

**PROFESSIONAL SERVICES AGREEMENT**  
**#2025-028**  
**AMENDMENT #1**

This Amendment, effective as of the date executed by the County (the “Effective Date”), is hereby entered into by and between Polk County, a political subdivision of the State of Florida, (the “County”), situated at 330 W. Church Street, Bartow, Florida 33830, and Carollo Engineers, Inc. (the “Consultant”) a Delaware corporation, located at 2795 Mitchell Drive, Walnut Creek, California 94598 whose Federal Employer Identification Number is 86-0899222.

**WITNESSETH:**

**WHEREAS**, the County and the Consultant entered into that certain Professional Services Agreement #2025-028 dated May 20, 2025 (the “Agreement”) for professional engineering services related to the feasibility study, geotechnical investigations, site planning, conceptual and final design services, permitting, bidding and construction administration phase services of the East Regional Utility Service Area (ERUSA) Masterpiece Wastewater Treatment Facility and associated rapid infiltration basins for effluent disposal, and the services are to be performed in phases (each a “Part”); and

**WHEREAS**, Exhibit A-iii of the Agreement set forth the feasibility study, geotechnical investigations, site planning services which comprised Part 1 of the Project Scope of Services, and were limited to project management support services, and engineering evaluation; and

**WHEREAS**, the estimated time for the Consultant to complete Part 1 of the Project was 17 weeks for a total not-to-exceed cost of \$490,426.00, as further set forth in Exhibit A-iii of the Agreement; and

**WHEREAS**, by this Amendment #1, the parties desire to modify the Agreement to identify and describe the professional engineering services required for Part 2 of the Project including, without limitation, project management support services and conceptual design services; and

**WHEREAS**, pursuant to Section 16.0 of the Agreement, the County and the Consultant mutually agree to amend the Agreement as set forth below.

**NOW, THEREFORE**, the County and the Consultant hereby agree as follows:

1. The Agreement is hereby modified and amended to identify and describe the professional engineering services required by the County and to be provided by the Consultant for Part 2 of the Project which includes, without limitation, project management support services and conceptual design services, which is more fully set forth and described in **Exhibit A** hereto titled “East Regional Wastewater Treatment Facilities-Conceptual Design (Part 2)” (the “Part 2 Services”).

2. It is anticipated that Part 2 Services shall be completed within approximately six (6) months from the Effective Date of this Amendment #1, but in any event, shall be provided by the Consultant through completion of the services.

3. In consideration for its providing the Part 2 Services, the County shall pay the Consultant a not-to-exceed cost of \$976,382.54 to be billed in accordance with the Hourly Rate Schedule as further described in Section E (Compensation) of **Exhibit A**. Part 1 and Part 2 Services will be a total not- to-exceed cost of \$1,466,808.54.

4. The Agreement, as amended by this Amendment #1, continues in full force and effect.





### CERTIFICATION

This is to certify that the undersigned, Kristi J. Powers, as Corporate Secretary and General Counsel for Carollo Engineers, Inc., is authorized to state and certify: That by corporate policy approved by the Board of Directors on 04/01/2019, Victor Godlewski, Vice President, is authorized to execute agreements for the usual and customary engineering business of the company.

Dated: March 27, 2026

A handwritten signature in black ink that reads "Kristi Powers". The signature is written in a cursive style with a large, looping initial 'K'.

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Kristi J. Powers  
Corporate Secretary & General Counsel

# **Amendment #1, Exhibit A**

## **East Regional Wastewater Treatment Facilities-Conceptual Design**

### **Part 2 Services**

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

Polk County Utilities (PCU) desires to expand wastewater services in the East Regional Utility Service Area (ERUSA). Infrastructure improvements were recommended in the 2023 ERUSA Master Plan Update (Dewberry Engineers, April 2024). PCU has purchased a 148.6-acre site along Masterpiece Road for locating a new greenfield wastewater treatment facility (WWTF) and associated rapid infiltration basins for effluent disposal.

An initial Part – 1 service performed by Carollo Engineers Inc. (Consultant) included site feasibility evaluation including preliminary geotechnical investigations, site planning and wastewater transmission system modifications to assist PCU with procuring the site.

After successful completion of Part – 1, PCU has directed the Consultant to prepare a scope of services for preparing a conceptual design report that will form a planning level document for the proposed WWTF and associated wastewater collection system transmission system modifications, including planning level design criteria, conceptual level site layouts and wastewater transmission routing analysis and construction cost estimates.

The new WWTF will include flow equalization, preliminary treatment (screening and grit removal with odor control), biological nutrient removal (BNR) trains coupled with membrane bioreactors (MBR), disinfection, effluent storage and pumping and on-site rapid infiltration basins for effluent disposal. The solids handling facilities will consist of solids holding/stabilization, and dewatering. The WWTF will be designed to meet Florida Advanced Wastewater Treatment (AWT) standards of 5 mg/L of 5-day Carbonaceous Biochemical Oxygen Demand (cBOD<sub>5</sub>), 5 mg/L of Total Suspended Solids (TSS), 3 mg/L of Total Nitrogen (TN) and 1 mg/L of Total Phosphorus (TP).

The new WWTF will be designed for an annual average daily flows (AADF) of 2.21 million gallons per day (mgd).

The wastewater flow projections for the ERUSA is anticipated to be as follows:

- 0.8 mgd AADF in 2035
- 1.42 mgd AADF in 2045
- 2.21 mgd AADF in 2060

PCU may consider the construction of this new WWTF using the Construction Manager at Risk (CMAR) collaborative delivery approach.

## **B. Scope of Services**

Upon authorization to proceed from the County, the Consultant will provide the following identified services. The Consultant shall perform reviews to confirm 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 Professional Services Agreement 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 two kickoff meetings with the County. One meeting will be for the conceptual design of the WWTF, the second meeting will be for the conceptual design of the wastewater collection system improvements. The Consultant will prepare a meeting agenda and meeting minutes for each meeting. Meeting minutes shall be distributed within three working days of the date of the meeting.

- Draft report review meeting

The project management and conceptual design scope of services to be provided as part of this project are summarized by the following tasks:

Phase 200 – Project Management and Quality Assurance/Control

Phase 300 – Conceptual Design Phase Services

### **Phase 200 – Additional Project Management Related Tasks and Quality Assurance/Control**

#### **Task 201 – Quality Assurance/Control**

Consultant will conduct internal reviews of calculations, memorandums and reports in accordance with Consultant's quality assurance and control methodologies. Carollo's reviewers will not be part of the regular design team to provide an independent review. Consultant will conduct quality assurance/control reviews before delivering work products to PCU.

#### **Task 202 - Maintain Schedule, Action Item Logs, and Decision Logs**

Consultant will develop and maintain a project schedule for the management of the conceptual design phase services. Each task identified in the scope of work will be included in the project schedule. The project schedule will be updated monthly and delivered to PCU as part of the monthly progress payment request.

Consultant will create and maintain throughout the project an Action Item Log and a Decision Log. These logs will be routinely updated and provided to PCU with the monthly report and progress payment request.

#### **Task 203 – Project Meetings**

Consultant will attend following meetings with PCU. The Consultant will prepare a meeting agenda and meeting notes. Meeting notes will be distributed via email within five (5) working days of the date of the meeting.

- Nine workshop meetings on WWTF components.
- Two coordination/status meetings (as needed).

## **Phase 300 – Conceptual Design Phase Services**

### **Task 301 – Sampling, Data Collection and Analysis**

Consultant will assist with the following:

- Sampling and Laboratory Analysis (Influent Wastewater Characterization):
  - Consultant has prepared a wastewater sampling plan for influent characterization to support the biological process design (refer to Attachment A-3). Consultant will coordinate sampling locations, sampling times, process measurements, duration of sampling and analytical methods with PCU prior to start of sampling.
  - Consultant will pay the costs related to collecting, transporting and analysis of wastewater samples. Subconsultant, Advanced Environmental Laboratory (AEL), a certified laboratory in the State of Florida, will perform the laboratory analysis in accordance with FDEP requirements. In addition, AEL will be responsible for collecting samples, packaging and transporting samples to the laboratory, and associated coordination. Refer to Attachment A-3 for additional information.

### **Task 302 – Wastewater Collection System Transmission Routing Analysis**

Consultant will prepare a conceptual level routing analysis for conveyance of the sewage from the ERUSA to the proposed WWTF. For this assessment two alternative routes will be evaluated including transmission system force main sizing, associated modifications to existing lift stations and/or addition of new lift stations. Consultant will use the hydraulic model (SewerGEMS model developed as part of the ERUSA 2024 Master Plan Update) and simulate the extended period simulation (EPS) for each alternative using the 2060 planning horizon for estimating the wastewater flows.

For each alternative, Consultant will assist with reviewing existing Right-of-Ways (ROW) and/or evaluate new ROWs required for new transmission mains and lift stations, maximizing the use of natural topography, and identify potential construction issues. The evaluation will include estimate of planning level construction costs (AACE Level 5 cost estimate with accuracy of -50% to +100%) and energy usage.

### **Task 303 – Wastewater Treatment Facility Conceptual Design**

Consultant will prepare a conceptual design including evaluation of each unit process, including conceptual layouts and phasing.

#### Plant Headworks:

Plant headworks will comprise of screening and grit removal. PCU desires to utilize MBR technology for separation and filtration of solids in lieu of conventional secondary clarifiers and filters. This will require the plant headworks be equipped with in-channel coarse influent screens (6-mm opening) followed by vortex grit removal followed by in-channel fine screens (2-mm opening). Consultant will work with PCU to identify technologies for screens and grit removal for standardization utilizing those that are planned for PCU's existing WWTFs (NW WWTF, SW WWTF and NER WWTF).

#### Flow Equalization:

The WWTF will include off-line flow equalization, primarily for typical day diurnal pollutant load management to prevent shock loadings to the biological treatment process and provide limited wet-weather peak flow attenuation. Flow equalization will be comprised of cast-in-place or pre-cast rectangular tanks and dry-pit submersible pumps. Degritted influent wastewater above a predetermined flow rate will be diverted to the flow equalization tanks by gravity and repumped to a point upstream of the fine screens during low flow periods. The County's preference is to manage odors by recycling some return activated sludge to the flow equalization tanks. The tank will be designed to accept future covers and a ducted odor control system.

#### Odor Control:

The plant headworks and biosolids handling facilities will be designed with appropriate biotrickling filter type odor control systems followed by carbon polishing.

#### Biological Treatment:

The WWTF will be designed to meet Florida AWT standards. The biological treatment will include a 5-stage Bardenpho process with either diffused aeration (diffusers and blowers) or in a Carrousel® Oxidation Ditch type configuration with shafted mechanical mixers and surface aerators.

Consultant will develop a calibrated BioWin process simulation model (by EnviroSim Associates Ltd. latest version 6.4) using the influent wastewater characteristics developed from the sampling data collected under Task 301. The sampling data measuring the influent wastewater COD (both particulate and soluble fractions of biodegradable and unbiodegradable fractions), cBOD<sub>5</sub>, TSS, VSS, TKN, TP, and Alkalinity will be used for sizing of the treatment basins.

#### Membrane Bioreactor Process (MBR):

PCU desires to utilize the MBR process for separation of the solids in lieu of conventional secondary clarifiers and filters and produce a very high quality effluent. The MBR process is a very compact treatment process utilizing fine pore membranes. The evaluation will include hollow-core submerged membranes.

#### Effluent Disinfection:

The proposed WWTF will include chlorine contact concrete tanks using bulk sodium hypochlorite feed for effluent disinfection to meet the Florida AWT and reuse standards. The chlorine contact tanks will be sized to provide the desired 15-minute contact time at peak hour flows. Appropriate chlorine mixing chambers or zones will be designed for efficient mixing of sodium hypochlorite with the effluent.

Bulk sodium hypochlorite will be stored in an enclosed building near the chlorine contact tanks and equipped with appropriate metering pumps and containment.

#### Effluent Storage and Pumping:

The proposed WWTF will include appropriate effluent storage and pumping facilities. Vertical turbine type pumps or dry pit submersible pumps will be used for pumping the disinfected final effluent to the on-site RIBs for disposal.

#### Rapid Infiltration Basins (RIBs):

The proposed WWTF will include on-site RIBs for effluent disposal. The conceptual design will provide appropriate layouts for the proposed RIBs, including size, shape, distribution piping and RIB loading details.

### Solids Handling:

Biosolids separated from the MBR process will be held in aerated sludge holding tanks and dewatered using centrifuges or screw presses. Consultant will evaluate the potential to haul liquid sludge to PCU's nearest WWTF or addition of on-site dewatering. The evaluation will include use of centrifuges or screw presses. On-site dewatering will include sludge pumping, polymer storage (bulk storage with containment) and make-up units and the appropriate dewatering technology. The dewatering building will include a truck loading station with necessary dewatered cake conveyors.

### Electrical and Instrumentation Controls:

The new WWTF will include necessary electrical and instrumentation and controls equipment. Electrical design will be based on Class 1 reliability requirements. Electrical gear including appropriately sized utility transformers, switchgear, motor control centers and variable frequency drives will be housed in climate-controlled building(s).

Consultant will evaluate electrical power considerations for both normal utility power and emergency stand-by power for each unit process as well as load shedding, surge suppression, ARC flash protection and lightning protection. Consultant will meet with appropriate power company to determine utility power supply needs for the facilities.

Consultant will evaluate and recommend appropriate locations and types of instruments necessary for process control and those required for permit compliance.

Controls will include either Profibus or Modbus TCP/IP Fiber Optic network configuration and associated communication protocols.

Consultant will prepare conceptual level electrical single-line diagrams, system architecture and process flow diagrams (PFDs) and piping and instrumentation diagrams (P&IDs) and a brief description of process control for each unit process. The description will also include common mode failure and power distribution selection to allow continuous equipment operation for the system.

### Administration and Maintenance Buildings:

The new WWTF will include an appropriately sized administration and maintenance building(s) meeting all applicable local and state codes, including those for ADA

compliance. Conceptual programming of these buildings will be done with the County's assistance.

#### Stormwater and Roadways:

The conceptual design will estimate the pervious and impervious areas and determine the necessary stormwater conveyance, treatment and discharge requirements. The design will also include access roadways, site security requirements such as number of entrances, gates, fences and security cameras (as desired).

During this task, Consultant will hold workshops with County staff to discuss alternatives associated with the following plant components:

- Flow equalization includes tank materials and layout, mixing system and return pumps.
- Headworks including conceptual layout, mechanical screens, grit removal and odor control.
- Biological Process includes reactor layouts for a conventional approach with clarifiers and filters, and an alternative based on the use of MBR technology.
- Disinfection – Chlorine contact tank layout and sodium hypochlorite storage and feed.
- Effluent management including pumping, storage & RIB sites.
- Biosolids treatment includes options for sludge storage and dewatering.
- Civil Site Work/Site Security includes paving, grading, stormwater management, fencing and gate access and camera surveillance.
- Electrical/Instrumentation and Control includes power distribution, standby generators, approach to class I reliability, field instruments and SCADA.
- Support Buildings includes conceptual layouts for the Administration, Maintenance and Electrical Buildings.

The goals of these workshop is to receive the County's input and preferences to help guide the conceptual design of the ERUSA WWTF.

## Task 304 – Conceptual Design Report

Consultant will prepare a Conceptual Design Report (CDR) for the proposed WWTF.

The CDR will include the following:

### Wastewater Collection Transmission System

- Routing Analysis
  - Consultant will prepare routing analysis for two alternative routes. The analysis will include proposed transmission system piping sizes and layout, ROWs, modifications to existing lift stations or addition of new lift stations etc. The two alternative routes are shown in Attachment A-4.
- “Class 5” Engineer’s Opinion of Probable Cost of Construction (EOPCC).
  - Consultant will prepare a “Class 5” EOPCC, per *Recommended Practice 18R-97 Cost Estimate Classification System – As Applied in Engineering, Procurement, and Construction for the Process Industries*, published in 2005 by AACE International. Class 5 estimates are generally prepared based on limited information and subsequently have a fairly wide range of accuracy. Typically, engineering is from 1 percent to 15 percent complete. Class 5 cost estimates are estimates made without detailed engineering data. An estimate of this type is normally used for budgetary and planning purposes and used for the screening of alternative concepts. The expected accuracy range for Class 5 estimates is between -50% to +100%.
- Net-present Value (NPV) for each alternative.
  - Consultant will prepare a 20-year NPV for each alternative that would include power consumption and capital costs.
- Final Recommendations
  - Consultant will present the routing analysis for the two alternative routes during the draft CDR review meeting. Consultant will prepare final recommendation for the most preferred route to be considered for preliminary and final design. It is assumed that the preliminary and final design for the

transmission system upgrades will be completed by PCU using their continuing service Consultants.

- Consultant will provide recommendations for dividing the recommended improvements into discrete projects that could be assigned to the County's continuing engineering Consultants.

### Wastewater Treatment Facility

- Unit Process Descriptions
  - Consultant will prepare flows and loads using existing and future population projections and wastewater characteristics sampling data. Consultant will summarize in a brief memorandum the information on flows and loads, including peak factors. A 25-year planning horizon (2050) for the new WWTF will be assumed for this analysis.
  - Consultant will provide design criteria and description for each unit process.
  - Consultant will prepare conceptual level layouts for each unit process.
- Preliminary Hydraulic Profile
  - Consultant will prepare a preliminary hydraulic profile of the entire treatment plant to handle Day 1 and future flows under average day and peak flow conditions for the planning horizon (2050).
- Site Layout
  - Consultant will prepare conceptual level site plan showing all unit processes, yard piping, access roadways, stormwater collection and treatment ponds.
  - Consultant will prepare a phasing plan for development of the WWTF.
- Electrical and Instrumentation and Controls
  - Preliminary single-line diagrams
  - Preliminary process flow diagrams
  - Preliminary P&IDs
- "Class 5" Engineer's Opinion of Probable Cost of Construction (EOPCC).

- Consultant will prepare a “Class 5” EEPCC, per *Recommended Practice 18R-97 Cost Estimate Classification System – As Applied in Engineering, Procurement, and Construction for the Process Industries*, published in 2005 by AACE International. Class 5 estimates are generally prepared based on limited information and subsequently have a wide range of accuracy. Typically, engineering is from 1 percent to 15 percent complete. Class 5 cost estimates are estimates made without detailed engineering data. An estimate of this type is normally used for budgetary and planning purposes and used for the screening of alternative concepts. The expected accuracy range for Class 5 estimates is between -50% to +100%.

A draft CDR review workshop will be conducted with PCU. PCU will provide written comments to Consultant. The Consultant will record the meeting minutes, and all comments received from PCU will be responded to in writing.

The Final CDR will be submitted to PCU after addressing the comments and will include a recommendation for the new WWTF.

### **Phase 400 – Support Services**

Laboratory services will be provided in accordance with the scope of services set forth in a November 11, 2025, proposal prepared by Advanced Environmental Laboratories (refer to Attachment A-5).

Civil Engineering services will be provided in accordance with the scope of services set forth in a November 25, 2025, proposal prepared by CivilSurv Design Group, Inc. (refer to Attachment A-6).

Land surveying services will be provided in accordance with the scope of services set forth in a November 18, 2025, proposal prepared by Echo Utility Engineering and Survey, Inc. (refer to Attachment A-7).

Architectural design services will be provided in accordance with the scope of services set forth in a November 17, 2025, proposal prepared by The Lunz Group (refer to Attachment A-8).

Engineer’s Opinions of Probable Construction Costs (EOPCC) services will be provided in accordance with the scope of services set forth in a November 17, 2025, proposal prepared by PMA Consultants (refer to Attachment A-9).

Rapid Infiltration Basin (RIB) evaluation services will be provided in accordance with the scope of services set forth in a November 24, 2025, proposal prepared by Royal Consulting Services, Inc. (refer to Attachment A-10).

**C. Deliverables**

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

<b>Task</b>	<b>Activity</b>	<b>Deliverable</b>
101	Project Management	Monthly status reports and updates to action and decision logs.
102	Kickoff & Review Meetings	Meeting agendas and notes submitted within 3 working days of the meeting.
202	Action Item and Decision Logs	Monthly updates provided as part of invoicing.
203	Project Meetings	Meeting agendas and notes submitted within 5 working days of the meeting.
301	Data Collection, Sampling & Analyses	Raw wastewater sampling plan in pdf format.
303	WWTF Conceptual Design-Boundary & topographic survey	Certified boundary and topographic surveys in Cad and pdf format.
304	Draft Conceptual Design Report	Three paper copies of the Draft CDR and one electronic copy in PDF format.
304	Final Conceptual Design Report	Three paper copies of the Final CDR and one electronic copy in PDF format.

#### **D. Schedule**

Consultant will proceed with the services identified herein immediately upon receipt of an executed copy of this Amendment 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. 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, and no further administrative action will be required for extension.

#### **E. Compensation**

This Amendment establishes a not to exceed cost of **\$976,382.54**. Compensation for the services performed under this Amendment shall be on an hourly, not-to-exceed basis using the current hourly rate schedule as set forth in Professional Services Agreement 2025-028. Other direct costs or expenses incurred in connection with this Agreement will not be invoiced as these expenses have been accounted for in the rate multiplier associated with this Agreement. A summary of the estimate 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 task in accordance with Attachment A-2, fees invoiced to date, and the balance remaining per task. The transfer of funds between tasks 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 or tasks within completed tasks or tasks clearly tracking under budget and with tasks requiring additional funding. In addition, the transfer of funds shall not exceed the total authorized fee for this Part 2.

The not-to-exceed cost for this Agreement includes contingency funds in the amount of **\$40,000.00**. The contingency funds authorized for use in this Agreement may only be expended upon written approval from the County 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 provide an 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 PCU. The summary will depict the overall phases/tasks, associated budgets, amounts invoiced to date, and remaining balance. Invoices for compensation submitted by the Consultant will include the reviewed and approved 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 PCU 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 Agreement number, purchase order (PO) numbers, and PCU 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 and shall not be invoiced to the County.

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

The County's responsibilities include the following:

- The County will make available stakeholders at meetings and workshops. It is assumed that all parties with an interest in the outcome of this project will attend and participate in meetings and workshops and Consultant can rely on the outcomes of the meetings and workshops to progress the design forward.

- Allow Consultant team members to access the site as needed.
- Provide timely responses to data requests and report review comments. Timely response is considered within 14 days from the request or report submission.
- Provide access to PCU's facilities for wastewater sampling.

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

The following services are not included in the scope of services for this project:

- It is understood that County may elect to implement this project using the CMAR contracting method. However, it is not anticipated that the CMAR will be selected and contracted during the conceptual design. Therefore, this Professional Services Agreement does not contemplate having meetings with the CMAR or soliciting input or modifications to the design concepts that may be required in the CMAR process.
- No geotechnical, wetland delineation, threatened and endangered species evaluations or environmental investigations are included. These services, as needed, are anticipated during the preliminary design phase of the project.
- Preparation of permit applications
- Evaluation of FOG or septage receiving facilities.

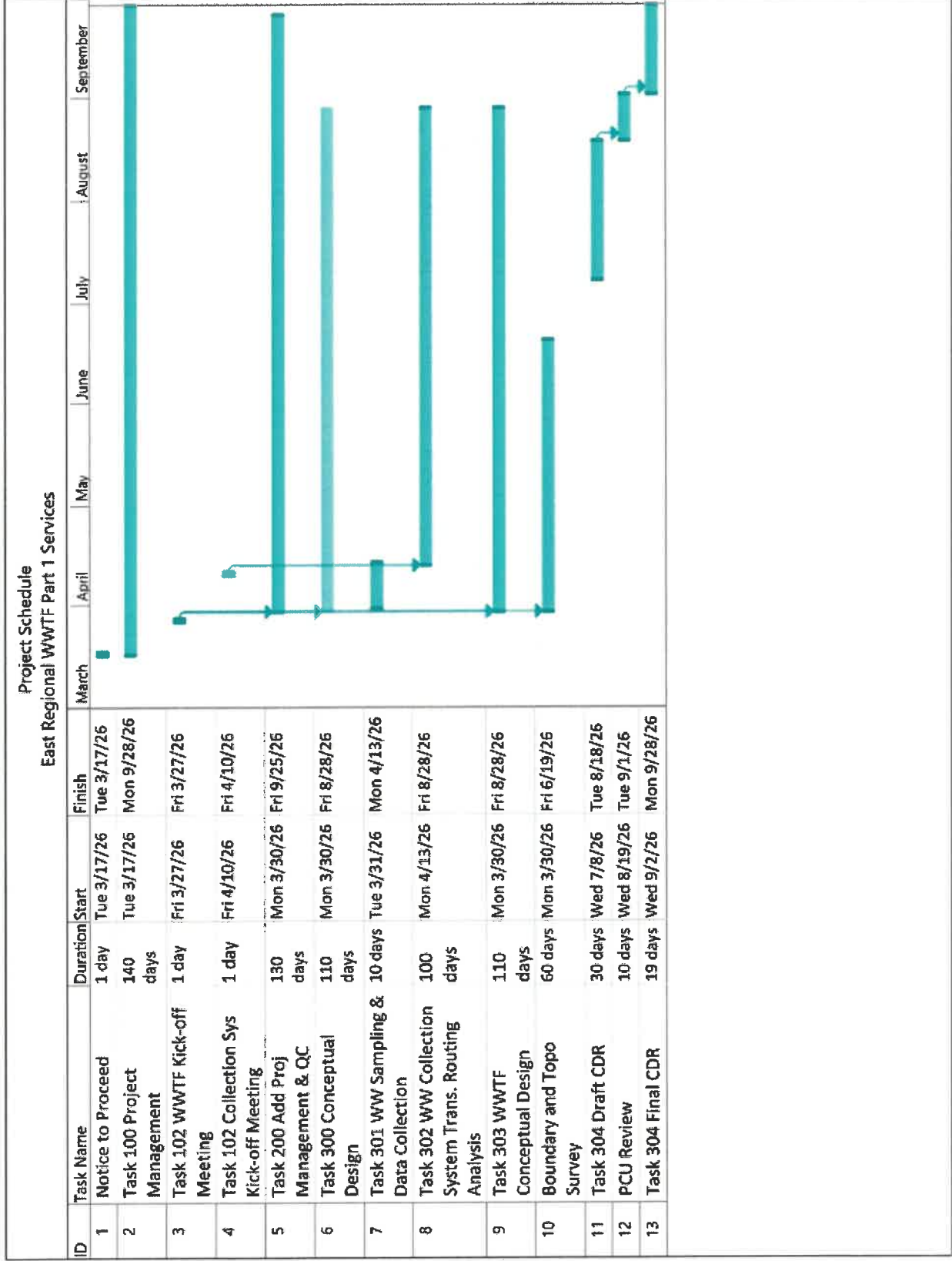
### **H. Assumptions**

The scope of services and compensation arrangement outlined herein are based on the following assumptions:

- Meetings will be conducted at PCU's office location in-person. At the County's request, meetings may be conducted using mutually compatible video conferencing software (e.g. MS Teams).
- Consultant shall be entitled to use and reasonably rely upon information and services provided by the County or others in performing Consultant's services hereunder.
- County will evaluate the planning and zoning constraints for the selected site.

- In providing opinions of cost, financial analyses, economic feasibility projections, schedules, and quantity and/or quality estimates for potential projects, Consultant has no control over cost or price of labor, material and future economic factor that may influence cost of construction; competitive bidding procedures and market conditions; time or quality of performance of third parties; quality, type, management, or direction of operating personnel; the incoming water quality and/or quantity; the way County's plant(s) and/or associated processes are operated and/or maintained; and other economic and operational factors that may materially affect the ultimate project elements, including, but not limited to, cost or schedule. Therefore, Consultant makes no warranty that County's actual project costs, financial aspects, economic feasibility, schedules, and/or quantities or quality realized will not vary from Consultant's opinions, analyses, projections, or estimates and Consultant will not be liable to and/or indemnify County and/or any third party related to any inconsistencies between Consultant's projections and estimates and actual costs and/or quantities realized by the County and/or any third party in the future, except to the extent such inconsistencies are caused by Consultant's negligent performance hereunder.
- The services to be performed by the Consultant are intended solely for the benefit of the County. No person or entity not a signatory to this Agreement shall be entitled to rely on Consultant's performance of its services hereunder, and no right to assert claim against the Consultant by assignment of indemnity rights or otherwise shall accrue to a third party as a result of this Agreement or the performance of Consultant's services hereunder.

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ATTACHMENT A-2 FEE PROPOSAL  
 EAST REGIONAL WASTEWATER TREATMENT FACILITIES - CONCEPTUAL DESIGN

Task	Task and Sub-task Description	Senior Professional	Lead Professional	Project Professional	Professional	Senior Technician	Lead Technician	Technician	Document Processor	TOTAL HOURS	TOTAL CAROLLO LABOR	SUBCONSULTANT FEE
		\$320.00	\$252.00	\$209.00	\$169.00	\$202.00	\$168.00	\$118.00	\$126.00			
100	Project Management	64	28	12	12	6	6	0	24	152	\$37,316.00	
101	Project Management	40	16	0	0	0	0	0	12	68	\$18,344.00	
102	Kick-off Meeting and Review Meetings	24	12	12	12	6	6	0	12	84	\$18,972.00	
200	Additional Project Management Tasks & Quality Assur./Contr.	132	70	44	44	22	22	0	48	382	\$90,700.00	
201	Quality Assurance/Control	16	12	0	0	0	0	0	4	32	\$8,648.00	
202	Maintain Schedule, Action Logs and Decision Logs	28	14	0	0	0	0	0	0	42	\$12,488.00	
203	Project Meetings	88	44	44	44	22	22	0	44	308	\$69,564.00	
300	Conceptual Design Phase Services	164	480	312	904	24	336	120	48	2388	\$472,928.00	
301	Sampling, Data Collection and Analysis	8	24	40	80	0	40	0	0	192	\$37,208.00	
302	Wastewater Collection System Transmission Routing Analysis	24	72	160	160	24	40	120	0	600	\$112,032.00	
	Hydraulic Modeling	8	24	80	80	0	0	0	0	192	\$38,848.00	
	Routing Analysis	8	24	80	80	24	40	120	0	376	\$64,576.00	
	Cost Estimates	8	24	0	0	0	0	0	0	32	\$8,608.00	
303	Wastewater Treatment Facility Conceptual Design	116	348	48	560	0	200	0	8	1280	\$264,096.00	
	Influent WW sampling plan, coordination, data analysis	8	24	0	40	0	0	0	8	80	\$16,376.00	
	Plant Headworks	8	24	0	40	0	24	0	0	96	\$19,400.00	
	Biological Treatment	8	24	0	80	0	24	0	0	136	\$26,160.00	
	Membrane Bioreactor	8	24	0	40	0	24	0	0	96	\$19,400.00	
	Disinfection	8	24	0	24	0	24	0	0	80	\$16,696.00	
	Effluent Storage and Pumping	8	24	0	32	0	24	0	0	88	\$18,048.00	
	Rapid Infiltration Basins	8	24	0	0	0	0	0	0	32	\$8,608.00	
	Solids Handling	8	24	0	64	0	24	0	0	120	\$23,456.00	
	Electrical	8	24	24	80	0	24	0	0	160	\$31,176.00	
	Instrumentation and Controls	8	24	24	80	0	24	0	0	160	\$31,176.00	
	Site Civil/Storm water/Yard Piping	8	24	0	0	0	0	0	0	32	\$8,608.00	
	Administration, Maintenance, Electrical and other Buildings	8	24	0	0	0	0	0	0	32	\$8,608.00	
	Plant Hydraulics	8	24	0	80	0	0	0	0	112	\$22,128.00	
	Cost Estimates	8	24	0	0	0	0	0	0	32	\$8,608.00	
	Topographic and Boundary Survey	4	12	0	0	0	8	0	0	24	\$5,648.00	
304	Conceptual Design Report	16	36	64	104	0	56	0	40	316	\$59,592.00	
	Draft CDR	8	24	40	80	0	40	0	24	216	\$40,232.00	
	Final CDR	8	12	24	24	0	16	0	16	100	\$19,360.00	
400	Support Services											\$335,438.54
	Laboratory Services											\$15,305.90
	Civil Engineering											\$60,400.00
	Land Surveying											\$85,497.64
	Architectural Services											\$25,000.00
	EOPCC Services											\$92,960.00
	RIB Evaluation Services											\$56,275.00
	TOTAL PROJECT COST	376	614	432	1064	52	420	120	160	2922	\$600,944.00	\$936,382.54
	Contingency											\$40,000.00
	TOTAL PROJECT COST WITH CONTINGENCY											\$976,382.54

Attachment A-3-Raw Wastewater Sampling Matrix

<b>Parameter</b>	<b>Waverly WWTP Plant Influent Wastewater</b>	<b>No. of Samples</b>
TSS	Daily Composite (Note 1)	7
VSS	Daily Composite (Note 1)	7
COD (total)	See Note 2	24
COD (1.2 µm GF filtrate)	See Note 2	24
COD (0.45 µm filtrate)	See Note 2	24
BOD <sub>5</sub> (total)	See Note 2	24
cBOD <sub>5</sub> (inhibited BOD <sub>5</sub> )	See Note 2	24
VFA	Daily Composite (Note 1)	7
TKN (total)	See Note 2	24
TKN (0.45 µm GF filtrate)	See Note 2	24
Ammonia	See Note 2	24
Nitrate	Daily Composite (Note 1)	7
TP	See Note 2	24
TP (0.45 µm GF filtrate)	See Note 2	24
Ortho-P (PO <sub>4</sub> -P)	See Note 2	24
Alkalinity	Daily Composite (Note 1)	7
pH	Daily Composite (Note 1)	7
Calcium	Daily Composite (Note 1)	7
Magnesium	Daily Composite (Note 1)	7
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>1/D = From a daily flow composite sample.</li> <li>2. Grab samples for 4 consecutive weekdays from 9 am to 7 pm. Each day a total of 6 samples will be collected every 2-hour duration. Samples will be collected at 9am, 11am, 1pm, 3pm, 5pm, and 7pm each day.</li> </ol>		

Services will be provided by Advanced Environmental Laboratories Inc. (AEL). Sampling will be performed by AEL personnel for 4 consecutive days, 10 hours per day to collect the grab samples as described in table above. Composite samples will be collected by AEL personnel using the existing composite samplers at the Waverly WWTP.

Attachment A-4 Location Map for Two Force Main Routes from Canal Road to the WWTF Site



# SubConsultant Proposals



## Attachment A-5

## Quotation



## Advanced Environmental Laboratories, Inc.

P.O. Box 551580  
 Jacksonville, FL 32255-1580  
 Phone (904) 363-9350  
 Fax (904) 363-9354

**Quote #:** 82543  
**Date:** 11/14/2025  
**Description:** Waverly WWTP - Polk County  
**Deliverable:** Review and Report WO

**Contact:** Carollo Engi  
 Sudhan Paranjape

**Customer:** Evan Ged  
**Service Contact:** Advanced Environmental  
 Laboratories, Inc.  
 6681 Southpoint Parkway  
 Jacksonville, FL 32216  
 United States  
 Phone 904-363-9350  
 Email EGed@aellab.com

Item	Test	Description	Matrix/Worklab	TAT	Unit Price	Qty	Extended Price
1		Daily Composite Samling	Water		\$420.50	7	\$2,943.50
	EMF	Env Maint Fee (per sample)		10	\$5.00		
	ALK-SM-W	Alkalinity,2320B,Aqueous	Tampa	10	\$17.50		
	4500NO3F-W	NO3,NO2 4500NO3F,Aqueous	Tampa	10	\$0.00		
	4500H+B-W	.PH,SM4500H+B,Aqueous	Tampa	10	\$11.90		
	MG2007-W	Magnesium,EPA 200.7,ICP,Aqueous	Tampa	10	\$16.80		
	CA2007-W	Calcium,EPA 200.7,ICP,Aqueous	Tampa	10	\$16.80		
	4500NO3FEE	Nitrate 4500 NO3F, Aqueous FEE	Tampa	10	\$17.50		
	FATACIDS-W	Fatty Acids, Sub-Out, WA		10	\$300.00		
	TSS-SM-W	TSS,2540D,Aqueous	Tampa	10	\$13.30		
	SM2540EVSS	Vol Suspended Solids,SM2540E	Tampa	10	\$21.70		
2		Diurnal Grab Sampling	Water		\$237.60	24	\$5,702.40
	TP-3654-W	Total Phosphorus,365.4,Aqueous	Tampa	10	\$19.60		
	TP-3654-D	Tot Diss Phosphorus, EPA 365.4	Tampa	10	\$19.60		
	TKNSOL45-W	TKN Soluble 0.45,351.2,Aqueous	Tampa	10	\$19.60		
	TKN3512-W	TKN,351.2,Aqueous	Tampa	10	\$19.60		
	OP-3651-W	OP-3651-W - ORTHOPHOSPHATE,365.1,WA	Tampa	10	\$17.50		
	NH3-3501-W	Ammonia,350.1,Aqueous	Tampa	10	\$19.60		
	COD-4104-W	COD,410.4,Aqueous	Tampa	10	\$21.70		
	CODSOL45-W	CODSOL45-W - COD Soluble 0.45, 410.4,WA	Tampa	10	\$21.70		
	CODSOLGF-W	CODSOLGF-W - COD Soluble GF, 410.4,WA	Tampa	10	\$21.70		
	CBOD-SM-W	CBOD,5210B,Aqueous	Tampa	10	\$21.00		

# Quotation



Quote #: 82543

Date: 11/14/2025

Item	Test	Description	Matrix/Worklab	TAT	Unit Price	Qty	Extended Price
3	BOD-SM-W	BOD,5210B,Aqueous	Tampa	10	\$21.00		
	EMF	Env Maint Fee (per sample)		10	\$5.00		
	FILTFEE	Filter Fee		10	\$10.00		
4		Sampling Mon - Thurs	Water		\$110.00	48	\$5,280.00
	SAMPF	Sampling Fee		10	\$110.00		
5		Courier Weekend	Water		\$240.00	2	\$480.00
	COURF	Courier Fee		10	\$240.00		
5		Expenses	Water		\$900.00	1	\$900.00
	MOBILF	Mobilization Fee		10	\$900.00		
						<b>Total</b>	<b>\$15,305.90</b>

## Terms

Prices reflect a 30% discount.

Accepted By:

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Name: Sudhan Paranjape Date: \_\_\_\_\_

# Quotation



**Quote #:** 82543  
**Date:** 11/14/2025

## TERMS AND CONDITIONS

The following terms and conditions apply to all work performed by Advanced Environmental Laboratories, Inc. (AEL), unless specifically exempted in writing by an officer of AEL.

### 1. CONTRACT AGREEMENT/TERMS AND CONDITIONS:

The Client, when placing an order with AEL, agrees that AEL's quotation, Terms and Conditions, the Client's purchase order, and AEL's agreement to perform testing shall constitute the entire contract between the Client and AEL. A purchase order issued to AEL shall not constitute a binding contract until it is accepted and acknowledged by AEL. It is assumed the Client accepts AEL's Terms and Conditions in lieu of the Client's Terms and Conditions on any orders placed with AEL.

### 2. GOVERNING LAW:

All contracts between AEL and the Client shall be deemed to be made and governed by the Laws of the State of Florida. Any legal action brought by either the Client or AEL shall be brought in a court of competent jurisdiction in Duval County, Florida, or if the action is to be in federal court, in the U.S. District Court for the Middle District of Florida - Jacksonville District.

### 3. QUOTATION PERIOD AND PRICING:

Prices quoted by AEL remain in effect for thirty (30) days and are subject to change after that period. The prices contained in a quotation supplied by AEL apply specifically to the test or project named on the quote in accordance with stated specifications and documentation provided to AEL at the time of quotation. AEL shall not be bound to this pricing for any subsequent testing, repeat testing, additions, and omissions to the test program or parts thereof.

### 4. PRICING REVISION:

The Client representative requesting any testing quotation by AEL shall be considered an agent of the client and authorized to make technical and/or cost changes of any nature to the test procedures, specifications, or other Client documents. If AEL is required to submit a quotation without first receiving and reviewing applicable test specifications, any pricing submitted shall be subject to change when such specifications are made available to AEL.

### 5. CREDIT TERMS AND PAYMENT:

The acceptance of any purchase order by AEL shall be contingent upon approval of the Client's credit. Unless otherwise determined, terms of AEL's invoices shall be Net 30 days and payable in U.S. funds. Payment for the services rendered is the obligation of the Client issuing the purchase order or accepting the proposal. This obligation is not contingent upon payment to the Client by any third party or on any specific result from AEL's services and may not be assigned without the written permission of AEL. If the Client fails to make payment within the agreed terms, AEL shall have the right to cease work, withhold data/reports, and make all invoices immediately due and payable. In addition, AEL shall have the right to charge interest on all amounts not paid by the due date at the rate of 1.5% interest per month, compounded monthly, from the due date of payment. Client agrees to pay all cost of collections including attorney's fees.

### 6. STANDARD PROCEDURES AND ACCREDITATION:

AEL represents to the client that testing is done in accordance with standard procedures as applicable and that reported test results are accurate within generally acceptable commercial ranges of accuracy, unless another measure of accuracy has been agreed to in writing by AEL and the client. AEL's testing laboratories are accredited by NELAP by the Florida Department of Health. It is the client's responsibility to ensure AEL is aware of any testing requiring accreditation. AEL makes no claims or guarantees that reported MDLs, PQLs, and/or MRLs will meet a Client's requirements, be they regulatory, commercial, industrial, or otherwise. It is the complete and full responsibility of the Client to determine if AEL MDLs, PQLs, and/or MRLs will satisfy a Client's needs.

### 7. WARRANTIES:

AEL performs services and hence its work and reports are not governed by the Uniform Commercial Code. Except as stated in paragraph 6, AEL disclaims all warranties, express or implied, including any warranties of merchantability or fitness for a particular purpose. AEL shall have no liability for incidental or consequential damages of any nature whatsoever.

### 8. Cancellation of Testing:

AEL begins testing upon receipt of samples from the Client. If for any reason the testing is interrupted by the Client, the completed portion of the work, including (but not limited to) supplies, materials, labor, and equipment utilization shall be billed to the Client and be payable within the agreed upon payment terms. In such circumstances where AEL agrees to place samples on hold, AEL may bill the Client stand-by charges, up to the full cost of established testing rates, until the testing resumes or is terminated by the client. If the testing is terminated by the client, AEL may impose a cancellation fee of no less than 10% of the unbilled portion of the project.

### 9. PROGRAM DELAYS:

AEL shall not be liable for any failure or delay in performance which is caused in whole or in part by acts of God (fire, flood, earthquakes, etc.), strikes or other labor disturbances, shut-downs, equipment breakdowns, unforeseen engineering problems, fuel shortages, Government priorities, or any other cause beyond the control of AEL.

### 10. ACCEPTANCE OF TEST REPORTS:

AEL reports apply only to the specific samples tested under stated test conditions and test results are not necessarily indicative of the qualities of apparently identical or similar test or operating conditions. AEL shall have no liability for any deductions, inferences or generalizations drawn by the client or others from AEL reports. If the Client requests verification of any part of the test report, AEL shall be notified within thirty (30) days of submission of the report to the Client. Failure to notify within this thirty (30) day period acknowledges acceptance of the report. Should additional work be required for verification purposes, AEL shall be entitled to the reasonable value of the additional work involved providing the original findings are verified. Payment for any test report or other AEL invoice shall not be contingent upon acceptance and/or approval of a third party.

### 11. SAMPLE/DATA RETENTION

Samples will be destroyed thirty (30) days after the date of the final report, unless the client indicates otherwise in writing and prepays before the expiration of said thirty (30) day period the entire cost of any storing, packaging and shipping the sample(s) by AEL. AEL shall have no obligation to retain its test reports or related data and documents beyond its normal retention periods.

### 12. SHIPPING/TRANSPORTATION

The Client shall be responsible for the transportation and any associated shipping costs of Client's property to and from AEL's laboratories.

### 13. SUBCONTRACTING

AEL performs the majority of analyses in-house. Depending on the requested testing, samples may be moved within the AEL Laboratory Network for analyses. If you have any questions with sample analysis arrangements, please contact AEL as soon as possible. For analyses not performed by AEL, samples may be subcontracted to a 3rd-Party certified laboratory. The client will be notified if testing is subcontracted out of the AEL Network.

November 25, 2025

Mr. Victor Godlewski, PE  
Senior Project Manager | Vice President  
Carollo Engineers  
200 E. Robinson Street, Suite 1400  
Orlando, FL 32801  
[vgodlewski@carollo.com](mailto:vgodlewski@carollo.com)

**RE: Professional Services Proposal  
ERUSA WPF & WWTF  
Task Order No. 2  
CivilSurv File: 195-001005**

Mr. Godlewski:

CivilSurv Design Group, Inc. (CivilSurv) is pleased to submit this proposal to Carollo Engineers, Inc. (Carollo) for Professional Services associated with the ERUSA WPF & WWTF project (Project). This proposal provides an overview of the services to be provided by CivilSurv.

**A. Project Understanding**

Polk County Utilities (PCU) has recently completed a Feasibility Study Report and is currently in the process of acquiring property for the ±148.6-acre ERUSA WWTF site located at 2825 Masterpiece Road. The subject property consists of four parcels identified by Polk County Property Appraiser Parcel Numbers 282918-000000-011030, 282918-000000-011020, 282917-000000-033270 and 282917-000000-033280. PCU has directed Carollo to prepare a scope of services to include a conceptual design report that will form a planning level document for the proposed WWTF and associated wastewater collection system transmission system modifications, including planning level design criteria, conceptual level site layouts and wastewater transmission routing analysis and opinions of probable construction costs.

Carollo has been selected by PCU through RFP 25-552 to complete the Project. Carollo has requested that CivilSurv provide engineering services in support of the Project. Specifically, CivilSurv's support services will be limited to site civil, yard piping, stormwater management, and environmental resource permitting.

**B. Scope of Services**

Upon authorization to proceed from Carollo, CivilSurv will provide the following identified services. CivilSurv shall ensure that all design, bid, and construction documents produced by

www.CivilSurv.com  
Small Business Enterprise



CivilSurv will be consistent with the Polk County Utilities Standards and Specifications Manual, latest edition, and other specified PCU requirements. This authorization shall be in full force and effect until CivilSurv completes all services as described in the Task Order and any subsequent modifications hereto.

The project management and conceptual design scope of services to be provided as part of this project are summarized by the following tasks:

- Task 110 – Project Management and Quality Assurance / Control; and
- Task 120 – Conceptual Design Phase Services.

**Task 110 – Project Management and Quality Assurance / Control**

The Task 110 (including subtasks 111, 112 and 113) will be budgeted for providing project management and quality assurance/control for this phase of the project. The scope assumes 28 weeks (~6 months) for completion of conceptual design services.

**Task 111 – Progress Reports**

CivilSurv will provide Carollo with brief monthly progress reports that identify what work has been performed by CivilSurv during the month and an itemized listing of work that will be anticipated in the upcoming month.

The deliverables for this task include the following, submitted electronically (email):

- Monthly Progress Reports.

**Task 112 – Maintain Schedule, Action Item Logs, and Decision Logs – NOT INCLUDED**

**Task 113 – Project Meetings**

CivilSurv will attend the following meetings with Carollo and PCU. Meeting agendas and meeting notes will be prepared by others. Meetings are anticipated to be conducted via remote conference.

- One kick-off meeting (WWTF)
- Five coordination/status meetings (as needed)
- One draft report review meeting

There will be no specific deliverables for this task.

**Task 120 Conceptual Design Phase Services**

CivilSurv will perform the following tasks as part of the conceptual design services. CivilSurv will provide information to Carollo for inclusion in a conceptual design report for the new ERUSA WWTF. CivilSurv's scope is limited to the site civil, yard piping, and stormwater management portion of the project. Where other items are performed that may have an effect, CivilSurv will request information such as building areas, closed treatment structures, proposed pavement around treatment structures, and building downspout systems.

**Task 121 – Sampling, Data Collection and Analysis – NOT INCLUDED**

**Task 122 – Wastewater Collection System Transmission Routing Analysis – NOT INCLUDED**

**Task 123 – Wastewater Treatment Facility Conceptual Design**

CivilSurv will support Carollo during the WWTF Conceptual Design with items limited to site civil engineering, yard piping, stormwater management, and permitting. The WWTF is anticipated to include flow equalization, preliminary treatment (screening and grit removal with odor control), biological nutrient removal (BNR) trains coupled with membrane bioreactors (MBR), disinfection, effluent storage and pumping and on-site rapid infiltration basins for effluent disposal. The solids handling facilities will consist of solids holding/stabilization, and dewatering. The anticipated capacity of the WWTF is 2.21 mgd.

Stormwater and Roadways:

The conceptual design will estimate the pervious and impervious areas and determine the necessary stormwater conveyance, treatment and discharge requirements. The design will also include access roadways, site security requirements such as number of entrances, gates, and fences.

CivilSurv will prepare and submit 30% design documents to provide preliminary design information limited to site civil, yard piping, and stormwater management for the project based on the overall WWTF layout prepared by others. This task includes the preparation of 30% design drawings to include the following sheets: Existing Conditions & Demolition; Overall Site Plan; Enlarged Site Plan; Overall Yard Piping Plan; Enlarged Yard Piping Plan; Overall Paving, Grading & Drainage Plan; and Enlarged Paving, Grading & Drainage Plan. The 30% design drawings will be prepared using a titleblock provided to CivilSurv by Carollo in an Autodesk Civil3D compatible format. The 30% design drawings are anticipated to be included as part of an overall set of design drawings to be prepared by Carollo.

CivilSurv will include an estimate of quantities in the Design Drawings for the site civil, yard piping, and stormwater management elements of the Project.

The deliverable for this task will include the following, submitted electronically (PDF):

- 30% Design Drawings (Draft); and
- 30% Design Drawings (Final).

**Task 124 – Conceptual Design Report**

CivilSurv will prepare the sections of the Conceptual Design Report (CDR) for the proposed WWTF concerning the site civil, yard piping, stormwater management, and environmental resource permitting elements of the project.

A draft CDR review workshop will be conducted with PCU. PCU will provide written comments to Carollo. Carollo will record the meeting minutes and all comments received from PCU will be responded to in writing. CivilSurv will support with comment responses related to the site civil, yard piping, stormwater management, and environmental resource permitting elements of the project.

This task includes coordination with the Carollo team in the preparation of an Engineer’s Opinion of Probable Construction Costs (EOPCC) for the site civil, yard piping, and stormwater management elements of the project. CivilSurv will support the EOPCC effort but it is understood the EOPCC will be prepared by others.

The FINAL CDR will be submitted to PCU after addressing the comments and will include a recommendation for the new WWTF.

The deliverable for this task will include the following, submitted electronically (PDF):

- Draft CDR Sections;
- Draft CDR Comment Responses; and
- Final CDR Sections.

**C. Deliverables**

CivilSurv shall prepare and submit to Carollo, including electronic format when applicable, the following deliverables:

<b>Task</b>	<b>Activity</b>	<b>Deliverable</b>
111	Progress Reports	Monthly Progress Reports (email)
123	Wastewater Treatment Facility Conceptual Design	One (1) electronic copy of the 30% Design Drawings; and one (1) electronic copy of the final 30% Design Drawings.
124	Conceptual Design Report Sections	One (1) electronic copy of the Draft CDR Sections; One (1) electronic copy of the Draft CDR Comment Responses; and One (1) electronic copy of the Final CDR Sections.

**D. Schedule**

CivilSurv will proceed with the services identified herein immediately upon receipt of a purchase order. CivilSurv will coordinate with Carollo to follow a mutually agreeable project schedule.

**E. Compensation**

This proposal establishes a not-to-exceed cost of \$60,400. Compensation for the services performed under this proposal shall be on an hourly, not-to-exceed basis using the attached hourly rate schedule. Other direct costs or expenses incurred in connection with this proposal will not be invoiced as these expenses have been accounted for in the rate multiplier associated with the hourly rate schedule. A summary of the estimated labor costs is provided in Attachment A-1 for reference only. Each invoice submittal shall include a tabular summary of the originally estimated labor costs by phase in accordance with Attachment A-1, 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 Carollo. To request consideration for such a transfer,

CivilSurv 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.

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 Carollo and, if so requested, shall be furnished by CivilSurv. In addition, all invoices shall be submitted with the purchase order number on the invoice.

**F. Carollo's Responsibilities**

Carollo will provide the following information to CivilSurv and / or perform the following services related to the Project:

- Construction Plan Titleblock
- Topographic Survey Data
- Subsurface Utility Engineering Data
- Autodesk Civil3D Compatible CAD files for the Proposed WWTF, including scaled drawings for proposed tanks and structures
- Coordinate / Provide Access to the Project Site

**G. Services Not Included**

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

- Topographic Survey
- Subsurface Utility Engineering
- Wetland Assessment / Delineation Services
- Threatened and Endangered Species
- Geotechnical Engineering
- Structural Engineering
- Detailed Engineering Design
- Permitting
- CMAR Coordination
- Construction Administration Services
- Resident Project Representative Services

**H. Assumptions**

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

- The proposed improvements associated with the Project are anticipated to be limited to upland areas with no impacts to wetlands.
- Internal roadway improvements are limited to the WWTF and exclude other County facilities that may be co-located on the site.

**CLOSING**

This proposal is valid for a period of 60 days. We appreciate this opportunity to work with Carollo Engineers. If you have any questions, please do not hesitate to contact us at 863-646-4771.

Respectfully submitted,

**CIVILSURV DESIGN GROUP, INC.**

A handwritten signature in blue ink that reads "Mark J. Frederick". The signature is stylized and written in all caps.

Mark J. Frederick, PE, CFM, ENV SP, PMP  
Vice President of Civil Engineering

Attachments:

- A-1 Budget Estimate
- A-2 Rate Schedule

Attachment A-1

ERUSA WPF & WWTF  
TASK ORDER NO. 2

Tasks	Principal		Director		Project Mgr.		Sr. Associate		Associate 2		Associate 1		Administrative Assistant		CSDG Labor	Reimbursable Expenses	Total
	\$250 per hour		\$230 per hour		\$160 per hour		\$150 per hour		\$135 per hour		\$90 per hour		\$80 per hour				
	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost			
<b>TASK 111 - MONTHLY PROGRESS REPORTS</b>																	
111.01 - Monthly Progress Reports	0	\$ -	6	\$ 1,380.00	0	\$ -	6	\$ 900.00	0	\$ -	0	\$ -	0	\$ -	\$ 2,280.00	\$ -	\$ 2,280.00
<b>Total Task 111</b>	0	\$ -	6	\$ 1,380.00	0	\$ -	6	\$ 720.00	0	\$ -	0	\$ -	0	\$ -	\$ 2,280.00	\$ -	\$ 2,280.00
<b>TASK 113 - PROJECT MEETINGS</b>																	
113.01 - Kickoff Meeting	0	\$ -	2	\$ 460.00	0	\$ -	2	\$ 300.00	2	\$ 270.00	0	\$ -	0	\$ -	\$ 1,030.00	\$ -	\$ 1,030.00
113.02 - Coordination/Status Meetings	0	\$ -	10	\$ 2,300.00	0	\$ -	10	\$ 1,500.00	10	\$ 1,350.00	0	\$ -	0	\$ -	\$ 5,150.00	\$ -	\$ 5,150.00
113.03 - Draft Report Review Meeting	0	\$ -	2	\$ 460.00	0	\$ -	2	\$ 300.00	2	\$ 270.00	0	\$ -	0	\$ -	\$ 1,030.00	\$ -	\$ 1,030.00
<b>Total Task 113</b>	0	\$ -	14	\$ 3,220.00	0	\$ -	14	\$ 2,100.00	14	\$ 1,890.00	0	\$ -	0	\$ -	\$ 7,210.00	\$ -	\$ 7,210.00
<b>TASK 123 - WWTF CONCEPTUAL DESIGN</b>																	
123.01 - 30% Design Drawings (Draft)	2	\$ 500.00	10	\$ 2,300.00	0	\$ -	60	\$ 9,000.00	30	\$ 4,050.00	0	\$ -	0	\$ -	\$ 15,850.00	\$ -	\$ 15,850.00
123.02 - 30% Design Drawings (Final)	2	\$ 500.00	5	\$ 1,150.00	0	\$ -	40	\$ 6,000.00	20	\$ 2,700.00	0	\$ -	0	\$ -	\$ 10,350.00	\$ -	\$ 10,350.00
<b>Total Task 123</b>	4	\$ 1,000.00	15	\$ 3,450.00	0	\$ -	100	\$ 15,000.00	50	\$ 6,750.00	0	\$ -	0	\$ -	\$ 26,200.00	\$ -	\$ 26,200.00
<b>TASK 124 - CONCEPTUAL DESIGN REPORT</b>																	
124.01 - Draft CDR Sections	2	\$ 500.00	8	\$ 1,840.00	0	\$ -	10	\$ 1,500.00	20	\$ 2,700.00	0	\$ -	0	\$ -	\$ 6,540.00	\$ -	\$ 6,540.00
124.02 - Draft CDR - EOPCC	2	\$ 500.00	8	\$ 1,840.00	0	\$ -	16	\$ 2,400.00	0	\$ -	0	\$ -	0	\$ -	\$ 4,740.00	\$ -	\$ 4,740.00
124.03 - Draft CDR Comment Responses	2	\$ 500.00	4	\$ 920.00	0	\$ -	10	\$ 1,500.00	10	\$ 1,350.00	0	\$ -	0	\$ -	\$ 4,270.00	\$ -	\$ 4,270.00
124.04 - Final CDR Sections	2	\$ 500.00	8	\$ 1,840.00	0	\$ -	10	\$ 1,500.00	20	\$ 2,700.00	0	\$ -	0	\$ -	\$ 6,540.00	\$ -	\$ 6,540.00
124.05 - Final CDR EOPCC	2	\$ 500.00	4	\$ 920.00	0	\$ -	8	\$ 1,200.00	0	\$ -	0	\$ -	0	\$ -	\$ 2,620.00	\$ -	\$ 2,620.00
<b>Total Task 124</b>	10	\$ 2,900.00	32	\$ 7,380.00	0	\$ -	54	\$ 8,100.00	50	\$ 6,750.00	0	\$ -	0	\$ -	\$ 24,710.00	\$ -	\$ 24,710.00
<b>Total Estimated Cost</b>	14	\$ 3,500.00	67	\$ 15,410.00	0	\$ -	174	\$ 25,820.00	114	\$ 15,390.00	0	\$ -	0	\$ -	\$ 60,400.00	\$ -	\$ 60,400.00



## Labor Multiplier Calculation

### CivilSurv Design Group, Inc. – FDOT FAR Audited Rates

Actual Payroll	1.00
Facilities Costs and Capital	0.12
Reimbursable Expenses	0.05 – Polk County
<u>Actual General Overhead</u>	<u>1.34</u>
Actual Sub-Total	2.51
<u>Profit (@15%)</u>	<u>0.38</u>
<b>Reduced Polk County Rate</b>	<b>2.89</b>



### Schedule of Professional Rates

Job Classification	Range of Hourly Billing Rates		Range of Direct Labor Rates	
	Minimum	Maximum	Minimum	Maximum
Administrative Assistant	\$57.80	\$144.50	\$20.00	\$50.00
Associate 1	\$46.24	\$92.48	\$16.00	\$32.00
Associate 2	\$72.25	\$144.50	\$25.00	\$50.00
Associate 3	\$101.15	\$173.40	\$35.00	\$60.00
Sr. Associate	\$130.05	\$202.30	\$45.00	\$70.00
Project Manager	\$101.15	\$231.20	\$35.00	\$80.00
Sr. Project Manager	\$130.05	\$260.10	\$45.00	\$90.00
Director	\$173.40	\$289.00	\$60.00	\$100.00
Principal	\$216.75	\$350.00	\$75.00	\$140.00
Survey Crew	\$115.60	\$346.80	\$40.00	\$120.00
Specialty Survey Crew	\$173.40	\$375.70	\$60.00	\$130.00
SUE Equipment (Direct Rate)	\$50.00	\$75.00	\$50.00	\$75.00

The above wages are based on the current ranges of CivilSurv Design Group, Inc. personnel that work in the above various disciplines. The billing rates on our proposed rate with a multiplier of 2.89. *Invoices will show as actual calculations. Values include potential cost increases over term of contract for maximum value.*





November 18, 2025

Vic Godlewski, PE  
Senior Project Manager | Vice President  
Carollo Engineers  
[vgodlewski@carollo.com](mailto:vgodlewski@carollo.com)

## PROPOSAL FOR PROFESSIONAL SURVEY & MAPPING SERVICES

**Project: Eastern Regional Utility Service Area (ERUSA) Regional Wastewater Treatment Facility (WWTF) Design Project, Polk County, Florida**

Dear Mr. Godlewski:

At ECHO UES, Inc. (ECHO), we value your consideration and appreciate the opportunity to provide a technical proposal for our professional services. This proposal, which includes our proposed fee and schedule, details the approach we consider most suitable for this project.

**Project Synopsis:** Based on the information made available to ECHO, we understand the project consists of the design and construction of the ERUSA WWTF in Polk County, Florida.

**Project Limits:** ECHO's proposed services will be performed within well-defined limits outlined in red on the attached exhibit.

**Project Scope:** ECHO's professional services have been requested to provide a boundary and topographic survey services, more clearly described below.

### I. Boundary Survey

ECHO shall provide a boundary survey of the property comprised of parcels 28-29-18-000000-011020, 28-29-18-000000-011030, 28-29-17-000000-033270, and 28-29-17-000000-033280 per the Polk County Property Appraiser's website.

The boundary survey will include the location of encumbrances listed in the title report. ***The title report is to be provided by the client.***

## **II. Topographic Survey**

ECHO shall provide a topographic survey, including elevations, within the areas shaded red in the attached exhibit. The topographic survey shall extend to the southerly right-of-way line of Masterpiece Road. Additional efforts shall include:

1. Set horizontal and vertical control throughout the project corridor.
2. The survey will be based on the North American Datum of 1983, 2011 Adjustment (NAD83/2011), Florida State Plane Coordinate System, West Zone.
3. Collect aboveground, visible features and improvements.
4. Survey non-invasive trees that are 4" and larger in diameter as measured at chest height.
5. Survey gravity storm and sanitary systems, including one generation beyond the project limits.
6. Collect sufficient elevation data to create a digital terrain model (DTM) of the site and 1-foot contours.

All survey efforts will be conducted in accordance with the Standards of Practice outlined in Rule Chapter 5J-17, F.A.C., pursuant to Section 472.027, F.S.

## **III. Deliverables**

1. Electronic file in AutoCAD format.
2. Electronically certified survey in PDF format.

**Proposed Schedule:** To be determined upon receipt of the Notice to Proceed (NTP).

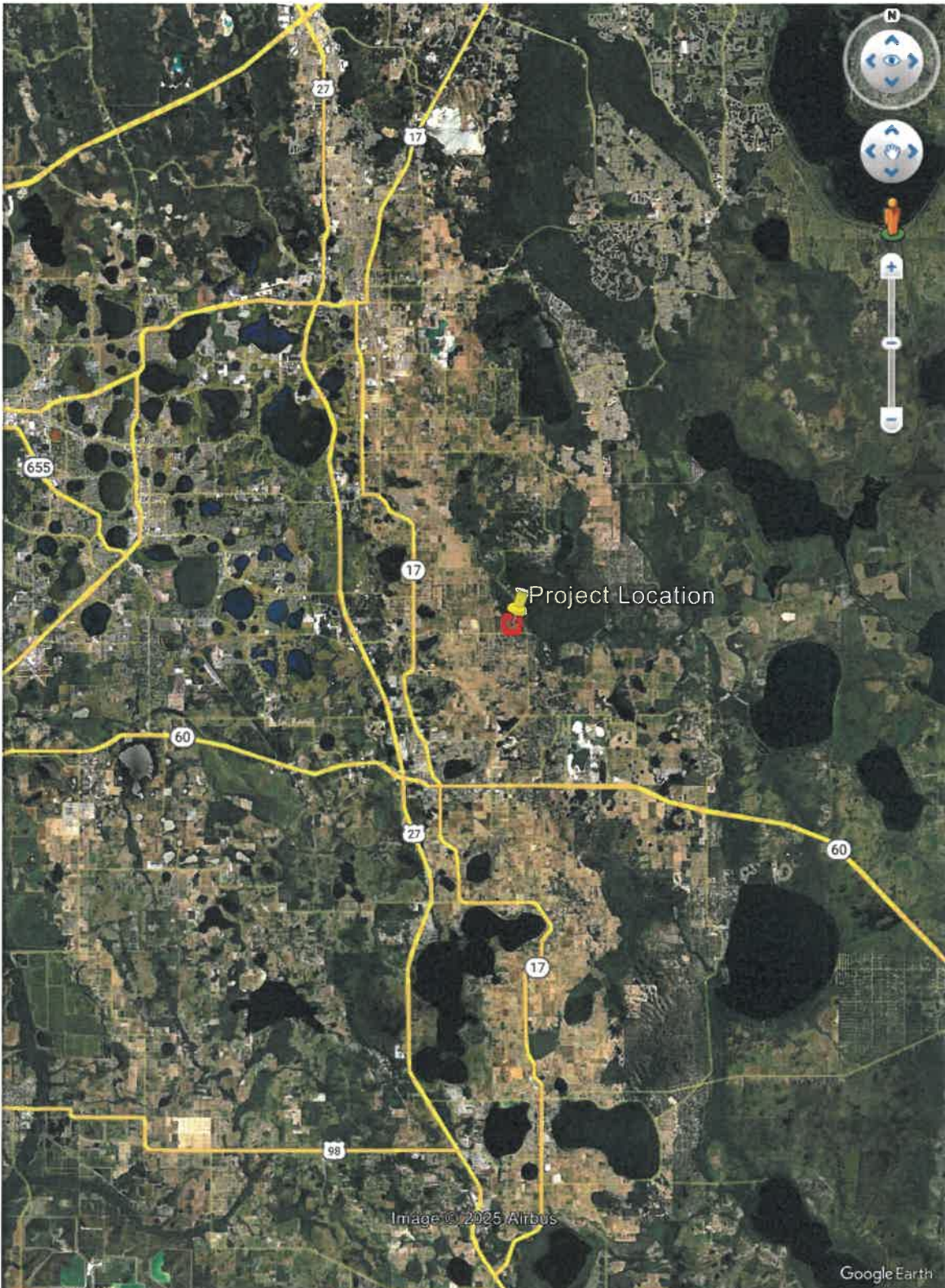
### **Notes and Limitations:**

1. The client shall facilitate access to the site and provide any relevant project information.
2. The site must be clear of obstacles impeding access to any portion of the project limits.
3. Standard work hours are from 7:00 am to 4:00 pm, Monday through Friday; additional charges may occur (following discussion with the Client) in the case of weekend or nighttime work.
4. ECHO will not work on any site contaminated with any hazardous or harmful substance.

**Fee:** ECHO's not-to-exceed competitive offer, which is inclusive of all field, office, materials, supplies, and equipment costs, is detailed on the following page.



### Vicinity Map



## Project Limits





November 17, 2025 Revised  
November 14, 2025

Mr. Victor Godlewski, PE  
Senior Project Manager | Vice-President  
Carollo Engineers  
D 407-377-2664

M 407-257-0236  
[vgodlewski@carollo.com](mailto:vgodlewski@carollo.com)

RE: Polk County East Regional Wastewater Treatment Facilities  
TLG Project No. 25126.01

Dear Mr. Godlewski

Thank you for inviting The Lunz Group to provide our proposal for professional services to Carollo ("Client"). The Lunz Group looks forward to partnering and collaborating with you and your team to develop Polk County East Regional Wastewater Treatment Facilities, located in Lake Whales, Florida. Upon your review of our qualifications, we are confident you will conclude our project team has the required expertise to ensure a successful project outcome. We look forward to the opportunity to discuss our proposal with you and your team at your earliest convenience.

#### **Project Understanding**

We understand Polk County Utilities (County) completed a master plan for the East Regional Utility Service Area (ERUSA) in 2024. The master plan recommended the development of a new regional wastewater treatment facility (WWTF) to serve the projected needs of the ERUSA. The land requirements for the proposed WWTF include space for treatment facilities as well as effluent management through the use of rapid infiltration basins (RIBs).

The County has identified a tract of land that they wish to consider for the ERUSA Regional WWTF site. This tract may potentially be used by other County departments for siting of facilities to serve this region of the County.

The County has authorized Carollo to assist in the evaluation of this tract for possible purchase. The purpose of this Technical Memorandum (TM) is to estimate the land area that would potentially be required for the treatment processes for the Regional WWTF. The land area requirements for RIBs and stormwater management will be the subject of separate TMs.

The proposed 150-acre site is located northwest of the intersection of Masterpiece Road and Timberlane Road near the western shore of Lake Pierce as shown below.

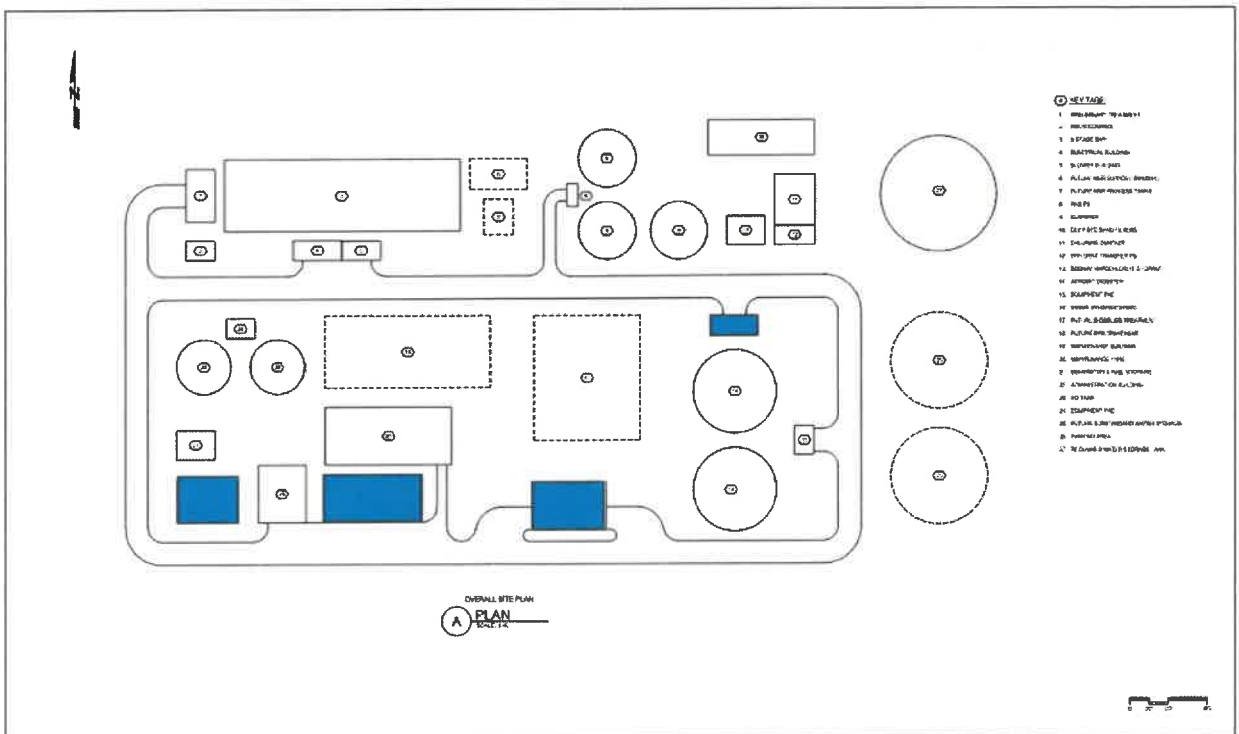


FIGURE 4  
 ERUSA REGIONAL WWTF-CONCEPTUAL SITE PLAN  
 POLK COUNTY UTILITIES

Carollo has identified the following buildings that will require conceptual floor plans and elevations for the Part 2 services -Conceptual Design, Task 123 – Wastewater Treatment Facility Conceptual Design.

- Administration Building 2900 sf (A)
- Maintenance Building 5000 sf (B)
- Electrical Building 2000 sf (could be two identical buildings each at 1000 sf (C)
- Biosolids Dewatering Building (similar to the proposed facility at the NWRWWTF) (D)

### **Scope of Services**

The Lunz Group will provide Conceptual Phase architectural design and documentation services no consultants are anticipated.

### **Deliverables**

- Code Research
- Life Safety Plans
- Conceptual Floorplans
- Conceptual Building Elevations

### **Time Schedule for Services**

**Start-Up Time:** Two (2) weeks after receipt of written authorization to proceed, and initial payment.

**I – Conceptual Design Services:** Four (4) of weeks.

Plus time for Client Review, Approval, and Authorization to Proceed.

**II – Schematic Design Phase Services:** Zero (0) weeks.

**III – Design Development Phase Services:** Zero (0) weeks.

**IV – Construction Documents/Permitting Phase Services:** Zero (0) weeks.

**V – Bidding Or Negotiation Phase Services:** Zero (0) weeks.

**VI – Construction Phase Services:** Zero (0) weeks.

**VII – Post Completion Services:** Zero (0) weeks.

### **Compensation for Professional Services**

The Lunz Group will provide professional services on a lump sum, basis. Client shall pay The Lunz Group a fee of \$25,000.00. Invoices shall be issued monthly based on a percent complete basis. Changes to the scope of work including changes to previously approved documents, project schedule, project scope, or scope of services will result in additional services. The additional services will be performed at the hourly rates below or for an agreed upon lump sum.

### **The Lunz Group Hourly Rates**

CEO/President	\$285.00
Managing Director	\$285.00
COO	\$240.00
Lead Architectural Designer	\$195.00
Lead Interior Designer	\$170.00
Senior Project Manager	\$210.00
Project Manager	\$190.00
Senior Project Architect	\$200.00
Project Architect	\$180.00
BIM Manager	\$155.00

Senior Designer	\$140.00
Designer	\$100.00
Accounting Support	\$95.00
Administrative Support	\$75.00

**Lump Sum Fee Breakdown**

			Code Research	Life Safety Plans	Floor plans	Elevations	total	Total
<b>Administration Building</b>								
	Project Manager	\$190.00	0	0	1	1	2	\$380.00
	Project Architect	\$180.00	2	2	2	2	8	\$1,440.00
	Designer	\$100.00	0	10	16	18	44	\$4,400.00
<b>Maintenance Building</b>								
	Project Manager	\$190.00	0	0	1	1	2	\$380.00
	Project Architect	\$180.00	2	2	2	2	8	\$1,440.00
	Designer	\$100.00	0	11	17	18	46	\$4,520.00
<b>Electrical Building</b>								
	Project Manager	\$190.00	0	0	1	1	2	\$380.00
	Project Architect	\$180.00	2	2	2	2	8	\$1,440.00
	Designer	\$100.00	0	10	16	18	44	\$4,400.00
<b>Biosolids Building</b>								
	Project Manager	\$190.00	0	0	1	1	2	\$380.00
	Project Architect	\$180.00	2	2	2	2	8	\$1,440.00
	Designer	\$100.00	0	10	16	18	44	\$4,400.00
<b>Total</b>								<b>\$25,000.00</b>
	Project Manager	\$190.00	8	\$1,520.00				
	Project Architect	\$180.00	32	\$5,760.00				
	Designer	\$100.00	178	\$17,720.00				
				\$25,000.00				

**Reimbursable Expenses**

Reimbursable Expenses are expenses incurred by The Lunz Group and The Lunz Group's consultants that are not included in the fee. These expenses shall be billed and paid at cost plus 15%. Reimbursable Expenses include, but are not limited to, the following:

- Courier and delivery charges including insurance and customs duty rates.
- Reproductions including photocopying, printing and plotting will be billed in accordance with Company's standard document pricing.
- Presentation materials including mounting and lamination.
- Professional renderings and models except as included in this proposal.
- Transportation and travel including airfare (business class for international travel), lodging, meals, ground transportation, vehicle rental, and other transportation related expenses.
- Additional expenses over normal hourly rates for overtime work approved by the Client in advance.

**Fast Track Process**

In the event the Client chooses to take advantage of the potential time and cost savings benefits of fast-track processes, Client acknowledges that it has been advised that the Project will be affected. Some of the effects include the necessity of making early or premature commitments to design decisions and the issuance of incomplete and uncoordinated Construction Documents for permitting, bidding, and construction purposes. Client acknowledges that the Project will likely require associated coordination, design, and redesign of parts of the Project after Construction Documents are issued and the Construction Contract is executed and may require removal of work-in-place, all which events may cause an increase in the Cost of the Work and/or an extension of the Project construction schedule. Therefore, Client acknowledges the necessity of including sufficient contingencies in the budget for the Cost of the Work to account for additional costs and construction schedule extensions arising from fast-track processes.

**Design Approval**

Client shall designate a project manager as the main contact of Client for communication with The Lunz Group in relation to this Project. Client shall immediately notify The Lunz Group in writing of any change to the project manager and/or their contact information Client's project manager shall have the authority to administer all aspects of this Contract on behalf of Client. Client's project manager shall attend all project meetings with The Lunz Group, especially the initial kick-off meeting, and shall ensure that any other members of Client's staff required for approvals are also in attendance at the initial kick-off meeting. Revisions to The Lunz Group's design consulting documents required to accommodate comments provided by Client's staff not in attendance at the initial kickoff meeting shall be compensated as an Additional Service, unless agreed otherwise by The Lunz Group.

**Terms And Conditions**

The Lunz Group and the Client agree to the Terms and Conditions of Attachment B.

**Agreement**

By signing below, Client agrees to the provisions of this proposal and agrees to pay The Lunz Group in accordance with those terms stated. Authorizing services described in this proposal shall be construed to mean agreement with the provisions of this proposal. If this proposal is not executed within 30 days from the issue date, The Lunz Group reserves the right to review Compensation, Payment Schedule, and Staffing Commitments. Until the time a formal AIA or other standard form of agreement between Client and Architect is executed this proposal and its associated terms and conditions will be the agreement between the Client and Architect for professional services.

Submitted by:

Approved by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Craig Fennig, AIA, NCARB, LEED AP BD+C  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

Managing Director  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

November 14, 2025  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Attachments:**

Attachment A - Scope of Services (Not issued)  
Attachment B - Terms and Conditions

CC: Lori Aumack, The Lunz Group

# Attachment B

## Standard Terms and Conditions

Polk County East Regional Wastewater Treatment Facilities  
November 14, 2025

### Standard of Care

The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

### Existing Conditions

To the extent that any portion of this project involves the remodeling, rehabilitation of or tie-in with an existing structure, the Owner shall furnish, at the Owner's expense, all information, requirements, reports, data, and instructions required by this Agreement. The Architect may use such information, requirements, reports, data, surveys, and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof, subject to the limitations contained within such documentation, in addition to its own visual observation of the existing structure. The Architect cannot be held responsible for errors in reports or existing conditions in documents or reports that were not prepared by Architect or its consultants, which cannot be visually/physically verified. The Architect shall notify the Owner of any materially significant assumption it is making within its design which conflicts with information provided by the Owner. Furthermore, to the extent that any portion of this project involves the remodeling, rehabilitation of or tie-in with an existing structure, and there is any concern about mold, moisture or mildew, the Owner shall authorize Architect to retain moisture and mold consultant(s) as additional services as may be reasonably required for the discovery, evaluation and remediation of existing water intrusion, moisture and/or mold conditions.

### Design Contingency

The Client acknowledges that additional costs may result due to the imperfect nature of the design and construction process and that the final design cost and/or construction cost of the project may exceed the design budget and/or construction budget. The Client should prepare and plan for clarification and modifications which may impact both the cost and schedule of the project. Therefore, Client agrees to set aside a reserve in the amount of five percent (5%) of the Cost of the Work (as defined in AIA Documents B101-2017 and B103-2017) as a design contingency to be used, as needed, to pay for any such increased costs and changes. The Client agrees to make no claim against the Architect for any increased cost within this contingency amount. If costs due to changes resulting from design errors, omissions, inconsistencies, or incompleteness exceed the contingency, then the Architect shall be responsible for such costs incurred by Client but only to the extent caused by Architect's negligent performance. Cost increases as a result of Client requests made after Construction Documents are issued for permit, changes in governmental agency requirements after previous approval, or unforeseen conditions are not costs due to errors, omissions, or inconsistencies. In no event shall the Architect be responsible for direct costs that Client would have incurred in the construction contract but for Architect's error or omission.

### Cost Estimating

Estimating is not included as a service on this project. Evaluations of the Owner's Project budget, the preliminary estimate of Construction Cost and detailed estimates of Construction Cost, if any, prepared by the Architect, represent the Architect's judgment as an Architect familiar with the construction industry. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiation conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's Project budget or from any estimate of Construction Cost or evaluation prepared or agreed to by the Architect.

### BIM

All models will be modeled at a level of detail of LOD 300. Basic interference check "clash detection" will be included in base scope and fee. Any additional LOD level and/or interference check will result in an additional service.

### Additional Services

Company and its consultants will provide additional services when requested by the Client on a Lump Sum basis as mutually agreed by the Client and Company or, in the absence thereof, on an hourly basis, either according to the Hourly Rate Schedule included in this Agreement or, in the absence thereof, at Company's then current standard hourly billing rates. Directed changes to items previously approved will be considered Additional Services. Additional services shall not be performed prior to receipt of written authorization from the Client to proceed.

### Company Insurance

Company will maintain commercial general liability, automobile liability, workers compensation and employee liability insurance reasonably necessary in connection with Company's performance of its services, and professional liability insurance with a coverage limit of not less than \$5 million per claim and annual aggregate while providing services for this Project and for three years thereafter.

### Instruments of Service

The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

Documents prepared by the Architect for this Project are intended for use solely with respect to this Project and Architect shall retain all rights, including ownership and copyright. Provided Client remains current in its payment obligations to Architect, Client is granted a non-exclusive license to use, copy and reproduce documents in connection with the construction, repair, maintenance, use and occupancy of, and publicity for, this Project. Other uses shall be negotiated separately. Architect reserves the right to photograph the Project and to be identified as designers of the Project in all

Project marketing materials.

If the Client, or anyone for whom the Client is contractually responsible, makes or permits to be made any changes to the construction documents prepared by the Architect and its sub-consultants without obtaining the Architect's prior written consent, the Client shall assume full responsibility for the consequences of the unauthorized changes, waives any claim against the Architect and its sub-consultants, and releases the Architect and its sub-consultants from any liability arising directly or indirectly from such changes. The Architect shall not be liable to the Client for any incidental, indirect or consequential damages related to the project or this Agreement, which shall include, but not be limited to, loss of use, loss of profit, loss of business or income or any other consequential damages incurred by the Client.

#### **Claims And Disputes**

The Client shall promptly report to the Architect any known or suspected defects in the Architect's services. The Client agrees to impose a similar requirement on all others under Client's control and shall require all subcontracts at any level to contain a similar requirement. Failure by the Client or those for whom Client is responsible to notify the Architect shall relieve the Architect of the costs of remedying the defect above the sum the remedy would have cost if prompt notification was given when the defect was first discovered.

Any claim, dispute or other matter in question arising out of or related to this Agreement or Project shall be subject to non-binding mediation as a condition precedent to commencing any legal action or lawsuit.

#### **Dispute Resolution**

This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case, not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this proposal.

#### **Waiver of Consequential Damages**

The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. Consequential damages include, but are not limited to, loss of use and loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement.

#### **Assignment**

Neither Architect nor Client shall assign this agreement without written consent of the other party, not to be unreasonably withheld. Notwithstanding the foregoing, Architect has the right to assign this agreement to an affiliate of Architect without the consent of the Client.

#### **Termination**

Time limits established by this Agreement shall not, except for reasonable cause, be exceeded by the Client or Architect. Reasonable cause shall expressly include but is not limited to a

pandemic or other similarly serious illness, disease, epidemic, or public health issue, market conditions, equipment lead times, and any orders, advisories, restrictions, or directives of any public or governmental agencies or officials with respect thereto that impact the Client's or Architect's ability to perform its obligations under this Agreement; and any unavoidable cause beyond Architect's control. In the case of reasonable cause, the affected party's time for performance shall be equitably adjusted and Architect's compensation shall be equitably adjusted.

If the Owner fails to make payments to the Architect within forty-five (45) days, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted. Should the Owner fail to cure the breach following a suspension, Architect may terminate this Agreement upon an additional seven (7) days' notice.

If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

Either party may terminate this Agreement upon not less than seven (7) days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

#### **Hazardous Materials**

**Definition of Hazardous Materials.** As used in this Agreement, the term "hazardous materials" shall mean any substances, including but not limited to asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes), bacteria, fungus, mold, or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site (hereinafter collectively referred to as "hazardous materials").

**Hazardous Materials – Suspension of Services.** Both parties acknowledge that the Architect's scope of services does not include any services related to the presence of any hazardous materials. In the event the Architect or any other party encounters any hazardous materials, or should it become known to the Architect that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of the Architect's services, the Architect may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the Owner retains appropriate consultants or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations. Architect shall not be responsible for locating or abating any hazardous materials.

**Hazardous Materials Indemnity.** The Owner agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless the Architect, its officers, partners, employees and consultants (collectively, "Architect Indemnitees") from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any hazardous materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action, except for the sole negligence or willful misconduct of the Architect Indemnitees.

**Waiver of Claims for Hazardous Materials.** In consideration of the substantial risks to the Architect in rendering its services in connection with the Project due to the potential presence or suspected presence of hazardous materials as defined herein, at or near the jobsite, the Owner agrees to make no claim and hereby waives, to the fullest extent permitted by law, any claim or cause of action of any kind, including but not limited to negligence, breach of contract or warranty, either express or implied, strict liability or any other causes, against the Architect, its officers, directors, partners, employees or subconsultants, which may arise out of or may in any way be connected to the presence of such hazardous materials.

**Publicity Acknowledgement**

The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project.

**Indemnification**

With regard to the professional services performed and to be performed hereunder by or through the Architect, Architect agrees, to the fullest extent permitted by law, to indemnify and hold the Owner harmless from any damage, liability, or cost (including reasonable attorneys' fees and costs of defense) to the proportionate extent that Claims are caused by Architect's negligent services or willful misconduct. The indemnity obligations provided under this section shall only apply to the extent such Claims are determined by a court of competent jurisdiction or arbitrator to have been caused by the negligence or willful misconduct of Architect. These indemnity obligations shall not apply to the extent said Claims arise out of, pertain to, or relate to the negligence of Owner or Owner's other agents, other servants, or other independent contractors, including the contractor, subcontractors of contractor or other consultants of Owner, or others who are directly responsible to Owner, or for defects in design or construction furnished by those persons; and

With regard to any acts or omissions of the Architect in connection with this Agreement which do not comprise professional services, the Architect further agrees to indemnify, defend and hold harmless the Owner from and against any and all claims, demand actions, causes of action, losses, liabilities, costs, reasonable attorneys' fees and litigation expenses (all of the foregoing being hereinafter individually and collectively called "claims") provided that any such claim is attributable to bodily injury, death, or property damage suffered or incurred by, or asserted against, the

Indemnified Parties to the extent, but only to the extent, that the claims are the result of any negligent act or omission by the Architect, its consultants or subconsultants or anyone for whom the Architect is responsible under this agreement, excluding, however, bodily injury, death or property damage arising out of the rendering or failure to render any professional services by the Architect (which is covered by Section 9.10.A.1 above).

The Owner agrees, to the fullest extent permitted by law, to indemnify and hold Architect harmless from any damage, liability, or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by the Owner's willful misconduct or gross negligent acts, errors, or omissions.

Neither Owner nor Architect shall be obligated to indemnify the other party in any manner whatsoever for the other party's own gross negligence or willful misconduct.

**Limitation of Liability**

In recognition of the relative risks and benefits of the Project to both the Owner and the Architect, the risks have been allocated such that the Owner agrees, to the fullest extent permitted by law, to limit the liability of the Architect to the Owner for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Architect to the Owner shall not exceed the Architect's insurance coverage available at the time of settlement or judgment. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, except for acts of willful misconduct or unless otherwise prohibited by law.

While the Architect shall be liable for its gross negligent acts and errors, the Architect and the Owner hereby agree as follows regarding the Architect's liability arising out of or relating to this Agreement and/or the Project to which it relates: (i) in relation to any negligent omissions by the Architect, the Architect's liability shall be limited to the cost, expenses or damages suffered or incurred by the Client as a result or consequence of any such negligent omissions, but in no event shall the Architect be liable for the cost of the labor, equipment, services or materials which the Architect negligently omitted which, if they had not been omitted, would have been included in the Project and paid for by the Client in any event; and (ii) in relation to both the provisions of "(i)" just preceding this clause, and in relation to any and all other claims for losses, expenses, costs, liabilities and damages of any kind whatsoever for which the Architect may otherwise be liable, the Client agrees that the maximum amount for which the Architect may be responsible or liable is the Architect's fees in relation to this Project.

Should the Client to decide to move forward with the project without engaging the Architect to perform Construction Phase Services, Owner waives all claims against Architect related to the use of the Instruments of Service and will defend, indemnify, and hold harmless the Architect for any claims, liabilities or damages arising out of or related to the use of the Instruments of Service.

**Miscellaneous**

For purposes of this Agreement, Architect is an independent contractor. Nothing in this Agreement shall be construed as creating an employer-employee relationship, an agency relationship, or a fiduciary relationship between Architect and the Client, or as creating a partnership, a joint venture, a corporation, or any other manner of business association or corporate entity of any kind among the Parties.

The Client shall provide and timely supplement the Architect with all agreements, which may relate to or affect the project's programming, design, construction and/or administration prior to the Architect beginning any professional service, or at the time an agreement becomes available.

Client agrees that any self-performed work will not interfere with the Architect's services or affect the Architect's standard of care. The Client shall timely coordinate all self-performed work to allow the Architect's services to proceed as agreed. Client's failure to coordinate its work, timely act, and/or timely disclose all material information related to the project may constitute substantial non-performance under this Agreement. During the Construction Phase the Client acknowledges and agrees to accept all Client directed/ performed deviations from the Contract Documents, as noted by the Architect. Further the Client agrees to indemnify and hold Architect harmless for any claim, damage, or expense resulting from these deviations.

The Client shall cooperate fully with the Architect, to proceed with the project on the basis of trust and good faith, and to perform its responsibilities, obligations and work in a manner that allows the Architect to timely and efficiently perform its services.

Architect shall not be required to sign and/or stamp construction documents or permit sets, or provide the Client with Architect's final deliverables, until Architect has received the Client's written acceptance of Architect's proposal, of which these Terms and Conditions are a part, or the parties have executed another form of agreement in lieu of such proposal. The Client shall coordinate Architect's duties and responsibilities set forth in the contract for construction with Architect's services set forth in these Terms and Conditions. The Client shall provide Architect a copy of the executed agreement between the Client and contractor.

If the services covered by this Agreement have not been completed within One (1) month of the date hereof, through no fault of Company, extension of Company's services beyond that time shall be considered an additional service.

Pursuant to Florida Statutes Section §558.0035 (2013), an individual employee or agent of The Lunz Group (Architect) may not be held individually liable for negligence.

**End of Terms and Conditions**



*November 25, 2025*

*Vic Godlewski, PE  
Senior Project Manager | Vice-President Carollo Engineers  
200 East Robinson Street, Suite 1400  
Orlando, Florida 32801*

*Subject: Proposal for Cost Estimating Services during Conceptual Design Part 2 of the Polk County Eastern Regional Wastewater Treatment Facility, Rev 1*

*Dear Vic:*

*PMA Consultants (PMA) is pleased to submit our proposal to provide cost estimating services as outlined below for the Polk County East Regional Wastewater Treatment Facility. This subconsultant proposal is to provide the requested services during the conceptual design phase, Part 2, of the plant. This document outlines our understanding of the scope as outlined in your email and based on our previous experience at similar sites and project stages.*

#### *SCOPE OF SERVICES*

*PMA (SUBCONSULTANT) proposes to provide cost estimating services to Carollo Engineers (CONSULTANT) as enumerated and described in Exhibit No. A - Scope of Services, Polk County Utilities, East Regional Wastewater Treatment Facilities, Conceptual Design Phase Services- PART 2, November 14, 2025:*

#### ***Task 124 – Conceptual Design Report***

##### ***❖ Wastewater Collection System Transmission Routing Analysis:***

- ❖ CONSULTANT will prepare 2 wastewater collection system route alternatives for delivering sewage to the East Regional WWTP that will identify lift stations and energy requirements for each route. SUBCONSULTANT will prepare draft and final versions of ACEE Class 5 Engineer's Opinions of Probable Construction Costs (EOPCC) for each alternative.***

- SUBCONSULTANT will prepare "Class 5" EOPCC's, per Recommended Practice 18R-97 Cost Estimate Classification System – As Applied in Engineering, Procurement, and Construction for the Process Industries, by*



AACE International, August 2020 Version. Class 5 estimates are generally prepared based on limited information and subsequently have a fairly wide range of accuracy. Typically, engineering is from 1 percent to 15 percent complete. Class 5 cost estimates are estimates made without detailed engineering data. An estimate of this type is normally used for budgetary and planning purposes and used for the screening of alternative concepts. The expected accuracy range for Class 5 estimates is between -50% to +100%.

- ❖ Net-present Value (NPV) for each alternative.
  - SUBCONSULTANT will prepare draft and final net-present value 20 year cost models for each alternative
    - *Estimated level of effort for PMA on Task 124 Wastewater Collection System is 240 hours total*

- ❖ ***Wastewater Treatment Facility Conceptual Design***

- ❖ ***CONSULTANT will prepare conceptual designs and layouts for process units, prepare conceptual site plans showing yard piping, storm drainage and roadways, preliminary hydraulic profile, and will share with SUBCONSULTANT all budget pricing obtained from process vendors during design preparation. SUBCONSULTANT will prepare draft and final versions of AACE Class 5 Engineer's Opinions of Probable Construction Costs (EOPCC) for the conceptual plant design.***

- SUBCONSULTANT will prepare "Class 5" EOPCC per *Recommended Practice 18R-97 Cost Estimate Classification System – As Applied in Engineering, Procurement, and Construction for the Process Industries*, by AACE International, August 2020 Version. Class 5 estimates are generally prepared based on limited information and subsequently have a fairly wide range of accuracy. Typically, engineering is from 1 percent to 15 percent complete. Class 5 cost estimates are estimates made without detailed engineering data. An estimate of this type is normally used for budgetary and planning purposes and used for the screening of alternative concepts. The expected accuracy range for Class 5 estimates is between -50% to +100%.
- SUBCONSULTANT will be assisted with quantity takeoffs from the RIBS subconsultants on the RIBS work scope.
  - *Estimated level of effort for PMA on Task 124 Wastewater Treatment Facility Conceptual Plant Design is 320 hours total.*



***Duration and Compensation***

*The anticipated scope of services is expected to extend over a 12-month period.*

*The above task breakdown provides the estimated hours and PMA's fees for the individual tasks described above. The fee for the above tasks during the stipulated design phase of the project is based on a combined rate of \$166.00 per hour.*

*Task hours shown above represent budgeted hours only. PMA will not be held to individual task hours/amounts as long as the total amount for all tasks awarded to PMA is not exceeded.*

*Our total fee for our work assignment will be \$92,960.00. Fee breakout table below:*

<i>Task</i>	<i>hours</i>	<i>Proposed Fee</i>
<i>Collection Systems Transmission Routing Alternatives EOPCC</i>	<i>160</i>	<i>\$26,560.00</i>
<i>Net Present Worth Analysis</i>	<i>80</i>	<i>\$13,280.00</i>
<i>Wastewater Treatment Facility EOPCC</i>	<i>320</i>	<i>\$53,120.00</i>
<i>Totals</i>	<i>600</i>	<i>\$92,960.00</i>

***PMA Invoicing Policy***

*Invoices shall be due upon receipt and shall be payable to PMA within thirty (30) calendar days after receipt of invoice. Invoices will be sent electronically to the client's designated party. Hard copies of invoices will be mailed to the client upon request.*

*Invoicing and billing shall be on a time-incurred and expense-incurred basis. The above tables represent estimates only for anticipated professional fees and costs; to the extent any monthly or*



## **PMA Consultants**

*quarterly estimate is anticipated to substantially exceed projected amounts, PMA Consultants shall notify Carollo and explain the basis for the deviation. PMA project assigned personnel shall accurately record their time on a daily basis, which shall be consolidated on a monthly basis for purposes of invoicing. Time sheets shall be accompanied by a short description of work performed in relation to the time incurred. Expenses shall be supported by documentation and available upon request.*

*Payment to PMA is in no way conditioned upon client's receipt of payment from any third party or source. Please remit monthly payments to PMA electronically according to our established protocol.*

*PMA reserves the right to suspend services for invoices greater than 30 days outstanding without payment. Interest charges (accrued at a compounded rate of 1% per month) shall apply to invoices greater than 45 days outstanding without payment. Questions or clarifications concerning any invoice or contract issues may be referred to Ms. Samantha Zeisler by phone at 734.418.7897.*

*PMA will proceed with this effort after receipt of written Authorization to Proceed.*

*We look forward to the opportunity to collaborate with Carollo Engineers and Polk County on the East Regional Wastewater Facilities Project. Should you have any questions or concerns, or simply wish to discuss any aspect of this proposal, please feel free to contact me at (407) 230-4786 or via email at [kvanderjagt@pmaconsultants.com](mailto:kvanderjagt@pmaconsultants.com).*

*Sincerely,*

*Ken VanderJagt, PE, CEP, PMP*

*Director*



cc: *PMA FILE*  
*Fernando Villanueva*  
*Eduardo Nazario*  
*Rick Johnson*  
*Kim Varghese*



## Carollo Engineers Conceptual Design for ERUSA WWTF RIBs Scope of Services

### Background

Polk County Utilities (PCU) desires to expand wastewater services in the East Regional Utility Service Area (ERUSA). Infrastructure improvements were recommended in the 2023 ERUSA Master Plan Update (Dewberry Engineers, 2024). PCU is the process of purchasing a 148.6-acre site along Masterpiece Road for locating a new greenfield wastewater treatment facility (WWTF) and associated rapid infiltration basins (RIBs) for effluent disposal. To support PCU's planning and conceptual design efforts, Royal Consulting Services, Inc. (RCS) previously prepared the *Rapid Infiltration Basin Preliminary Analysis Report* (RCS, 2025), which consolidated regional and site-specific hydrologic, hydrogeologic, and geotechnical information and included a preliminary groundwater mounding analysis for the proposed RIB site.

PCU has directed Carollo Engineers (Carollo) to prepare a scope of services for preparing a conceptual design report that will form a planning level document for the proposed WWTF and associated wastewater collection system transmission system modifications, including planning level design criteria, conceptual level site layouts and wastewater transmission routing analysis and construction cost estimates. Carollo has asked RCS to provide engineering consulting services in support of the RIB design component, including developing conceptual layouts, refining the preliminary mounding evaluation, planning-level design criteria, and an opinion of probable construction cost for the RIB system. This conceptual design effort will build upon the previously completed report by RCS.

### Scope of Services

Upon authorization from Carollo, RCS will provide the following identified services, confirming that all design, bid, and construction documents produced for the County are consistent with PCU Standards and Specifications Manual, latest edition, and other County requirements.

#### **Task 110 Project Management and Quality Assurance/Control**

RCS will provide project management and quality assurance/quality control services associated solely with the RIB design component of the ERUSA WWTF conceptual design project. Project management activities include internal coordination, communication with Carollo, schedule tracking for RCS tasks, meeting preparation, and senior-level QA/QC review of deliverables. A six-month (24-week) level of effort is assumed for completion of the RIB conceptual design tasks.

#### **Task 111 Progress Reports**

RCS will provide Carollo with monthly progress reports that identify what work included in this scope of services has been performed during the month and an itemized listing of work anticipated to be complete in the upcoming month. These reports will be delivered as part of the monthly progress payment request.

Deliverables: Monthly Progress Reports.



### **Task 112 Maintain Schedule, Action Item Logs, and Decision Logs**

RCS will develop and maintain a project schedule for the management of the RIB conceptual design services. Each task identified in this scope of work will be included in the project schedule. The project schedule will be updated monthly and delivered to Carollo as part of the monthly progress payment request.

RCS will create and maintain throughout the project an Action Item Log and a Decision Log. These logs will be routinely updated and provided to Carollo with the monthly report and progress payment request.

Deliverables: Project Schedule and Action and Decision Logs.

### **Task 113 Project Meetings**

RCS will participate in meetings and ongoing coordination with Carollo and/or Polk County related to the RIB conceptual design component. RCS will prepare a summary of RCS-specific action items and distribute it within five (5) working days of each meeting, contingent upon timely receipt of meeting materials from Carollo.

Meetings anticipated under this task include:

- One kick-off meeting (WWTF)
- One kick-off meeting (Wastewater Collection System Transmission System Routing Analysis)
- Five coordination/status meetings (as needed)
- One draft report review meeting

In addition to scheduled meetings, RCS will provide ongoing technical coordination with Carollo's WWTF process design team and the wastewater collection system transmission routing team. This coordination will ensure consistency between RIB conceptual design assumptions, WWTF process requirements, and site layout constraints. Coordination activities may include email correspondence, technical clarifications, brief coordination calls, and review of process assumptions that affect RIB loading or distribution needs. This task is limited to RIB-specific coordination and does not include management of other subconsultants or development of WWTF process design.

#### **Deliverables:**

- RCS action item summaries for each meeting
- Meeting minutes
- Technical coordination responses and follow-up communication related to RIB design integration

### **Task 120 Conceptual Design Phase Services**

RCS will perform the following tasks as part of the RIB conceptual design services. RCS will prepare a conceptual design report for the RIBs associated with the new ERUSA WWTF. Please note the following items are **not included** in the RCS scope of services for the RIB conceptual design phase:

1. Geotechnical field investigations, laboratory testing, or development of geotechnical recommendations.



2. Surveying, topographic data collection, or boundary determination.
3. Development of new regional groundwater models; RCS will only refine the previously developed Focused Telescopic Mesh Refinement (FTMR) model.
4. Structural design, electrical design, or detailed SCADA/instrumentation design.
5. Preparation of permit applications or coordination with regulatory agencies beyond conceptual-level technical support.
6. Detailed construction specifications or final design drawings.
7. Environmental assessments, wetland delineations, or ecological surveys.
8. Public meetings, presentations, or stakeholder engagement support unless specifically authorized.

### ***Task 123 Wastewater Treatment Facility Conceptual Design***

The proposed WWTF will include on-site RIBs for effluent disposal. RCS will develop conceptual-level RIB layout alternatives (up to two configurations) that evaluate basin sizing, footprint geometry, infiltration performance, and operational considerations. Conceptual layouts will be developed using topographic, survey, and background data provided by Carollo.

The conceptual RIB configurations will address:

- Proposed RIB cell footprints, number of basins, and basin geometry
- Conceptual perimeter berm locations and typical sections
- Effluent conveyance and distribution piping corridors
- Anticipated hydraulic loading rates, basin cycling/rotation strategy, and infiltration assumptions based on site conditions
- Access, buffer, and setback requirements consistent with FDEP Chapter 62-610
- Integration with overall WWTF site planning as directed by Carollo
- Conceptual-level identification of instrumentation and control needs (e.g., level monitoring, flow distribution); detailed electrical or SCADA design is excluded

RCS will refine the previously developed FTMR MODFLOW model to evaluate groundwater mounding beneath the conceptual RIB configurations. Modeling refinements may include:

- Updated basin footprints and loading distributions based on conceptual configurations
- Revised stress periods and loading scenarios consistent with the conceptual design
- Updated boundary conditions, if needed, based on Carollo-provided data

The refined modeling will assess predicted mound elevations, extent, and compliance with setback and daylighting requirements and will inform the conceptual design recommendations documented in the Conceptual Design Report (CDR). No redevelopment, recalibration, or expansion of the regional ECFTX2 model is included.

RCS will coordinate with Carollo's process design and site layout teams to ensure the conceptual RIB designs and mounding model refinements remain consistent with WWTF process assumptions and effluent routing requirements.



### **Task 124 Conceptual Design Report**

RCS will prepare a CDR for the RIB system associated with the new ERUSA WWTF that will compile the conceptual layouts developed under Task 123, summarize key design assumptions, present the results of refined groundwater mounding modeling, and provide planning-level recommendations for RIB sizing and configuration.

The CDR will include the following components:

#### **1. Summary of Basis of Design**

- Description of project background and site conditions
- Summary of relevant findings from the RCS' *Rapid Infiltration Basin Preliminary Analysis Report* (RCS, October 2025)
- Assumptions regarding effluent quality, flow, loading cycles, setbacks, and operational considerations
- Applicable regulatory considerations under FDEP Chapter 62-610

#### **2. Conceptual RIB Layout(s)**

- Up to two conceptual RIB configurations, including basin footprints, proposed berm locations, and internal layout
- Conceptual distribution piping routes and operational rotation scheme
- Preliminary infiltration and loading assumptions

#### **3. Groundwater Mounding Modeling Evaluation**

- Predicted groundwater mound elevations and extent
- Comparison of water table elevations to site topography
- Interpretation of potential impacts to adjacent wetlands and Lake Pierce
- Assessment of compliance with setback requirements and absence of daylighting

#### **4. Engineer's Opinion of Probable Cost (OPCC) - Support**

RCS will support PMA in prepare a planning-level OPCC for the conceptual RIB system, including:

- Earthwork and berm construction
- Splash pads and erosion protection
- Pipeline installation and distribution infrastructure
- Monitoring wells, instrumentation allowances, and site access
- Electrical/control allowances (conceptual only)

RCS will provide conceptual-level quantities to PMA. PMA to develop cost opinion.

A draft CDR review workshop (see Task 113) will be conducted with Carollo and the client. Carollo and PCU will provide written comments to RCS. RCS will record the meeting minutes, and all comments received will be responded to in writing. The final CDR will be submitted to Carollo after addressing the comments and will include a recommendation for the new WWTF RIBs.

Deliverables: Conceptual Design, including:



- Draft CDR - Three paper copies of the Draft CDR will be provided. Electronic copy will be provided in PDF format.
- Draft CDR review meeting minutes (PDF copy).
- Written responses to CDR review comments in PDF format.

Final CDR - Three paper copies of the Final CDR will be provided. Electronic copy will be provided in PDF format.

**Schedule**

The anticipated schedule is provided below. This schedule is dependent upon timely coordination with and receipt of information from Carollo and/or Polk County.

<b>Task No.</b>	<b>Description</b>	<b>Expected Completion (Months from NTP)</b>
110	Project Management and Quality Assurance/Control	
111	Progress Reports	6
112	Maintain Schedule, Action Item Logs, Decision Logs	6
113	Project Meetings	6
120	Conceptual Design Services	
123	Wastewater Treatment Facility Conceptual Design	4
124	Conceptual Design Report	5

**Budget**

The cost to perform the services described herein is estimated to not exceed \$56,275. Please see the summary provided below and the detailed breakdown attached. RCS will bill monthly on a time-and-materials basis, by task, in accordance with the attached billing rates.

<b>Task No.</b>	<b>Description</b>	<b>Not-to-Exceed Cost</b>
110	Project Management and Quality Assurance/Control	
111	Progress Reports	\$4,195
112	Maintain Schedule, Action Item Logs, Decision Logs	\$3,875
113	Project Meetings	\$7,755
120	Conceptual Design Services	
123	Wastewater Treatment Facility Conceptual Design	\$27,760
124	Conceptual Design Report	\$12,690
	<b>Total</b>	<b>\$56,275</b>

Project Name: Polk County Utilities Rapid Infiltration Basin Conceptual Design

Task #	Task Description	Officer		Associate		Principal		Professional III		Staff Support II		Senior Administration		Other Direct Costs	Hours	Labor Costs	Total Costs
		Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$				
<b>110</b>	<b>Project Management and Quality Assurance/Control</b>	<b>11</b>	<b>\$3,300.00</b>	<b>12</b>	<b>\$3,300.00</b>	<b>21</b>	<b>\$5,040.00</b>	<b>0</b>	<b>\$0.00</b>	<b>15</b>	<b>\$2,250.00</b>	<b>7</b>	<b>\$875.00</b>	<b>\$1,060.00</b>	<b>66</b>	<b>\$14,765.00</b>	<b>\$15,825.00</b>
111	Progress Reports (6 Months)	3	\$900.00	3	\$825.00	6	\$1,440.00	0	\$0.00	0	\$0.00	6	\$750.00	\$290.00	18	\$3,915.00	\$4,195.00
112	Maintain Schedule, Action Item Logs, and Decision Logs	3	\$900.00	3	\$825.00	6	\$1,440.00	0	\$0.00	3	\$450.00	0	\$0.00	\$260.00	15	\$3,615.00	\$3,875.00
113	Project Meetings	5	\$1,500.00	6	\$1,650.00	9	\$2,160.00	0	\$0.00	12	\$1,800.00	1	\$125.00	\$830.00	33	\$7,235.00	\$7,785.00
	Kickoff Meeting (B/W/T/F) - 1hr	1	\$300.00	1	\$275.00	1	\$240.00	0	\$0.00	2	\$300.00	0	\$0.00	\$80.00	5	\$1,115.00	\$1,195.00
	Kickoff Meeting (Transmittal) - 1 hr	1	\$300.00	1	\$275.00	1	\$240.00	0	\$0.00	2	\$300.00	0	\$0.00	\$80.00	5	\$1,115.00	\$1,195.00
	Five Coordination/Status Meetings - 0.5 hr	2	\$600.00	3	\$825.00	5	\$1,200.00	0	\$0.00	6	\$900.00	1	\$125.00	\$660.00	17	\$3,630.00	\$3,910.00
	Draft Report Review Meeting - 1hr	1	\$300.00	1	\$275.00	2	\$480.00	0	\$0.00	2	\$300.00	0	\$0.00	\$100.00	6	\$1,335.00	\$1,435.00
<b>120</b>	<b>Conceptual Design Phase Services</b>	<b>6</b>	<b>\$1,800.00</b>	<b>52</b>	<b>\$14,500.00</b>	<b>56</b>	<b>\$13,440.00</b>	<b>12</b>	<b>\$2,220.00</b>	<b>35</b>	<b>\$5,250.00</b>	<b>4</b>	<b>\$750.00</b>	<b>\$2,690.00</b>	<b>167</b>	<b>\$37,760.00</b>	<b>\$40,450.00</b>
123	Wastewater Treatment Facility Conceptual Design	2	\$600.00	40	\$11,000.00	40	\$9,600.00	8	\$1,480.00	20	\$3,000.00	2	\$250.00	\$1,830.00	112	\$25,930.00	\$27,760.00
	RIB Design	1	\$300.00	40	\$11,000.00	20	\$4,800.00	0	\$0.00	20	\$3,000.00	2	\$250.00	\$1,160.00	83	\$19,350.00	\$20,710.00
	Groundwater Modeling	1	\$300.00	0	\$0.00	20	\$4,800.00	8	\$1,480.00	0	\$0.00	0	\$0.00	\$470.00	29	\$6,380.00	\$7,050.00
124	Conceptual Design Report	8	\$1,200.00	12	\$3,300.00	16	\$3,840.00	4	\$740.00	15	\$2,250.00	4	\$500.00	\$860.00	55	\$11,850.00	\$12,690.00
	Summary of Basis of Design	1	\$300.00	4	\$1,100.00	4	\$960.00	0	\$0.00	1	\$150.00	0	\$0.00	\$180.00	10	\$2,510.00	\$2,690.00
	Conceptual RIB Layout	0	\$0.00	2	\$550.00	0	\$0.00	0	\$0.00	8	\$1,200.00	0	\$0.00	\$1,360.00	10	\$1,750.00	\$1,880.00
	Groundwater Modeling Evaluation	1	\$300.00	0	\$0.00	8	\$1,920.00	4	\$740.00	0	\$0.00	2	\$250.00	\$730.00	15	\$3,210.00	\$3,440.00
	Engineer's Opinion of Probable Cost - Support	1	\$300.00	4	\$1,100.00	2	\$480.00	0	\$0.00	2	\$300.00	2	\$250.00	\$180.00	11	\$2,430.00	\$2,610.00
	Response to CDR Comments and CDR Final Reviews	1	\$300.00	2	\$550.00	2	\$480.00	0	\$0.00	4	\$600.00	0	\$0.00	\$140.00	9	\$1,930.00	\$2,070.00
<b>Total Hours</b>		<b>17</b>	<b>\$ 5,100.00</b>	<b>64</b>	<b>\$ 17,600.00</b>	<b>77</b>	<b>\$ 18,480.00</b>	<b>12</b>	<b>\$ 2,220.00</b>	<b>50</b>	<b>\$ 7,500.00</b>	<b>13</b>	<b>\$ 1,625.00</b>	<b>\$ 3,250.00</b>	<b>233</b>	<b>\$ 52,525.00</b>	<b>\$ 56,275.00</b>

