCD), the FDOT Standard Plans and the Americans with Disabilities Act Standards for Accessible Design. The design will be shown on 1" = 40' scale roadway plan sheets. The plans will include type, color and spacing of striping and raised pavement markings. Regulatory, warning and directional signing will also be shown on the plan sheets.

The roadway plans will show the existing County right of way. The Project submittal phases to the County will be at 60%, 100% and Final.

## **Task 3 – Drainage Design**

Kimley-Horn will design a drainage collection system and provide a design report to accommodate the proposed sidewalks. This design may include roadside swales, berms, inlets, pipes, and cross drain extensions. Kimley-Horn will prepare drainage calculations for review of the proposed design by the County



Staff. Kimley-Horn will prepare the final design package for the stormwater improvements in accordance with County's direction, FDOT Drainage Manual, and requirements by regulatory agencies.

Drainage Map(s) will be prepared for the project at a scale of 1" = 200'. The drainage maps will show roadway drainage basins, pond locations, existing drainage features, offsite basins and flow patterns/arrows. Design information relative to the proposed storm sewer pipes, drainage structures and swales will be shown on the drainage plan and profile sheets. Proposed drainage structure cross sections and erosion control plans are not included in this task and can be included as an additional service.

#### **Task 4 - Environmental Site Assessment**

A review of the habitat within the project limits will be conducted for the potential for state and federally listed species. Any signs (including burrows, scat, nests, or tracks) of listed species will be recorded during the field review and recorded with a GPS. The review will determine the potential habitat for the presence of listed species by either the Florida Fish and Wildlife Conservation Commission (FWC) under Chapter 68A-27.003-005 F.A.C. or the U.S. Fish and Wildlife Service (USFWS) under 50 CFR 17.11-12 within the Project.

The project is located within suitable habitat for the federally protected sand skink and coordination with USFWS will be required to determine if a sand skink survey is needed. If a sand skink survey is needed it will occur during the survey season from March 1- May 15th. This scope does not include effort for the sand skink survey which can be added as an optional service.

A site visit will be conducted to delineate the extents of on-site wetlands and/or surface waters (or determine top of bank is the jurisdiction for surface waters) in accordance with the State Unified Wetland Delineation Methodologies described in Chapter 62-340, Florida Administrative Code (FAC) and the US Army Corps of Engineers (USACE) 1987 Wetland Delineation Manual and Regional Supplement. Wetlands and surface waters will be classified in accordance with the Florida Department of Transportation (FDOT) Florida Land Use and Cover Classification System (FLUCFCS). Wetlands and surface waters will be marked with flagging and recorded with a Trimble GPS unit.

A summary of the wetland and potential listed species within the project limits will be provided in a technical memorandum.

It is not anticipated that wetlands or surface waters are present within the project limits and Section C of the Environmental Resource Permit (SWFWMD) will not be required. The summary technical memorandum will be provided as part of the supporting documentation for the SWFWMD permit application.

This scope does not include any additional site visits or permitting activities other than those detailed above.

#### **Task 5 – Permitting**

It is anticipated that the sidewalk improvements will be exempt from a Southwest Florida Water Management District (SWFWMD) Environmental Resource Permit (ERP). Kimley-Horn will prepare the permit exemption application associated with the SWFWMD submittal. Kimley-Horn will respond to two (2) requests for additional information (RAI) from the SWFWMD. Any permit fees or mitigation costs will be the responsibility of the Client. Permitting services beyond the requirements outlined above will require additional scope and fees.

## **Task 6 – Utility Coordination**

Existing underground utilities will be shown on the plan sheets based on information provided by the UAOs or as identified in the topographic survey provided by Client. This task does not include utility adjustment sheets, master utility plan, proposed utility design, utility permitting, or utility construction plans, which can be performed as additional service if required.

Kimley-Horn will provide utility coordination services, as described below:

- Identify utilities within the project description and construction limits. A design ticket will be obtained to develop a list of Utility Agency Owners (UAOs) possibly involved in the described project. One (1) field visit to visually evaluate the project.
- Conflict analysis, create and maintain Utility Conflict Matrix
- Using the established utility list, provide two (2) contacts, one (1) for Green Lines and one (1) for RGB, collect and review plans and documents.
- Incorporated of brown lines as coordinated with Utility Agency Owners on the plans.

## **Task 7 – Construction Phase Services**

Kimley-Horn will be available to provide construction phase services, as requested, for the following services:

- Attend one (1) Pre-Construction meeting with Contractor and County staff
- Attend two (2) 2-hour site visits coordinated with the Client and/or the Contractor
- Attend up to three (3) construction progress meetings during construction as requested by the Client and the Contractor
- Review and reply to up to four (4) rounds of shop drawing submittals for the improvements controlled by the construction documents
- Provide written responses to the Client for up to four (4) contractor Requests for Information (“RFI”)
- Review contractor pay requests
- Review of “as-built” documents, submitted by the General Contractor and certified by a registered surveyor, and assist with obtaining final inspections and Certifications of Completion
- Develop one (1) set of record drawing, as required, based on certified as-built information provided by contractor
- Submit Certifications of Completion as required to appropriate agencies

Kimley-Horn shall have no responsibility for any contractor’s means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor shall the Consultant have any authority or responsibility to stop or direct the work of any contractor. The Consultant’s visits shall be for the purpose of endeavoring to provide the Client a greater degree of confidence that the completed work of its contractors will generally conform to the construction documents prepared by the Consultant. This task does not include engineering inspection services. The Consultant neither guarantees the performance of contractors, nor assumes responsibility for any contractor’s failure to perform their work in accordance with the contract documents.

## Additional Services

The following services are not included in this scope but may be performed if authorized by the County. Fees for these additional services will be agreed upon prior to their performance.

- Legal descriptions and parcel sketches
- Right of way acquisition coordination services
- Signalization analysis, design or plans
- Roadway design or improvements except as described above
- Auxiliary lanes or access change improvements along existing roadways
- Detailed Temporary Traffic Control Plans
- Master utility plan, proposed utility design or utility construction plans
- Landscape Plans
- Lighting analysis, design, plans and power UAO coordination for lighting requirements
- Additional non-standard foundation design not included above
- Specific protected species surveys
- Archaeological or historical surveys
- Protected species permitting
- Contamination assessment
- Permitting with other agencies not listed above
- Attendance at meetings in addition to those noted in the scope of services
- Engineering Inspection Services
- Erosion control plans
- Retaining wall structural analysis and plans
- Geotechnical services

## Information Provided By Client

Kimley-Horn will provide a survey graphic and description of the following to the Client requesting the topographic survey to be completed by the County for this project. Kimley-Horn will rely on this information for design.

- Available right of way and easement data
- Available record or as-built plans
- Available permits
- Topographic Survey
  - Design-level B Boundary, Topographic Survey by a registered surveyor for the entire alignment corridor
    - From the south edge of roadway pavement to the north 10-ft beyond the R/W along Student Drive
    - From the west edge of roadway pavement to the fence line along the east side of Tank Road
  - Locate the existing right-of-way and produce a right-of-way base map of the referenced alignment including County and Section Lines.
  - Information, locations and elevations of crown lines, centerlines, edges of pavement, pavement markings, above ground utilities, visible features of underground utilities, identification and designation of existing utilities, existing drainage structures (including



- inverts, and sizes along the entire project corridor), and establishment of roadway baselines with reference points.
- Vertical Datum to be in NAVD 1988.  
Deliverables will include:
  - Topographic Survey in MicroStation DGN format
  - Accurate Digital terrain model (DTM) or surface for use in MicroStation
  - Signed and sealed survey in PDF format on 11 x 17 sized sheet for inclusion in the Plan set.

### Schedule

The Consultant will provide final construction plans to Polk County within an anticipated 240 days from receipt of NTP and design survey from Polk County. A detailed milestone schedule will be submitted to the County within two weeks of NTP. The schedule is contingent on delivery of survey and NTP by the County.

### Fee and Expenses

Kimley-Horn will perform the services in Tasks 1 – 7 for the total not-to-exceed fee below in accordance with the Master Consultant Agreement. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by the County.

Task	Task Fee
Task 1: Project Coordination	\$ 6,020
Task 2: Roadway Design	\$ 34,990
Task 3: Drainage Design	\$ 24,850
Task 4: Environmental Site Assessment	\$ 14,940
Task 5: Permitting	\$ 8,700
Task 6: Utility Coordination	\$ 10,100
Task 7: Construction Phase Services	\$ 14,875
Total Not-to-Exceed Fee	\$114,475.00

Kimley-Horn will not exceed the total maximum labor fee shown without authorization from the Client. Individual task amounts are provided for budgeting purposes only. Kimley-Horn reserves the right to reallocate amounts among tasks as necessary.



## Closure

We appreciate the opportunity to provide these services. Please contact me at (407) 982-3284 or [Mark.Bacal@kimley-horn.com](mailto:Mark.Bacal@kimley-horn.com) if you have any questions.

Sincerely,  
KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in blue ink that reads "Mark Bacal".

By: Mark Bacal, P.E.  
Associate