



Consultant Services Authorization

Firm	Tetra Tech, Inc.
Master Agreement No.	2024-018
CSA No.	2024-018-01
Project Name	Northwest Region Utility Service Area Master Plan Update
Project Description	Consultant will provide professional services including project management, review of existing conditions, hydraulic model updates, water/wastewater/reclaimed water system planning, and final report in support of the project.
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	\$ 291,448.00
Special Contract Conditions	NA
Insurance Requirements	Professional Liability
Liquidated Damages	\$ 0.00 Per Day
Budget Source/Availability	42113.680536150.5666000.6853002 (NWRUSA Master Plan Update)

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 Preston Hopson

Tetra Tech, Inc.

CONSULTANT COMPANY NAME

Authorized Corporate Officer

Richard A. Lemmon, Senior Vice President
[Printed Name and Title]

Date: October 31, 2024

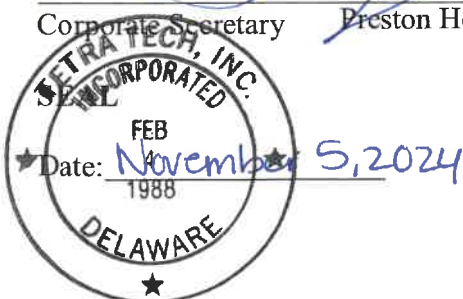


Exhibit A
Consultant Services Authorization
24-018-01
Northwest Region Utility Service Area Master Plan Update

Tetra Tech, (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 the Northwest Regional Utility Service Area Master Plan Update (Project) as further detailed in this Consultant Services Authorization.

A. Project Background and Description

Polk County owns and operates potable water, wastewater and reclaimed water facilities within the Northwest Regional Utility Service Area (NWRUSA). The NWRUSA service area is approximately 43 square miles and is bordered to the north by the Green Swamp, the southeast by I-4, the south by the City of Lakeland and to the west by the Polk County line.

This Project will update the previous NWRUSA Master Plan completed in 2016 to reflect current and projected conditions in the service area. The Master Plan will address facility needs for the potable water, wastewater and reclaimed systems and will set forth a plan for future growth by identifying capital improvement projects to meet projected demands through 2045. 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 design, bid, and construction documents produced by the Consultant or their subconsultants 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 and Consultant's subconsultants.

Task 102 – Kick-off Meeting and Review Meetings

The Consultant will attend one Kick-Off 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.

The Consultant will attend one Basis of Planning Review meeting with the County to review the existing conditions, historical data, and flow projections. 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.

The Consultant will attend one Hydraulic Model Review meeting with the County to discuss the updates to the hydraulic models, allocation of current and projected flows, and calibration results. 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.

The Consultant will attend one Capital Program Review meeting with the County to discuss the proposed capital improvement program for the water and wastewater systems, as well as the results of the wastewater treatment facility location analysis. 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.

The Consultant will attend one Draft Master Plan Review meeting with the County to review and receive comments on the Draft Master Plan. 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.

Phase 200 – Review of Existing Conditions and Basis of Planning

Task 201 – Data Request and Review

The Consultant will prepare and submit a detailed data request of information necessary for completion of the scope of services to the County. Such information may include capacity analysis reports, utility operations data, hydrogeological data, utility billing information, permit compliance data, and water production facility (WPF) monthly operating reports. A preliminary summary of data needs is provided in Section VI, County's Responsibilities. The Consultant will review the existing data available and utilize the pertinent information in the Master Plan analysis.

Task 202 – Facility Site Visits

The Consultant, accompanied by County operations personnel, will review the aboveground assets for the NWRUSA water production, wastewater treatment and reclaimed water facilities (including the ASR site), and key lift stations. The purpose of the site visits will be to visually confirm the system information as provided by the County and to identify existing operational constraints based on discussion with County staff. This information will assist in the understanding and development of the County's facility needs. The Consultant estimates that the site visits will be completed in a single day.

Task 203 – Regulatory Considerations

The Consultant will review the County's operating permits with the Polk County Department of Health (DOH) (Florida Department of Environmental Protection (FDEP)) and water use permit with the Southwest Florida Water Management District (SWFWMD) and identify permitted and /or regulatory constraints for the facilities. The Consultant will summarize recent changes to state and federal regulations including new state rules regarding potable reuse.

Task 204 – Water, Wastewater and Reclaimed Water Projections

The Consultant will use the population and water demand projections provided by PCU. Wastewater projections will be estimated as a fraction of the potable demands based on a comparison of recent historical potable and wastewater flows. Reclaimed water projections will be estimated based on the effluent disposal options considered, and line extensions in the current CIP or as proposed in the master plan.

Phase 300 – Hydraulic Model

Task 301 – Water Distribution Model Update and Demand Allocation

The Consultant assumes that the water distribution model network reflects the current configuration of the system. The Consultant will review the existing GIS database and the existing hydraulic model provided by the County to identify potential gaps. Updates to the model from GIS or record drawings will be compensated through Contingency Funds (see Section V Compensation).

The Consultant will allocate demands for the current conditions based on billing records and water production data provided by the County. The County will provide billing record data by address or parcel ID for the most recent available 12-months in Microsoft Excel. The County also will provide daily and hourly water production, if available for the same period in Microsoft Excel. Average day customer demands will be allocated geographically based on the detail of the data provided. Unaccounted for water will be allocated uniformly throughout the system. Peaking factors for maximum day and peak hour demands will be applied based on the data provided.

No model calibration activities are included in this scope of services.

Future demands will be entered in the model for 2030, 2035, and 2045 planning years based on the projections completed in Task 204.

Task 302 – Water Distribution Existing Conditions Evaluation

The Consultant will use the steady state hydraulic model to evaluate the maximum day, maximum day plus fire flow, and peak hour demands for the existing conditions. The Consultant will provide maps showing system pressures and available fire flow.

Task 303 – Wastewater Model Update and Flow Allocation

The Consultant assumes that the wastewater model network reflects the current configuration of the system. The Consultant will review the existing GIS database and the existing hydraulic model provided by the County to identify potential gaps. Updates to the model from GIS or record drawings will be compensated through Contingency Funds (see Section V Compensation).

The Consultant will allocate wastewater flows for the current conditions based on the average billed water use and a factor reflecting water use and metered wastewater flow at the wastewater treatment facility. The County will provide wastewater flow meter data for the most recent available 12 months in Microsoft Excel, for the same period provided for the water billing records. Peaking factors for peak hour flow will be applied based on County standards.

No model calibration or validation activities are included in this scope of services.

Future wastewater flows will be entered in the model for 2030, 2035, and 2045 planning years based on the projections completed in Task 204.

Task 304 – Wastewater Existing Conditions Evaluation

The Consultant will use the steady state hydraulic model to evaluate the pressure system for two scenarios under the existing conditions. One scenario will consider the maximum case with all lift stations pumping and a second scenario, to be determined in the course of the project will consider a more typical operating case.

Task 305 – Reclaimed Water Distribution Model Update and Demand Allocation

The Consultant assumes that the reclaimed water distribution model network reflects the current configuration of the system. The Consultant will review the existing GIS database and the existing hydraulic model provided by the County to identify potential gaps. Updates to the model from GIS or record drawings will be compensated through Contingency Funds (see Section V Compensation).

The Consultant will allocate demands for the current conditions based on billing records and reclaimed water production data provided by the County. The County will provide billing record data by address or parcel ID for the most recent available 12-months in Microsoft Excel. The County also will provide daily and hourly reclaimed water production, if available for the same period in Microsoft Excel. County will also provide the irrigation schedule for reclaimed water. Average day customer demands will be allocated geographically based on the detail of the data provided. Unaccounted for water will be allocated uniformly throughout the system. Peaking factors for maximum day and peak hour demands will be applied based on the data provided.

No model calibration activities are included in this scope of services.

Future demands will be entered in the model for 2030, 2035, and 2045 planning years based on the projections completed in Task 204.

Task 306 – Reclaimed Water Existing Conditions Evaluation

The Consultant will use the steady state hydraulic model to evaluate the maximum day, and peak hour demands for the existing conditions. The Consultant will provide maps showing system pressures and available fire flow.

Phase 400 – Water, Wastewater and Reclaimed Water System Planning

Task 401 – Water Hydraulic Evaluation

The Consultant will evaluate the infrastructure needs for the potable water system based the difference between the existing infrastructure and the projected demands. This task provides for the evaluation of the potable water system in the 2030, 2035 and 2045 planning years.

WPF and associated water supply wells, capacity, treatment capacity, finished water storage, and high service capacity needs will be evaluated in conjunction with the most current demand projections to determine recommended capacity improvements of facilities through 2045. The evaluation will incorporate the planned improvements and programmed allocations of alternative water supply associated with the Polk County Regional Water Cooperative.

Task 402 – Water Production Facilities Evaluation

The Consultant will utilize the information collected in Task 200, including data from the site visit, the current Polk DOH (FDEP) permit, and projected flows to perform a capacity assessment of the WPFs. The evaluation will also consider the implementation of potable reuse as a potential water supply. This information will be used to develop the Water System CIP.

Task 403 – Wastewater Hydraulic Evaluation

The Consultant will evaluate the infrastructure needs for the wastewater system based on existing infrastructure and the projected demands. This task provides for the evaluation of the systems in the 2030, 2035, and 2045 planning years.

Supporting the hydraulic analysis, a desktop survey of inflow and infiltration will be conducted utilizing lift station run time data and wet and dry season rainfall data in the service area.

Consultant will identify areas where excessive I&I may exist and provide recommendations for further investigation.

Task 404 – Wastewater Treatment Facilities Evaluation

The Consultant will utilize the information collected in Task 200, including data from the site visit, the current Polk DOH (FDEP) permit, and projected flows to perform a capacity assessment of the WWTF. This information will be used to develop the Wastewater System CIP.

Task 405 – Reclaimed Water Hydraulic Evaluation

The Consultant will evaluate the infrastructure needs for the reclaimed water system based on existing infrastructure. Consultant will work with PCU to identify areas of where reclaimed water service may be extended and the demand that may be allocated to these areas. At this time it is assumed the following opportunities will be addressed:

- New development identified by County
- Direct Potable Reuse
- Golf Course Irrigation
- Spray fields/RIBs

This task is budgeted for three evaluations that roughly correspond to the 2030, 2035, and 2045 planning years, however, depending on the areas selected and other planning components in the master plan the number and time frame of the evaluations may vary.

Task 406 – System Monitoring Technology Survey

Consultant will provide a survey of available technologies for monitoring the water and wastewater systems. This will include leak detection and pressure monitoring in the water and reclaimed water systems as well as the force main system. The survey will also review technologies for flow monitoring and control in the wastewater collection system.

Task 407 – Identify Recommended Improvements and Develop CIP for Water System

Based on the data review and analysis the consultant will review and provide recommendations for the WPFs and the water transmission system. The Consultant will develop a spreadsheet which includes a list of projects by planning year to meet the needs of the wastewater system

for the planning period. The work also will outline a program to incorporate potable reuse in the system, identifying major implementation milestones and capital projects. As part of this task, the Consultant will prepare a planning level capital project cost estimate for each of the recommended CIP projects. Each CIP project will be prioritized and will present the reason for each improvement, an estimated capital cost associated with each improvement, the year in which the design phase of each project will start, and the year in which each project will be in service. Costs will be provided in current year dollars and based on recent bid tabulations, Consultant's data from similar projects and other published cost estimating documents, where applicable.

Task 408 – Identify Recommended Improvements and Develop CIP for Wastewater System

Based on the data review and analysis the consultant will review and provide recommendations for the lift stations and wastewater transmission system. The Consultant will develop a spreadsheet which includes a list of projects by planning year to meet the needs of the wastewater system for the planning period. As part of this task, the Consultant will prepare a planning level capital project cost estimate for each of the recommended CIP projects. Each CIP project will be prioritized and will present the reason for each improvement, an estimated capital cost associated with each improvement, the year in which the design phase of each project will start, and the year in which each project will be in service. Costs will be provided in current year dollars and based on recent bid tabulations, Consultant's data from similar projects and other published cost estimating documents, where applicable.

Task 409 – Identify Recommended Improvements and Develop CIP for Reclaimed Water System

Based on the data review and analysis the consultant will review and provide recommendations for the reclaimed water system. The Consultant will evaluate opportunities for expansion of reclaimed water including:

- Extensions to projected new developments
- Implementation of potable reuse (in conjunction with water system planning)
- Golf courses in or near the NWRUSA
- Areas for spray fields or rapid infiltration basins in or near the NWRUSA.

The Consultant will develop a spreadsheet which includes a list of projects by planning year to meet the needs of the wastewater system for the planning period. As part of this task, the Consultant will prepare a planning level capital project cost estimate for each of the recommended CIP projects. Each CIP project will be prioritized and will present the reason for each improvement, an estimated capital cost associated with each improvement, the year in which the design phase of each project will start, and the year in which each project will be in service. Costs will be provided in current year dollars and based on recent bid tabulations, Consultant's data from similar projects and other published cost estimating documents, where applicable.

Phase 500 – Report Preparation

Task 501 – Draft Report

The Consultant will prepare a draft report summarizing the analysis and results of the Project. The draft report will take the form of a comprehensive Master Plan that includes a water, wastewater and reclaimed water capital improvement program for the NWRUSA. Four (4) hard copies of a draft report will be provided along with an electronic (pdf) version. The Consultant will attend one (1) workshop to discuss the draft report and obtain comments from the County as identified in Task 102. The comments from the meeting will be used to prepare the final NWRUSA Master Plan report.

Task 502 – Final Report

After receipt of comments from the County on the draft report, the Consultant will prepare a final NWRUSA Water, Wastewater and Reclaimed Water Master Plan Update. Four (4) hard copies and an electronic copy of the report will be delivered to the County. The Consultant will also provide the updated water, wastewater and reclaimed water hydraulic model files and output from the future scenarios.

C. Deliverables

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

Task	Activity	Deliverable
102	Meetings (5)	Meeting agenda, materials, and minutes
501	Draft Report	Draft Water, Wastewater and Reclaimed Water Master Plan; four (4) hard copies and one electronic, pdf format, copy
502	Final Report	Final Water and Wastewater Master Plan; four (4) hard copies and one electronic, pdf format, copy Updated water, wastewater, and reclaimed water hydraulic models and future scenario output

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 \$291,448. 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 24-018. 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 \$30,002. 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, 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 Not Included:

- Current NWRUSA capital improvement program
- Recent water quality records
- Current SWFWMD, Polk County DOH, and FDEP permits
- Water Billing and production data in Microsoft Excel
- Wastewater flow data in Microsoft Excel
- Reclaimed Water billing and production data in Microsoft Excel
- Latest population projections, and water demand projections for the planning period in spreadsheet format
- Current water, wastewater and reclaimed water hydraulic models
- Latest design reports and studies including the results of the potable reuse pilot study
- GIS shape files and/or geodatabases including:
 - Service area boundaries
 - Planned future developments
 - Roads
 - Property appraisal parcel data
 - Existing water and wastewater asset locations
 - Land use and zoning

G. Services Not Included

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

- Infrastructure updates to the current hydraulic models beyond what is included in the scope.
- Condition assessment of County's pipelines and above ground infrastructure
- Development of a renewal and replacement capital improvements program

H. Assumptions

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

- County will provide field operations staff for site visits and field confirmation of operational parameters;
- County will provide functioning steady state water, wastewater and reclaimed water hydraulic models;

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ATTACHMENT A-1 PROJECT SCHEDULE

Northwest Region Utility Service Area Master Plan Update

ID	Task/Milestone	Assigned To	Months From NTP	Start	Finish	January Jan	February Feb	March Mar	April Apr	May May	June Jun	July Jul	August Aug	September Sep	October Oct	November Nov
1	Kick-Off Meeting	Andrew Woodcock	0	Thu 1/2/25	Thu 1/2/25											
2	Basis of Planning Meeting		3	Wed 4/2/25	Wed 4/2/25											
3	Hydraulic Model Meeting		4	Fri 5/2/25	Fri 5/2/25											
4	Capital Improvements Program Meeting		8	Thu 9/4/25	Thu 9/4/25											
5	Submit Draft Master Plan		9	Mon 10/6/25	Mon 10/6/25											
6	Submit Final Master Plan and Deliverables		10	Fri 11/7/25	Fri 11/7/25											

Task Split Milestone Summary	Project Summary Inactive Task Inactive Milestone Inactive Summary	Manual Task Duration-only Manual Summary Rollup Manual Summary	Start-only Finish-only External Tasks External Milestone	Deadline Progress Manual Progress

Attachment A-2

Polk County NWRUSA Master Plan

Polk County NWRUSA Master Plan
Submitted to: Polk County

Contract Type: T&M

Project Phases / Tasks	Total Labor Hrs	Project Phases / Tasks										Travel	Mat'l's & Equip.	ODCs	Task Pricing
		Principal	Principal	Principal	Engineer	Engineer	Sr. Engineer	Engineer	Principal	Principal	Principal				
100 Project Management	1515	54	4	4	30	6	12	12	-	4	2	261,446	30,002	-	291,448
101 Project Management	24	24													26,107
102 Kick-off Meeting and Review Meetings	92	30	4	4	30	6	12	12		4	2	7,298	-	-	7,298
200 Review Existing Conditions and Basis of Planning	144	22	24	12	78	2	6	6	-	4	2	18,809	-	-	27,910
201 Data Request and Review	28	2	2	2	16	2	4					4,676			4,676
202 Facility Site Visits	36	12	12	12	12							8,628			8,628
203 Regulatory Considerations	54	4	10	10	30							10,779			10,779
204 Water, Wastewater and Reclaimed Projections	26	4			20			2				3,826			3,826
300 Hydraulic Model	249	12	-	-	12	21	120	-	-	84	-	37,498	-	-	37,498
301 Water Distribution Model Update and Demand Allocation	63	2			2	5	24			30		9,560			9,560
302 Water Distribution Existing Conditions Evaluation	32	2			2	2	16			10		4,787			4,787
303 Wastewater Model Update and Flow Allocation	45	2			2	5	24			12		6,788			6,788
304 Wastewater Existing Conditions Evaluation	30	2			2	2	16			8		4,479			4,479
305 Reclaimed Water Distribution Model Update and Demand Allocation	49	2			2	5	24			16		7,404			7,404
306 Reclaimed Water Existing Conditions Evaluation	30	2			2	2	16			8		4,479			4,479
400 Water, Wastewater and Reclaimed Water System Planning	702	52	52	64	330	26	172	6	-	-	-	118,318	-	-	118,318
401 Water Hydraulic Evaluation	60	4			10	4	40			2		8,884			8,884
402 Water Production Facilities Evaluation	60	4			16	40						10,826			10,826
403 Wastewater Hydraulic Evaluation	48	4			4	40	4	28		2		7,252			7,252
404 Wastewater Treatment Facilities Evaluation	92	4			16	40	2	30				14,899			14,899
405 Reclaimed Water Hydraulic Evaluation	74	4			4	40	4	24		2		10,331			10,331
406 System Monitoring Technology Survey	124	20	12	12	80	124						22,774			22,774
407 Identify Recommended Improvements and Develop CIP for Water System	88	4			20	40	4	20				15,415			15,415
407 Identify Recommended Improvements and Develop CIP for Wastewater System	88	4			20	40	4	20				15,258			15,258
407 Identify Recommended Improvements and Develop CIP for Reclaimed Water System	68	4			30	68	4	10				12,879			12,879
500 Report Preparation	304	28	16	16	124	20	20	20	4	52	24	51,613	-	-	51,613
501 Draft Report	232	20	12	12	100	16	16	4	40	12	12	39,412			39,412
502 Final Report	72	8	4	4	24	4	4					12,201			12,201
600 Contingency	-												30,002		30,002
Totals	1,515	168	96	96	974	75	330	10	140	26	26	261,446	30,002	-	291,448

Exhibit B
Tetra Tech, Inc.
Polk County - RFP 23-448, Utilities Design Services and Regulatory Support Services
Schedule of Rates
October 2023

Position/Titles	Raw Labor Rates		Direct Labor Rate Multiplier	Raw Labor Rates x Multiplier			
	Minimum	Maximum		Minimum	Maximum		
Project Management							
Principal in Charge	\$	83.00	\$	115.00	3.05	\$253.00	\$351.00
Sr Project Manager	\$	66.00	\$	102.00	3.05	\$201.00	\$311.00
Project Manager	\$	50.00	\$	78.00	3.05	\$153.00	\$238.00
Engineers							
Principal Engineer	\$	80.00	\$	112.00	3.05	\$244.00	\$342.00
Sr. Engineer	\$	70.00	\$	94.00	3.05	\$214.00	\$287.00
Engineer V	\$	50.00	\$	73.00	3.05	\$153.00	\$223.00
Engineer IV	\$	43.00	\$	65.00	3.05	\$131.00	\$198.00
Engineer III	\$	38.00	\$	52.00	3.05	\$116.00	\$159.00
Engineer II	\$	33.00	\$	46.00	3.05	\$101.00	\$140.00
Engineer I	\$	28.00	\$	42.00	3.05	\$85.00	\$128.00
Engineering Technician	\$	20.00	\$	29.00	3.05	\$61.00	\$88.00
Scientists							
Scientist VI	\$	56.00	\$	82.00	3.05	\$171.00	\$250.00
Scientist V	\$	45.00	\$	62.00	3.05	\$137.00	\$189.00
Scientist IV	\$	37.00	\$	52.00	3.05	\$113.00	\$159.00
Scientist III	\$	32.00	\$	45.00	3.05	\$98.00	\$137.00
Scientist II	\$	27.00	\$	39.00	3.05	\$82.00	\$119.00
Scientist I	\$	20.00	\$	32.00	3.05	\$61.00	\$98.00
Design Professionals							
Sr CAD/Eng Designer II	\$	48.00	\$	62.00	3.05	\$146.00	\$189.00
Sr CAD/Eng Designer I	\$	40.00	\$	56.00	3.05	\$122.00	\$171.00
CAD/Engineering Designer III	\$	35.00	\$	44.00	3.05	\$107.00	\$134.00
CAD/Engineering Designer II	\$	26.00	\$	35.00	3.05	\$79.00	\$107.00
CAD/Engineering Designer I	\$	22.00	\$	29.00	3.05	\$67.00	\$88.00
Surveyors							
Sr Land Surveyor	\$	50.00	\$	68.00	3.05	\$153.00	\$207.00
Land Surveyor	\$	40.00	\$	55.00	3.05	\$122.00	\$168.00
Survey Crew Chief	\$	33.00	\$	46.00	3.05	\$101.00	\$140.00
Survey Tech	\$	25.00	\$	40.00	3.05	\$76.00	\$122.00
Architects							
Architectural Program Mgr	\$	76.00	\$	98.00	3.05	\$232.00	\$299.00
Sr Architect	\$	62.00	\$	87.00	3.05	\$189.00	\$265.00
Architect	\$	39.00	\$	64.00	3.05	\$119.00	\$195.00
Architectural Designer	\$	19.00	\$	41.00	3.05	\$58.00	\$125.00
Construction Professionals							
Construction Project Rep	\$	25.00	\$	53.00	3.05	\$76.00	\$162.00
Construction Manager II	\$	58.00	\$	87.00	3.05	\$177.00	\$265.00
Construction Manager I	\$	43.00	\$	67.00	3.05	\$131.00	\$204.00
Construction Administrator	\$	26.00	\$	49.00	3.05	\$79.00	\$149.00
GIS Analysts							
Sr Analyst	\$	38.00	\$	66.00	3.05	\$116.00	\$201.00
Project Analyst II	\$	26.00	\$	43.00	3.05	\$79.00	\$131.00
Project Analyst I	\$	23.00	\$	29.00	3.05	\$70.00	\$88.00
Project Administration							
Sr Project Administrator	\$	32.00	\$	46.00	3.05	\$98.00	\$140.00
Project Administrator	\$	21.00	\$	33.00	3.05	\$64.00	\$101.00
Project Assistant	\$	18.00	\$	26.00	3.05	\$55.00	\$79.00
Contract Administrator	\$	28.00	\$	42.00	3.05	\$85.00	\$128.00

Exhibit B

Tetra Tech, Inc. Labor Multiplier Calculation

Direct Labor	1.00
Employee Fringe Benefits	0.40
Overhead/General & Administrative	<u>1.21</u>
Subtotal	2.61
Profit @ 15%	<u>0.39</u>
Total Labor Multiplier including Profit	<u><u>3.00</u></u>
Polk County Direct Cost Factor	<u>0.05</u>
Total Labor Multiplier including Profit and Polk County Direct Cost Factor	<u><u>3.05</u></u>



CERTIFICATE OF LIABILITY INSURANCE

 DATE(MM/DD/YYYY)
11/01/2024

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 Aon Risk Insurance Services West, Inc. Los Angeles CA Office 707 Wilshire Boulevard Suite 2600 Los Angeles CA 90017-0460 USA		CONTACT NAME: PHONE (A/C. No. Ext): (866) 283-7122 FAX (A/C. No.): (800) 363-0105 E-MAIL ADDRESS:															
INSURED Tetra Tech, Inc. 201 East Pine Street Suite 1000 Orlando FL 32801 USA		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Safety National Casualty Corp</td> <td>15105</td> </tr> <tr> <td>INSURER B: American International Group UK Ltd</td> <td>AA1120187</td> </tr> <tr> <td>INSURER C: Allied World Surplus Lines Insurance Co</td> <td>24319</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Safety National Casualty Corp	15105	INSURER B: American International Group UK Ltd	AA1120187	INSURER C: Allied World Surplus Lines Insurance Co	24319	INSURER D:		INSURER E:		INSURER F:	
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INSURER F:																	

COVERAGES

CERTIFICATE NUMBER: 570109235848

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. **Limits shown are as requested**

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 <input checked="" type="checkbox"/> X, C, U Coverage GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	GL 6676804	10/01/2024	10/01/2025	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 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
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	CA 6676805	10/01/2024	10/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$5,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$100,000	Y	Y	62785232	10/01/2024	10/01/2025	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		Y	LDC4068970 AOS PS4068969 WI	10/01/2024	10/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000
C	Environmental Contractors and Prof		Y	03120276 Prof/Poll-Claims Made Cov SIR applies per policy terms & conditions	10/01/2024	10/01/2025	Each Claim \$2,000,000 Aggregate \$2,000,000

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

Stop Gap Coverage for the following States: OH, ND, WA, WY. RE: Master Agreement No. 2024-018, CSA No. 2024-018-01, Northwest Region Utility Service Area Master Plan Update. Polk County, A Political Subdivision of the State of Florida is included as Additional Insured in accordance with the policy provisions of the General Liability, Automobile Liability and Umbrella Liability policies as required by written contract. A waiver of subrogation is granted in favor of Polk County, A Political Subdivision of the State of Florida in accordance with the policy provisions of the General Liability, Automobile Liability, Umbrella Liability, Pollution Liability, Professional Liability and Workers' Compensation policies as required by written contract. Should General Liability, Automobile Liability and Workers' Compensation policies be cancelled before the expiration

CERTIFICATE HOLDER

CANCELLATION

Polk County, A Political Subdivision of the State of Florida 330 W. Church Street, MC #A505 Bartow FL 33830 USA	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

Holder Identifier : 179

Certificate No : 570109235848



**ADDITIONAL REMARKS SCHEDULE**

Page _ of _

AGENCY Aon Risk Insurance Services West, Inc.		NAMED INSURED Tetra Tech, Inc.	
POLICY NUMBER See Certificate Number: 570109235848			
CARRIER See Certificate Number: 570109235848	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,****FORM NUMBER:** ACORD 25 **FORM TITLE:** Certificate of Liability Insurance

Additional Description of Operations / Locations / Vehicles:

date thereof, the policy provisions of each policy will govern how notice of cancellation may be delivered to Certificate Holders in accordance with the policy provisions.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

SPECIAL NOTICE OF CANCELLATION SERVICE PROVIDED TO IDENTIFIED THIRD PARTIES

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

CHANGE

The following new provision is added to **A. Cancellation** of the **COMMON POLICY CONDITIONS** or such other applicable state cancellation endorsement:

As a special service to you, if we cancel this policy for any reason other than non-payment of premium, within thirty (30) days prior to the effective date of cancellation, we will mail a copy of such written notice of cancellation to all third persons whose name and address have, during the applicable policy period, been placed on file with us through your broker of record due to third party contractual requirements relating to such notice.

As a special service to you, if we cancel this policy for non-payment of premium, within ten (10) days prior to the effective date of cancellation, we will mail a copy of such written notice of cancellation to all third persons whose name and address have, during the applicable policy period, been placed on file with us through your broker of record due to third party contractual requirements relating to such notice.

If we have been provided with an electronic address of such third parties, at our election we may send notice of cancellation to such third parties by electronic mail.

Notice of cancellation of coverage provided to a certificate holder is a courtesy only. Failure to provide such notice will not extend the policy cancellation date, negate the cancellation of the policy, nor confer any rights nor expectations upon the certificate holder nor subject us, our agents nor representatives to liability for failure to provide notice.

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.)

Endorsement Effective	10/01/2024	Policy No.	GL 6676804	Endorsement No.
Named Insured	TETRA TECH, INC.			Premium \$ Included
Insurance Company	Safety National Casualty Corporation			

Countersigned By _____
(Countersignature by the Broker or Agent shall only occur
in the mailing states that require countersignature)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

SPECIAL NOTICE OF CANCELLATION SERVICE PROVIDED TO IDENTIFIED THIRD PARTIES

This endorsement modifies insurance provided under the following:

COMMERCIAL AUTOMOBILE COVERAGE PART

CHANGE

The following new provision is added to **A. Cancellation** of the **COMMON POLICY CONDITIONS** or such other applicable state cancellation endorsement:

As a special service to you, if we cancel this policy for any reason other than non-payment of premium, within thirty (30) days prior to the effective date of cancellation, we will mail a copy of such written notice of cancellation to all third persons whose name and address have, during the applicable policy period, been placed on file with us through your broker of record due to third party contractual requirements relating to such notice.

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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.)

Endorsement Effective	10/01/2024	Policy No.	CA 6676805	Endorsement No.
Named Insured	TETRA TECH, INC.	Premium \$	Included	
Insurance Company	Safety National Casualty Corporation			

Countersigned By _____
(Countersignature by the Broker or Agent shall only occur
in the mailing states that require countersignature)

**SPECIAL NOTICE OF CANCELLATION SERVICE
PROVIDED TO IDENTIFIED THIRD PARTIES ENDORSEMENT**

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Notice of cancellation of coverage provided to a certificate holder is a courtesy only. Failure to provide such notice will not extend the policy cancellation date, negate the cancellation of the policy, nor confer any rights nor expectations upon the certificate holder nor subject us, our agents nor representatives to liability for failure to provide notice.

THIS FORM APPLIES ONLY TO THE FOLLOWING STATE(S) IF COVERED BY YOUR POLICY. IF A STATE IS NOT LISTED BELOW, THIS FORM DOES NOT APPLY IN THAT STATE.

AL, AK, AR, CA, CO, CT, DE, DC, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NM, NY, OK, PA, RI, SC, SD, UT, VT, VA, WV

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.)

Endorsement Effective 10/01/2024

Policy No. LDC4068970

Endorsement No.

Insured TETRA TECH, INC.

Premium \$ Included

Insurance Company Safety National Casualty Corporation

Countersigned By _____