

Consultant Services Authorization-Modification

Firm Name:	SLAM
Master Agreement No.:	2021-031
CSA No.:	2021-031-02
CSA Modification No.:	01
Project Name:	Indigent Health Care (Community Health Care) – Expansion Study
Project Description:	Existing Building assessment/study for proposed modifications
Project Exhibit Attachment	Exhibit "A"- Modified Scope of Services
Original # of days to complete project	Upon Project Completion
# of days increased by previous modification (if applicable)	N/A
Additional # of days for this Modification	N/A
Revised total # of days to complete project	N/A
Original Compensation	\$70,480.00
Net change by previous modifications	N/A
Compensation increase/decrease this Modification	\$97,992.00
Revised total compensation	\$168,472.00
Budget Source/Availability	14491.260561039.5331010

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

Attest:

STACY M. BUTTERFIELD

By: _____

Deputy Clerk

Date Approved by County: _____

POLK COUNTY, a political subdivision
of the State of Florida

By: _____

_____, Chairman

Board of County Commissioners

Review as to form and legal sufficiency

 9/11/25

County Attorney's Office Date

The S/L/A/M Collaborative, Inc.

Attest:

CONSULTANT COMPANY NAME



Authorized Corporate Officer

Daniel S. Kantor, Treasurer 09/04/2025

[Printed Name and Title] Date

 09/04/2025Corporate Secretary
Brenda Johnson, Asst. Secretary

Date





August 19, 2025

Via Email

Mr. Keith Tate AIA
Facilities Management Director
Facilities Management Division
2160 Marshall Edwards Drive
Bartow, Florida 33830

RE: Polk County Indigent Health Care -
Community Health Care Expansion Study

Dear Keith,

This letter defines the Scope of Services and associated fees for a master planning study to be performed for County-owned property located in east Bartow currently along Marshall Edwards Drive and Brice Boulevard and between Golfview Avenue and Brice Boulevard. The combined acreage of combined parcels is approximately 17.6 acres. The study area is contained on the following Polk County parcels.

Parcel ID: 25-30-09-000000-024010

Acreage: 74.21
Buildings: 22
SQFT: 76,712

Parcel ID: 253009000000041020

Acreage: 30.13
Buildings: 18
SQFT: 113,200

Parcel ID: 253009000000041040

Acreage: 1.73
Buildings: 1
SQFT: 24,112

This assemblage of properties and the collection of structures includes some that are underutilized or near their end of service with aging infrastructure, deferred maintenance issues, moisture intrusion and air quality concerns that make renovation and repurposing these facilities costly and inefficient.

Polk County is interested in developing a concentrated campus for Community Health and Human Services that would become a coordinated campus addressing healthcare assistance, food security and other basic needs. This umbrella of services will improve access, coordination and efficiency of service by developing a flexible multi-use facility that can adapt to changing needs and programs that serve the community

This assessment and masterplan study will develop alternatives and phased implementation for best use of the referenced properties and establish a development masterplan vision for growth, improved efficiency and service for the community health assistance.

This master planning effort includes the following Polk County agencies, departments or services.

The S/L/A/M Collaborative, Inc.
150 N Orange Avenue, Suite 420, Orlando FL

BoCC Health & Human Services (HHS) Division	BoCC Risk Management	BoCC Emergency Management	BoCC IT	(Non-BoCC) Florida Department of Health (FDOH)
<ul style="list-style-type: none"> • Community Health Care • Healthy Families • Housing & Neighborhood Development • Veteran Services • HHS Admin/Finance • Volunteer Services 	<ul style="list-style-type: none"> • Risk Management offices and Employee Wellness Clinic (2 different locations) 	<ul style="list-style-type: none"> • Special Needs Shelter (and supplies and equipment space) 	<ul style="list-style-type: none"> • Records storage warehouse 	<ul style="list-style-type: none"> • Florida Department of Health (FDOH) • Specialty Care Clinic • Bartow Women, Infants and Children (WIC) office • Children's Home Society • Children's Advocacy Center

The study area excludes the Polk County Jail campus and jail facilities. That campus operational and space needs have been addressed under a separate study and as such are not included in this scope of work. Consideration for in custody use and access to proposed Clinic will be included.

SLAM has partnered with RTM Engineering for mechanical, electrical, & plumbing engineering services and Kisinger Campo and Associates [KCA] to provide Phase 1 environmental assessments.

This proposal outlines our provided scope of work, proposed schedule and estimated fee on a "Lump Sum" basis. Should any additional effort be required to complete the listed tasks outlined this proposal, SLAM will coordinate with Polk County for any additional fees required to fully cover the scope of work.

Provided Scope

Environmental Phase 1 Assessment

KCA will conduct a Level I Contamination Screening to identify potential environmental contamination by researching historical and current uses of a property, conducting a limited site inspection, and reviewing readily available and applicable records. It will focus on identifying "recognized environmental conditions" (RECs) based on available information without sampling or testing. Our research assessment will exam historical records like fire insurance maps, aerial photos, city directories, and government reports utilizing databases and available online resources to research potential contamination issues. KCA will prepare a preliminary assessment of the potential risk of contamination based on the information gathered. A Level I Contamination Screening Evaluation Technical Memorandum will be prepared to document the findings of the investigation.

NOTE: Level II (Impact to Construction Assessment) and Level III (Contamination Remediation Action) are not included, and if needed, would require work by others.

Site + Civil Engineering Assessment

The design team will conduct an analysis of the property to identify applicable design criteria for future redevelopment of the parcels. Overall plans and written descriptions will be provided that are conceptual in nature. Scope may include one or more renovated and/or new buildings, along with the necessary infrastructure associated, such as parking, utility services, stormwater treatment and roadway alterations/modifications. Generally, the following is the scope of work.

- Provide a written description of the land uses and acceptable future land uses of the properties based upon Polk County planning and zoning maps. The report will identify whether parcels can accommodate office space and other uses currently considered for the master plan redevelopment area. Provide the calculation needed to determine the number of parking spaces required for the land uses considered for the master plan redevelopment area (typically number of parking spaces per 1000 sf of building square footage)..

- Develop an overall plan that identifies existing wetlands (from National Wetlands Inventory databases), existing flood plains (based on FEMA Flood Map Service Centers), existing stormwater treatment ponds and areas that currently have existing environmental resources (stormwater) permits issued by the Southwest Florida Water Management District (SWFWMD). Summarize the findings through a written description that identifies implications of these conditions on the overall development strategy.
- Gather existing utility maps of the properties from the Polk County Utility Department that shows existing water/sewer/fire facilities in the parcels. Present this information in an overall site plan. Provide a written description that includes a general assessment of the capacity of the existing system to allow for future development identified in this masterplan. The need for offsite improvements will not be addressed.
- Gather existing maps of power and telecommunication from the County and present these in an overall site plan. Provide a written description of the adequacy of these services based upon conversation with the County.
- Coordination with architect on findings and preparation of report
- Assist with preparation of final conceptual plan that shows conceptual buildings, roadways, parking and stormwater facilities. Stormwater ponds will be approximated as 15 percent of the area that drains to the pond.

Building Condition and Infrastructure Assessment

The design team architectural staff will assess the general conditions of individual facilities regarding the physical condition of the building envelope, an accessibility assessment, and notable deferred maintenance issues. Our engineering design team will make a general building systems and infrastructure assessment for the existing listed facilities to determine their general condition, life expectancy and capacity.

Operational and Space Analysis

This phase of the study will include identification of the present and future needs throughout the STUDY AREA. This will be accomplished with the aid of a customized survey instrument and a series of interviews. Coupled with this activity will be a careful review of any existing available planning studies, space needs reports, policies and expansion plans to identify future space needs. The design team will prepare a survey instrument to be distributed to department representatives within the study area. Data to be requested will include:

- Departmental mission and function
- Functional relationships and adjacencies
- Staff by type and number - current and historic
- Current space allocations and unmet space needs
- Equipment with significant impact on space needs
- Data/record storage practices and requirements
- Relationship to public access and visitation
- Parking and vehicle/equipment storage

The SLAM design team will conduct interviews with key persons in each department and other County stakeholders to review the survey responses. With data developed through the survey instruments, the design team will project future personnel requirements for each of the agencies or sub-agencies surveyed based on the appropriate space drivers. These personnel projections will consider projected population growth, historic trend analysis, and agency-specific growth factors relevant to the functions they perform. The projection will define changes in personnel by type and number in five-year increments to the year 2035. Those personnel projections will correlate with space needs projections. Projections will be compared with the agencies' and departments' own personnel estimates and the most reasonable projection will be recommended for space needs estimates. Reconciled space projections will be reviewed with the County to ensure reasonableness and acceptability prior to utilization in the preparation of development options.

SLAM will incorporate outcomes from the Marketing Feasibility Study and associated Community Readiness Assessment. The separate Marketing Feasibility Study is assessing various programs and the ability to effectively promote and deliver services from the East Bartow campus (and surrounding areas) in light of social, economic, and environmental conditions. The Marketing Feasibility Study will provide actionable insights to guide future strategic planning, engaging community members, and more effective and efficient services – noting that residents throughout much of the county are (or may be) willing to travel to a Bartow campus. Additionally, a Community Readiness Assessment will describe how ready target communities are to adopt and engage with new health services or programs.

Alternative Options Development

This task will entail the preparation of architectural planning options for locating projected space needs at existing County facilities or identified parcels. The study will address county operational needs at the current study parcels. The range of concept development will include existing facility demolition/ renovation or expansion recommendations, site development planning issues (land utilization, pedestrian and vehicular circulation, parking, areas for expansion, storm water retention/detention and landscape forms), and architectural concepts. The architectural concepts will include initial massing studies and character sketches that satisfy the goals and objectives of Polk County.

These planning options will illustrate how County space needs can be accommodated and define proposed new facilities. In addition, the planning development will demonstrate a phased implementation strategy, future expansion capabilities and develop order of magnitude budgets per phase.

The design team will conduct planning sessions to develop conceptual site plans/diagrams of building pad(s), associated parking, and infrastructure requirements for the proposed expansion. Generally, the following is the scope of work:

- Develop graphic site diagrams, building footprints showing the proposed additions/modifications.
- Prepare conceptual cost estimate for the proposed improvements.
- Attend (2) meetings with the team to refine the package. (one in person/one virtual)
- Provide summary report with our findings and recommendations for site development and conceptual master planning.

Project Schedule

We anticipate that our schedule for completing the assessment and reporting to take approximately 12 weeks from notice to proceed to Draft Report.

Project Kick-off	TBD
Conditions Assessment	
Environmental Assessment	4 weeks
Civil Engineering Assessment	6 weeks
Building Condition Assessment	4 weeks
Operational and Space Needs Assessment	8 weeks
Alternative Options Development	6 weeks
Draft Report Recommendations	3 weeks
Polk County Review + Comments	2 weeks
Final Report	2 weeks

Fee

See attached spreadsheet for phase and task breakdown. The proposed lump sum fee for the entire Scope of Services is estimated at \$ 97,992. Project expenses associated with travel and deliverables are included within the lump sum.

Thank you for the opportunity to assist you on this project! If you require further information, please do not hesitate to contact me.

Regards,



Douglas Kleppin, AIA

Principal, SLAM Collaborative

Enclosures: East Bartow County map



 Indicates existing facilities included in the **Building Condition and Infrastructure Assessment**

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 #: 2021-031-02 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 5/8/2024 Division: FACILITIES MANAGEMENT DIVISION

Project Manager's Name: WILLIAM (BILL) CANTRELL Phone #: 5528

Project Name: INDIGENT HEALTHCARE RENOVATION/EXP. STUDY

Total Project Budget: \$ 2 million ^{Original \$ 25/26} _{Order #} Project # N/A - TBD - 25/26

Estimate of Construction Cost: \$ 1.5M RENT + 2 million

Proposed Consultant: SLAM Fee: \$ 70,480.00

Master Consultant Agreement # 2021-031 Fee: \$97,992.00 Total Fee: 168,472.00

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

Approved By: [Signature] Date 5/9/2024
Division Director/Designee Approved By: [Signature] Date: 8/21/25

Procurement Division

Date Received: 6/4/24 6/25/24 Date Reviewed by Analyst: 6/11/24 - Analyst sent notes and assigned #

Approved by: [Signature]
(Procurement Director/Designee)

Mod#1

[Signature] 9/9/25

COI Received 9/6/24 [Signature]

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

Date Received: 9/9/24 Date Reviewed: 9/10/24

Approved by: [Signature]
(County Attorney Office Signature)

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

Date Received: _____ Date Reviewed: _____

Approved by: _____
(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)).

Revised: 8/25/20(MS)

REQUEST FOR LEGAL SERVICES

To: County Attorney's Office
Attention: Noah Milov

From: Javier Torres Drawer No. PW\05

Dept: Facilities Management Ext. 534-5542

Date: _____

Request (in detail): _____

Please review and sign the attached to Consultant Services Authorization Modification No. 1 of Consultant Service Authorization (CSA) No. 2021-031-02 with SLAM for the Polk County Indigent Health Care - Community Health Care Expansion Study

Please indicate any time limits involved and attach all necessary documentation.

For County Attorney office use only:

Assign to: Noah

Date: 9/9/25

County Attorney Project No.: 25-575

Logged out: 9/11/2025

clear fields