



Consultant Services Authorization - Modification

Firm	Kennedy/Jenks Consultants, Inc.
Master Agreement No.	2024-015
CSA No.	2024-015-01, Modification No.1
Project Name	Holly Hill UFA #2 and Oak Hills #4 Wellheads
Project Description	The consultant will provide project management and construction administration services so that use of these wells may begin upon project completion.
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	\$ 485,710 (Original) + \$ 348,094 (Mod 1) = \$ 833,804 (Total)
Special Contract Conditions	NA
Insurance Requirements	Professional Liability
Liquidated Damages	\$ 0.00 Per Day
Budget Source/Availability	42111.680536150.5666000.6812017 (Holly Hill Wellhead #2) 42111.680536150.5666000.6802041 (Oakhills/Prov. Wellhead #4)

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

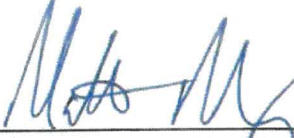
By: _____
Chairman
Board of County Commissioners

Date Approved by Board: _____

Review as to form and legal sufficiency

County Attorney's Office Date _____

Attest:



Assistant Corporate Secretary, Matthew Munz

SEAL

Date: 07/01/2025



CONSULTANT COMPANY NAME


Authorized Corporate Officer
Corey Young, Vice President
[Printed Name and Title]

Date: 07/01/2025

Exhibit A
Consultant Services Authorization
2024-15-01, Modification No. 1
Holly Hill UFA #2 and Oak Hills #4 Wellheads

Kennedy/Jenks Consultants, Inc., (Consultant) entered into a Master Consulting Agreement (Agreement) with Polk County, Florida (County) on January 9, 2024. Pursuant to this Agreement, the County has requested that the Consultant provide certain professional services in support of Holly Hill UFA #2 and Oak Hills #4 Wellheads (Project) as further detailed in this Consultant Services Authorization.

A. Project Background and Description

In March of 2023, the County completed the drilling of a well at the Holly Hill Water Production Facility (WPF), Holly Hill UFA #2. A new wellhead, pump and associated appurtenances are needed for the newly drilled well to supply water to the water plant. Well capacity and quality tests were completed at the same time as the well construction.

The Oak Hill #4 well was drilled in 2003, in what was an undeveloped area of the County. In 2006, a video survey, casing scrubbing, well development, and a variable rate pumping test were completed on the well. Development has since reached Oak Hill #4 well and it is now located on a parcel within the Garden Hills at Providence development. A raw water transmission main has been installed to the general proximity of the well and a wellhead, pump and associated appurtenances are needed to begin using the well.

The objectives for the Project include:

- Construction of wellheads, pumps, and associated appurtenances at Holly Hill UFA #2 and Oak Hills #4 wells to bring them online and supply additional raw water to the County.

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 construction administration

services for the equipping of the Holly Hill UFA #2 and Oak Hills #4 Wellheads will be consistent with the Polk County Utilities Standards and Specifications Manual, latest edition, and other County requirements. This authorization shall be in full force and effect until the Consultant completes all services as described in the Consultant Services Authorization and any subsequent modifications hereto.

Phase 100 – Project Management

Task 101 – Project Management

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

Phase 700 – Construction Administration Services

These services will be performed during construction of the Project. For the purpose of this Consultant Services Authorization, it is assumed that the construction duration will not exceed 280 calendar days.

Landscape support services will be provided in accordance with the scope of services set forth in a June 16, 2025 proposal prepared by PGLA, Inc (refer to Attachment A-4).

Task 701 – Pre-Construction Meeting

The Consultant shall attend one (1) pre-construction meeting and prepare a meeting agenda and meeting summary (unless meeting agenda / minutes are included in contractor's scope).

Task 702 – Preliminary Matters and Contract Documents

Subtask 702A – Conformed Documents

The Consultant shall provide three (3) sets of 22" x 34" conformed construction drawings to scale and three (3) sets of technical specifications for distribution to the County and the contractor. Additionally, the Consultant shall also submit one (1) electronically signed and sealed set of all conformed drawings and technical specifications. The conformed construction drawings and technical specifications shall incorporate all changes and clarifications to the documents during the bid and pre-award phases.

Subtask 702B – Initial Submittals Review

The Consultant shall review and approve the preliminary schedule of shop drawings and submittals, the preliminary schedule of values, and the construction schedule for

the Project. The Consultant shall provide written interpretations and clarifications of the Contract Documents as requested by the contractor and determine the acceptability of work. The Consultant will render in writing their opinions concerning the contractor's requests for formal decisions on claims and disputes. The Consultant will disapprove or reject work which is defective and / or require special inspection or testing as may be deemed necessary to assess conformance with the Contract Documents.

Task 703 – Shop Drawing Review

Review contractor's shop drawings and other submittals for general conformance with the Contract Documents. It is assumed that a total of up to 240 submittals (including re-submittals) will be reviewed. A list of anticipated submittals is included as Attachment A-3.

Task 704 – Construction Progress Meetings

Attend eight (8) construction progress meetings and prepare a meeting agenda and meeting summary (unless meeting agenda / minutes are included in contractor's scope).

Task 705 – Construction Site Visits

The Consultant's Engineer of Record, or designated representative, will visit the site at intervals deemed appropriate by the Consultant to review the construction of the Project for general conformance with Contract Documents. At a minimum, the Engineer of Record and up to two (2) additional project staff will conduct a total of twelve (12) site visits (6 at each site) during the construction of the Project.

Task 706 – Applications for Payment

The Consultant will review applications for payment submitted by the contractor, including updated progress schedules, and will indicate in writing to the County a recommendation of payment or return the application to the contractor specifying in writing the reasons for not recommending payment. The Consultant's recommendation of payment will constitute a representation by the Consultant to the County that:

- The work has progressed to the point indicated;
- The quality of the work is generally in accordance with the Contract Documents;
- and
- The conditions precedent to the contractor's being entitled to such payment appear to have been fulfilled based on the Consultant's site observations.

In the event that the work has not progressed in accordance with the approved construction schedule, the Consultant will request that the contractor submit a schedule recovery plan indicating corrective actions necessary to put the work back on schedule. The Consultant shall submit the contractor's application for payment to the County within five working days of receipt of the same. It is assumed that there will be nine (9) monthly applications for payment to review.

Task 707 – Requests for Information and Design Clarifications

Review Requests for Information (RFI) submitted by the contractor and provide written responses to the contractor. In addition, the Consultant may find items in the Contract Documents (drawings and specifications) that require clarification but do not necessitate a contract change order. The Consultant will initiate and issue Design Clarifications Memorandums (DCMs) to document the findings and provide the needed clarifications to the design documents. The Consultant shall maintain a log of all RFIs and DCMs log for the Project. It is assumed that up to twenty (20) RFIs will be reviewed and up to five (5) DCMs will be issued.

Task 708 – Change Orders

The Consultant will review requests from the contractor for changes in contract price or contract time and provide written comments to the contractor and the County. If acceptable, the Consultant will prepare a written change order to be signed by the Consultant and the contractor and submitted to the County for approval. This task includes the review of Allowance Authorization Releases and Contingency Releases. It is assumed that up to three (3) change orders will be reviewed.

Task 709 – Substantial Completion

Upon written notification and receipt of a list of items to be completed / corrected from the contractor, the Consultant will visit the site to determine if the work or a designated portion thereof is substantially complete. For the purpose of this task, the Consultant assumes that two (2) substantial completion site visits will be required. When the work (or a portion thereof) is deemed to be substantially complete, the Consultant will prepare a Certificate of Substantial Completion that establishes the date of Substantial Completion. The Certificate of Substantial Completion shall be accompanied by a list of items to be completed / corrected.

Task 710 – Project Close-Out

Subtask 710A – Final Completion Site Visit

Upon written notification from the contractor that the entire work is complete, the Consultant will visit the site to determine if the work is complete as required by the Contract Documents. For the purpose of this task, the Consultant assumes that one (1) final completion site visit will be required for each site (assumed to be both completed on the same day) and will be attended up to three (3) Consultant team members. When the work is deemed to be complete by the Consultant and the County, the Consultant will review the contractor's final application for payment and accompanying documentation and provide a written recommendation of payment to the County. The Consultant will also give written notice to the County and the contractor that the work is acceptable subject to the provisions of Article 16 of the County's General Conditions.

Subtask 710B – Record Drawings

The Consultant will review the contractor's as-built drawings for completeness and compliance with County requirements. This effort shall include the preparation of written comments for submission to the contractor based on the Consultant's review of the as-built drawings. The Consultant will prepare record drawings based on the contractor's as-built data in accordance with the Utilities Standards and Specifications Manual. One (1) complete 22" x 34 set of draft record drawings shall be submitted for review by the County. The Consultant will incorporate comments from the draft review, then submit signed and sealed electronic sets (Portable Document Format and AutoCAD) and one (1) signed and sealed 22" x 34" hard copy set of the record drawings to the County within 30 days of the receipt of the contractor's final as-built drawings.

Subtask 710C – Polk County Health Department Compliance Support

The Consultant shall prepare and submit a "Certification and Request for Clearance to Place Permitted Public Water System Components into Operation" (Form 62-555.900(9)) to the Polk County Health Department for each non-contiguous portion of the Project.

C. Deliverables

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

Task	Activity	Deliverable
701	Pre-Construction Meeting	Meeting agenda and minutes (if not the contractor's responsibility)
702	Contract Documents	Three (3) sets of 22" x 34" conformed construction drawings and technical specifications; written interpretations, clarifications, opinions
704	Progress Meetings	Meeting agenda and minutes (if not the contractor's responsibility)
706	Pay Applications	Written comments on payment applications, as applicable
707	Requests for Information	Written responses to contractors' Requests For Information (Portable Document Format)
708	Change Orders	Written comments on Change Orders, Allowance Authorization Releases, and Contingency Releases
709	Substantial Completion	Certificate of Substantial Completion (with punch list)
710	Project Close-Out	Certificate of Final Completion; one (1) signed / sealed set (22" x 34") record drawings and two (2) electronic sets (Portable Document Format and AutoCAD); construction completion certifications (as required)

D. Schedule

Consultant will continue with the services identified herein immediately upon receipt of an executed copy of this Consultant Services Authorization. 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. Should additional time be required beyond the schedule depicted in Attachment A-1, the Consultant will provide an updated Attachment A-1 (schedule) to the Utilities and Procurement Divisions. Following staff approval, the updated Attachment A-1 will be

forwarded by Utilities staff to Procurement staff for inclusion in the contract file with no further administration action required for extension.

E. Compensation

Modification No. 1 services associated with Consultant Services Authorization 2024-015-01 (originally \$485,710) establishes a not-to-exceed cost of \$348,094 for a revised total cost of \$833,804. Compensation for the services performed under this Consultant Services Authorization shall be on an hourly, not-to-exceed basis using the current hourly rate schedule as set forth in Master Consulting Agreement 2024-015. Other direct costs or expenses incurred in connection with this Consultant Services Authorization will not be invoiced as these expenses have been accounted for in the rate multiplier associated with the Master Consulting Agreement referenced above. A summary of the estimated labor costs is provided in Attachment A-2 for reference only. Each invoice submittal shall include a tabular summary of the originally estimated labor costs by phase in accordance with Attachment A-2, fees invoiced to date, and the balance remaining per phase. The transfer of funds between defined phases is not permitted unless approved in advance in writing by the County Utilities Director. To request consideration for such a transfer, the Consultant must submit satisfactory written justification to transfer unused funds from phases with completed tasks or tasks clearly tracking under budget to phases with tasks requiring additional funding. In addition, the transfer of funds shall not exceed the total authorized fee for the Project. The not-to-exceed cost for this Consultant Services Authorization includes contingency funds in the amount of \$25,000. The contingency funds authorized for use on this Consultant Services Authorization may only be expended upon written approval from the County's Utilities Director. Adequate justification must be provided by the Consultant for the release of contingency funds. Any out-of-scope services performed requiring the release of contingency funds will be considered at-risk and may not be compensated until, or if, written approval is granted by the County's Utilities Director.

The Consultant will minimally provide a consultant invoice summary with each invoice, based on a mutually agreed-upon breakdown of phases and tasks in Attachment A-2 that reflect the effort and deliverables submitted to the County. The summary will depict

the overall phases, associated budgets, amounts invoiced to date, and balance remaining. Invoices for compensation submitted by the Consultant will include the reviewed and approved consultant invoice summary, an updated Project schedule, notarized affidavits (as applicable), and the monthly status report.

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

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

F. County's Responsibilities

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

- Easement documents

G. Services Not Included

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

- Full time resident project representative services
- Construction surveying services
- Special inspection and testing services
- Resident engineer and inspection services
- Health and safety plan
- Storm Water Pollution Prevention Plan (SWPPP)
- Start-up, testing and commissioning plan
- Operation and maintenance data/manuals
- Operations plan
- Training

- Asset management
- Construction permits
- Public outreach services
- Environmental evaluation and mitigation, including contaminated soils or groundwater, should they be found during excavation

H. Assumptions

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

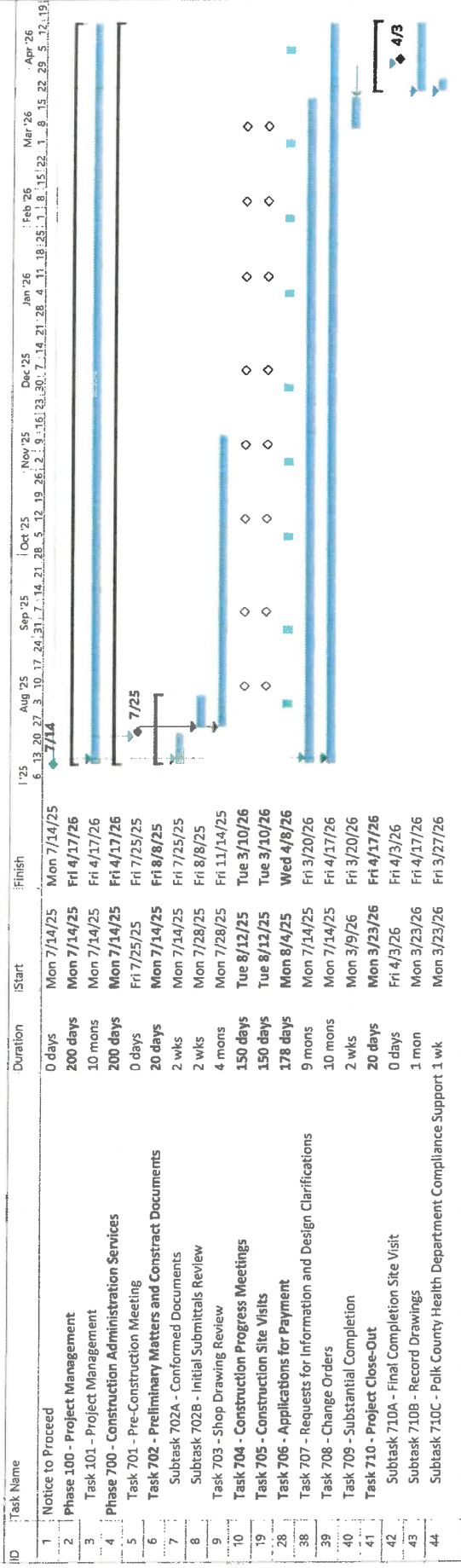
- Consultant's schedule and compensation are based on providing the above services for a period of ten (10) months. This schedule provides nine (9) months of construction administration services and one (1) month for Project Close-Out.
- Construction Administration Services are estimated based on a single construction contract, inclusive of both well sites.
- Construction site visits will occur on the same day as construction progress meetings. Four additional construction site visits (for a total of 12) will be conducted on days that don't coincide with the construction progress meetings.
- The Consultant will require special inspection or testing by the contractor as may be deemed necessary to assess conformance with the Contract Documents.
- Assumed quantities listed with Scope of Services for the Project (i.e., number of months, meetings, personnel, site visits, RFIs, submittals/shop drawings, pay applications, change orders, etc.) are the basis for hourly, not-to-exceed fee. Any exceedance of these assumed quantities is considered additional, out-of-scope services and may require additional authorization and compensation.

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ATTACHMENT A-1

Polk County Utilities

Holly Hill UFA #2 and Oak Hills #4 Wellheads



ATTACHMENT A-3
PCU Holly Hill and Oak Hills Wellheads - Submittal List

Div. No.	Spec Section #	Spec. Title	Description of Submittal	Submittal Count
1	01 31 00	Coordination and Project Requirements	Construction Schedule (monthly updates)	8
1	01 33 00	Submittal Procedures	Plan of Operations	1
1	01 57 00	Temporary Controls for Environmental Protection	Environmental Protection Plan	1
1	01 75 00	Facility Commissioning, Testing, and Startup	Startup Plan, Forms, and Schedule	1
1	01 77 00	Closeout Procedures	As-Built Drawings	1
1	01 77 00	Closeout Procedures	Special Guarantee	1
2	02 40 00	Demolition	Solid Waste Management Plan	1
3	03 10 00	Concrete Formwork and Formwork Accessories	Formwork products	1
3	03 15 00	Concrete Joints and Accessories	Product Data	1
3	03 15 00	Concrete Joints and Accessories	Shop Drawings	2
3	03 15 00	Concrete Joints and Accessories	Quality Control Certifications	1
3	03 20 00	Concrete Reinforcement and Reinforcement Supports	Product Data	1
3	03 20 00	Concrete Reinforcement and Reinforcement Supports	Shop Drawings	1
3	03 30 00	Concrete Mixtures, Handling, Placing, and Constructing	Product Data	2
3	03 30 50	Hot Weather Concreting	Shop Drawings	1
3	03 30 50	Hot Weather Concreting	Quality Assurance	2
3	03 33 00	Concrete Curing and Protection	Product Data	1
3	03 33 00	Concrete Curing and Protection	Samples	1
3	03 35 00	Concrete Finishing (Structural)	Product Data	1
3	03 60 00	Grouts	Product Data	1
4	04 22 00	Concrete Masonry Units	Product Data	2
4	04 22 00	Concrete Masonry Units	Shop Drawings for Reinforcement in CMU	1
4	04 22 00	Concrete Masonry Units	Information for Grout and Mortar Mix Design	1
4	04 22 00	Concrete Masonry Units	Test Reports and Information	1
5	05 05 23	Concrete Anchors	Product Data	1
5	05 05 23	Concrete Anchors	Anchor Installation Plan	1
5	05 50 00	Metal Fabrications (Miscellaneous Metals)	Product Data	4
5	05 50 00	Metal Fabrications (Miscellaneous Metals)	Shop Drawings	2
9	09 26 15	Textured Acrylic Finishes	Product Data	2
9	09 91 00	Painting	Product Data	1
9	09 96 00	High Performance Coatings	Product Data	1
10	10 40 00	Identifying Devices	Product Data	5
10	10 40 00	Identifying Devices	Shop Drawings	1
10	10 40 00	Identifying Devices	Samples	1
22	22 00 00	Plumbing	Manufacturer's Information	1
22	22 00 00	Plumbing	Operations and Maintenance Manuals	2
23	23 00 00	Heating, Ventilating, and Air Conditioning	Provide shop drawings and technical literature	1
23	23 00 00	Heating, Ventilating, and Air Conditioning	Signed and sealed structural calculations and detailed drawings	1
23	23 00 00	Heating, Ventilating, and Air Conditioning	Manuals	1
26	26 01 26	Electrical Tests	Complete system test procedures and test record forms	1
26	26 01 26	Electrical Tests	Completed test results to the Professional for review	1
26	26 05 01	Electric Motor Drives	Shop drawing	2
26	26 05 19	Low Voltage Wire and Cable	Material or equipment data	1
26	26 05 20	Signal Cable	Material or equipment data	1
26	26 05 26	Electrical Grounding	Material or equipment data	1
26	26 05 33	Conduit, Raceways and Fittings	Complete catalog cuts	1

ATTACHMENT A-3
PCU Holly Hill and Oak Hills Wellheads - Submittal List

Div. No.	Spec Section #	Spec. Title	Description of Submittal	Submittal Count
26	26 05 33	Conduit, Raceways and Fittings	Dimensioned layout drawings of cable tray routings, including elevations	2
26	26 05 43	Underground Electrical Work	Shop Drawings	2
26	26 05 73	Power System Studies	Product Data	1
26	26 05 73	Power System Studies	Results of the Short-Circuit Study	4
26	26 05 73	Power System Studies	Sample arc flash warning labels for each piece of equipment	2
26	26 09 00	Control Devices	Material or equipment data	1
26	26 22 00	Dry Type Transformers	Material or equipment data	1
26	26 24 16	Panelboards	Material or equipment data	1
26	26 24 16	Panelboards	Shop Drawings	1
26	26 24 16	Panelboards	Field acceptance test results.	1
26	26 27 26	Wiring Devices	Material or equipment data	1
26	26 28 00	Protective Devices and Switches	Material or equipment data	1
26	26 29 13	Motor Starters	Material or equipment data	1
26	26 29 23	Variable Frequency Drives (VFD)	Material or equipment data	1
26	26 29 23	Variable Frequency Drives (VFD)	Material or equipment data	1
26	26 29 23	Variable Frequency Drives (VFD)	Certified factory test report	1
26	26 29 23	Variable Frequency Drives (VFD)	Manuals	1
26	26 33 34	Uninterruptible Power Supply (UPS) 1.5 Kva and Smaller	Certified field test report	1
26	26 33 34	Uninterruptible Power Supply (UPS) 1.5 Kva and Smaller	Material or equipment data	1
26	26 36 00	Automatic and Non-Automatic Transfer Switches	Manuals	1
26	26 36 00	Automatic and Non-Automatic Transfer Switches	Material or equipment data	1
26	26 36 00	Automatic and Non-Automatic Transfer Switches	Manuals	1
26	26 43 00	Surge Protective Devices	Catalog cut sheets	1
26	26 05 00	Lighting	Material or equipment data	1
26	26 05 00	Lighting	Photometric curves	1
26	26 05 00	Lighting	Shop Drawings	1
26	26 05 00	Lighting	Shop drawings	1
28	28 21 00	Surveillance Cameras	Manuals	1
31	31 00 00	Earthwork	Informational Purposes - Excavation Protection Plan	1
31	31 00 00	Earthwork	Informational Purposes - Dewatering Plan	1
31	31 00 00	Earthwork	Product Data	2
31	31 00 00	Earthwork	Samples and Test Results	1
32	32 12 16	Paving and Surfacing	Product Data	1
32	32 12 16	Paving and Surfacing	Samples and Test Results	1
32	32 16 00	Concrete Curb, Gutters, and Sidewalks	Product Data	1
32	32 31 24	Ornamental Aluminum Fences and Gates	Product Data	1
32	32 31 24	Ornamental Aluminum Fences and Gates	Shop drawings	1
32	32 31 24	Ornamental Aluminum Fences and Gates	Manufacturer's standard and custom color selections	1
32	32 31 24	Ornamental Aluminum Fences and Gates	Calculations or design certification	1
32	32 84 00	Planting Irrigation	Proposed work schedule	1
32	32 84 00	Planting Irrigation	Product Data	1
32	32 93 00	Planting	Product Data	1
33	33 01 10	Disinfection	Disinfection Plan	1
33	33 05 05	Pipeline Hydrostatic Pressure Testing	Testing Plan	1
33	33 05 19	Ductile Iron Pipe and Fittings	Product Data	1
40	40 05 08	Pipe Supports	Shop Drawings	2
40	40 05 08	Pipe Supports	Anchorage design	2

ATTACHMENT A-3
PCU Holly Hill and Oak Hills Wellheads - Submittal List

Div. No.	Spec Section #	Spec. Title	Description of Submittal	Submittal Count
40	40 05 61	Gate Valves	Manufacturer's product data	1
40	40 05 61	Gate Valves	Manuals	1
40	40 05 65	Check Valves	Manufacturer's product data	1
40	40 05 65	Check Valves	Manuals	1
40	40 05 68	Air Valves	Manufacturer's product data	1
40	40 05 68	Air Valves	Manuals	1
40	40 27 00	Piping, Valves, and Accessories	Shop Drawings	15
40	40 27 00	Piping, Valves, and Accessories	Manuals	1
40	40 27 00	Piping, Valves, and Accessories	Field test reports	1
40	40 27 10	Pipe Couplings	Manufacturer's product data	1
40	40 27 10	Pipe Couplings	Manuals	1
40	40 63 00	Programmable Logic Controllers	Shop Drawings	1
40	40 66 00	Networking and Communication Equipment	Data on the proposed wireless service carrier	1
40	40 66 00	Networking and Communication Equipment	Pre-construction Network Topology Diagram	2
40	40 66 00	Networking and Communication Equipment	Testing reports	1
40	40 66 00	Networking and Communication Equipment	Operations and Maintenance Manual	1
40	40 67 00	Panels	Shop Drawings	1
40	40 67 00	Panels	Manuals	1
40	40 68 01	Process Control Software Modification	SCADA programmers' qualifications	1
40	40 68 01	Process Control Software Modification	Color screen print outs	1
40	40 68 01	Process Control Software Modification	Manuals	1
40	40 71 00	Flow Measurement	Shop Drawings and Product Data	1
40	40 71 00	Flow Measurement	Factory Testing and Calibration	1
40	40 71 00	Flow Measurement	Manuals	1
40	40 73 00	Pressure Measurement	Shop Drawings	1
40	40 73 00	Pressure Measurement	Manuals	1
40	40 78 00	Panel Mounted and Miscellaneous Field Instruments	Shop drawings	1
43	43 24 13	Vertical Turbine Pumps	Shop Drawings	2
43	43 24 13	Vertical Turbine Pumps	Performance Testing	2
43	43 24 13	Vertical Turbine Pumps	Manuals	1

Submittals	Total Hours
Subtotal	171
Resubmittals (assume 40%)	556
Total	69
	156
	240
	712

ADDITIONAL SERVICES AGREEMENT

To: **Kennedy/Jenks Consultants, Inc.**
C/o Corey Young, PE
2202 N West Shore Blvd, Suite 200
Tampa, FL 33607

Re: **Professional Services**
Additional Services

Date: June 16, 2025

PRIMARY AGREEMENT:

The Primary Agreement dated effectively April 24, 2024 between Phil Graham Landscape Architecture and Kennedy/Jenks Consultants, Inc. shall be the controlling document for Professional Services provided under this Additional Services Agreement and all terms and conditions contained therein shall apply to the services stated herein.

ADDITIONAL SCOPE OF WORK:

Phil Graham Landscape Architecture (CONSULTANT) shall provide **Kennedy/Jenks (CLIENT)** professional services to include the following:

- Professional observation of scope-related construction as described herein

ADDITIONAL SCOPE OF SERVICES:

Task 4: Professional Observation

- 4.1 Prepare conformed drawings (as may be necessary) to accommodate inquires during contractor bidding
- 4.2 Attend one (1) virtual pre-construction conference with CLIENT and scope-related contractor
- 4.3 Attend up to two (2) on-site conferences during construction
- 4.4 Prepare response(s) to CLIENT of Requests For Information during construction
- 4.5 Prepare response(s) to CLIENT of Contractor submittals
- 4.6 Prepare record drawings

ADDITIONAL FEES:

CONSULTANT agrees to provide CLIENT professional additional services described herein for a lump sum fee of **\$ 3,000.00.**



Kennedy Jenks

Exhibit "B"

**Kennedy Jenks Consultants, Inc.
Fee Schedule November 2023**

Billing Classification	Range of Direct Labor Rates		Range of Billing Rates	
	Min	Max	Min	Max
Engineer/Scientist/Specialist 1	22.00	25.00	67.07	76.21
Engineer/Scientist/Specialist 2	25.97	44.24	79.17	134.86
Engineer/Scientist/Specialist 3	31.64	50.79	96.45	154.83
Engineer/Scientist/Specialist 4	35.99	74.18	109.71	226.13
Engineer/Scientist/Specialist 5	46.10	73.56	140.53	224.24
Engineer/Scientist/Specialist 6	53.23	82.92	162.27	252.78
Engineer/Scientist/Specialist 7	54.16	100.00	165.10	304.85
Engineer/Scientist/Specialist 8	72.11	123.60	219.82	340.00*
Engineer/Scientist/Specialist 9	91.41	160.00	278.66	360.00*
Senior CAD Designer	46.00	54.26	140.23	165.41
CAD Designer	37.23	49.04	113.49	149.50
Senior CAD Technician	26.99	44.72	82.28	136.33
CAD Technician	30.16	35.09	91.94	106.97
Project Assistant	27.61	51.51	84.17	157.03
Administrative Assistant	22.87	44.00	69.72	134.13

*Capped to maximum rate

Multiplier Calculation November 2023

Multiplier Calculation	
Direct Labor	1.00
Payroll Burden / Fringe Benefits	0.59
Overhead / General Administrative	1.24
Direct Expenses	0.05
Subtotal	2.88
Profit (6 %)	0.17
Total Multiplier	3.05

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

10/1/2025

DATE (MM/DD/YYYY)

6/24/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies, LLC 444 W. 47th St., Ste. 900 Kansas City MO 64112-1906 (816) 960-9000 kcasu@lockton.com	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: Zurich American Insurance Company INSURER B: American Guarantee and Liab. Ins. Co. INSURER C: Columbia Casualty Company INSURER D: INSURER E: INSURER F:
INSURED 1372166 KENNEDY/JENKS CONSULTANTS, INC. 275 BATTERY ST., SUITE 550 SAN FRANCISCO CA 94111	NAIC # 16535 26247 31127

COVERAGES**CERTIFICATE NUMBER:** 22032768**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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	GLO 5833581	10/1/2024	10/1/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	BAP 9326879	10/1/2024	10/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	Y	SXS 4152107	10/1/2024	10/1/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ XXXXXXXX
A	<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	Y	WC 9326878	10/1/2024	10/1/2025	<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
C	<input checked="" type="checkbox"/> PROFESSIONAL LIABILITY	N	Y	AEH591952650	10/1/2024	10/1/2025	\$2,000,000 PER CLAIM \$2,000,000 ANNUAL AGGREGATE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: CONTRACT NUMBER: CSA 2024-015-01, PROJECT: HOLLY HILL UFA #2 AND OAK HILLS #4 WELLHEADS ESDC.

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA IS ADDITIONAL INSURED AS RESPECTS GENERAL LIABILITY, AUTOMOBILE LIABILITY AND UMBRELLA LIABILITY, IF REQUIRED BY WRITTEN CONTRACT. WAIVER OF SUBROGATION IN FAVOR OF THE ADDITIONAL INSURED APPLIES AS RESPECTS GENERAL LIABILITY, AUTOMOBILE LIABILITY, UMBRELLA/EXCESS LIABILITY, WORKERS COMPENSATION/EMPLOYERS LIABILITY AND PROFESSIONAL LIABILITY, IF REQUIRED BY WRITTEN CONTRACT AND WHERE ALLOWED BY LAW. COVERAGE IS SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY.

CERTIFICATE HOLDER**CANCELLATION**

22032768
POLK COUNTY
A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA
330 WEST CHURCH STREET
BARTOW, FL 33830

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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