

# REQUEST FOR LEGAL SERVICES

TO: COUNTY ATTORNEY'S OFFICE (AT01)

ATTENTION: Noah Milov   
(CHECK ONE) Heather Bryan

FROM: Klayton Fees, P.E. (863) 535-2281 DATE: 4/2/26  
(Name and Phone Number)

RETURN TO: Klayton Fees DIVISION: Roads & Drainage (TR01)

BOARD AGENDA DATE: N/A COUNTY MANAGER ITEM:

PROJECT: 1st St NW Sidewalk Project

CSA/CONTRACT NUMBER: 22-082-01

MODIFICATION NUMBER: 2 CHANGE ORDER NUMBER:

TYPE OF AGREEMENT: CSA Modification

NAME OF CONSULTANT/CONTRACTOR: AIM Engineering & Surveying, Inc.

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

REQUEST IN DETAIL:

*Please review attachments for the Board Agenda date indicated and return APPROVED documents at your earliest convenience. THANK YOU.*

County Attorney

For CAO Use Only:

Assigned Staff: Noah Log-In Date: MAR 18 2026

CAO Project Number: 2026-193 Log-Out Date: 3/20/2026

**CONSULTANT APPROVAL FORM**

**CPO:** If Consultant fee is under \$50,000 & construction is under \$250,000 (procedure)

**CSA:** If Construction is under \$4,000,000;

OR for study activity if consultant fee is under \$500,000- FS 287.055(CCNA))

**CPO/CSA #:** 22-82-01 (Mod. 2) (Assigned by Procurement)

To be completed by the requesting Division:

Date: 3/12/2026 Division: Roads & Drainage Division

Project Manager's Name: Klayton Fees, P.E. Phone #: 863-535-2281

Project Name: 1<sup>st</sup> Street NW Sidewalk Project

Total Project Budget: \$2,250,000.00 Project # 5400012

Estimate of Construction Cost: \$1,500,000.00

Proposed Consultant: AIM Engineering & Surveying, Inc. Fee: \$ 30,221.00

Master Consultant Agreement # 22-82

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

Approved By: [Signature] Date 3/13/26  
Division Director/Designee

**Procurement Division**

Date Received: 3/17/26 Date Reviewed by Analyst: 3/17/26

Approved by: \_\_\_\_\_  
(Procurement Director/Designee)

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

Date Received: 3/18/2026 Date Reviewed: 3/26/2026

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

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

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Approved by: \_\_\_\_\_  
(County Manager Office Signature)

**Additional Attachments:** number of days to complete project, not to exceed/lump sum amount, justification for consultant selected, fee schedule, and Professional Liability COI (COI applicable to CSA only, description field must be project specific (contract requirement)).

## Consultant Services Authorization - Modification

Firm	AIM Engineering & Surveying, Inc.
Master Agreement No.	22-082
CSA No. Modification No.	22-082-01 2
Project Name	1st St NW Sidewalk Project
Project Description	Additional effort for post-design services.
Project Exhibits and Attachments (Ex. B, C & D not required)	Exhibit "A" – Scope of Services
Duration : (Original): Additional days:	Through completion of construction
Compensation (Original) Additional Compensation:	Total Cost Not to Exceed: \$ 402,851.87 Total Cost Not to Exceed: \$ 30,221.00
Special Contract Conditions	None in Modification
Insurance Requirements	Same requirement as original
Liquidated Damages	Same as original
Budget Source/Availability	14971.540152101.5666000.5400012

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

**Attest:**  
STACY M. BUTTERFIELD

POLK COUNTY, a Political Subdivision  
of the State of Florida

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Chairperson  
Board of County Commissioners

Date Approved by Board: \_\_\_\_\_

Review as to form and legal sufficiency  
*Arvid Miller* 3/20/2026  
County Attorney's Office      Date

**Attest:**

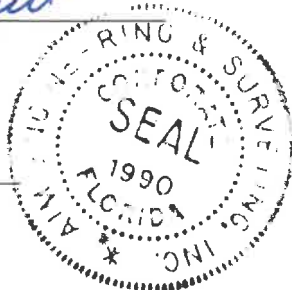
AIM Engineering & Surveying, Inc.  
CONSULTANT COMPANY NAME

*Jordon D. Hill*  
Corporate Secretary

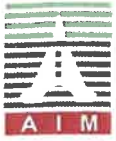
*Stacy M. Butterfield*  
Authorized Corporate Officer  
*Tracy Levy, Treasurer*  
[Printed Name and Title]

SEAL

Date: 3/9/2026



Date: 3/9/2026



# AIM Engineering & Surveying, Inc.

Tampa Office  
201 E. Kennedy Blvd.  
Suite 1800  
Tampa, Florida 33602

Telephone: 813-627-4144  
Toll Free: 888-627-4144  
Fax: 813-664-1899  
www.aimengr.com

Successfully providing our clients and the community with quality planning, engineering and surveying since 1980.

Klayton Fees, P.E., Project Manager  
Polk County Board of County Commissioners  
Roads & Drainage Division  
3000 Sheffield Road,  
Winter Haven, FL 33830

Re: 1st Street NW  
Sidewalk Design project  
Professional Services Fee Proposal  
CSA 22-082-01 (Modification 2)

March 3, 2026

Dear Mr. Fees:

AIM Engineering and Surveying, Inc. (AIM) is pleased to submit this modification to the original fee proposal for professional services for 1<sup>st</sup> Street NW Sidewalk Design project. This amended proposal was based on the AIM team's experience with the level of service expected to be provided following the design phase during construction. This document will serve as a modified scope of services with an attached proposed maximum not-to-exceed fee for this contract assigned under the authority of our continuing services contract with Polk County, Contract No. 22-082.

*From the original CSA, please amend the following:*

## **Section (H) – Post Design Services**

Post Design Services are support services that may be required to address changed conditions and other services not covered under original contract to facilitate and satisfactorily complete construction. These services are not intended to address any AIM errors and/or omissions that may occur. The hours required to complete these tasks may be increased or decreased by the County based on actual project requirements and needs.

The following items are representative, but not limited to, services related to construction assistance to be provided by AIM. During the construction phase, it is understood a County designee is to administer the construction contract, perform records management, carry out resident engineering and inspection services and to provide As-Built drawings.

AIM shall furnish the following services:

- Attend one pre-construction meeting prior to commencement of construction to assist the County designee as required;
- Attend weekly progress meetings via Teams/Zoom for 6 months and bi-weekly for 6 months during construction;
- Provide written interpretations of the Contract Documents to the County designee and respond to questions concerning unforeseen conditions affecting the project design and construction. Responses to ten contractor/County designee requests for information are anticipated and included in this fee proposal;
- Attend ten site visits as necessary to respond to problems encountered during construction and conduct field investigations as required by the County's designee;
- Attend final walk through with the County.

## VI. Compensation

The proposed maximum not to exceed fee for the professional engineering services described above is \$30,221.00. See Exhibit A-1 for a staff hour breakdown of this proposed professional services fee.

If there are any questions regarding the enclosed material or if we can provide additional information to assist the County with its review, please contact us.

Sincerely,

AIM Engineering and Surveying, Inc.

*Anastasiya Senyushkina*

Anastasiya Senyushkina, PE.  
Project Manager

**EXHIBIT A-1  
ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT**

CSA  
Name of Project: 22-062-01  
County: 1st Street NW Sidewalk  
Polk

Consultant Name: AIM Engineering & Surveying, Inc.  
Date: 3/3/2026

Staff Classification	Total Staff Hours From Summary - SH	Project Manager	Chief Engineer	Senior Engineer	Project Engineer	Engineer	Engineer Intern	Design CAD Technician	Survey Project Manager	Senior Planner	Planner	Senior Scientist	Clerical	Estimator: Anastasiya Senyushkina, PE		Average Rate Per Task
														SH By Activity	Salary Cost By Activity	
3. Project General and Project Common Tasks	116	\$210.00	\$226.00	\$239.00	\$180.00	\$145.00	\$110.00	\$84.00	\$157.00	\$0.00	\$0.00	\$0.00	\$74.00	116	\$21,938	\$189.12
<b>Total Staff Hours</b>	<b>116</b>	<b>0</b>	<b>17</b>	<b>29</b>	<b>35</b>	<b>29</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>116</b>	<b>\$21,938</b>	<b>\$189.12</b>
<b>Total Staff Cost</b>		<b>\$0.00</b>	<b>\$3,642.00</b>	<b>\$6,931.00</b>	<b>\$5,300.00</b>	<b>\$4,205.00</b>	<b>\$660.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$21,938.00</b>	<b>\$21,938.00</b>	<b>\$189.12</b>

Survey Field Days by Subconsultant  
3 - Person Crew:

**SALARY RELATED COSTS:**  
 OVERHEAD: 0%  
 OPERATING MARGIN: 0%  
 FCCM (Facilities Capital Cost Money): 0.00%  
 EXPENSES: 0.00%  
 Survey (Field - if by Prime) 0 days @ \$ - / day  
**SUBTOTAL ESTIMATED FEE:** \$21,938.00  
 Subconsultant: Patel, Green & Associates  
**SUBTOTAL ESTIMATED FEE:** \$8,283.00  
**GRAND TOTAL ESTIMATED FEE:** \$30,221.00

- Notes:  
 1. This sheet to be used by Prime Consultant to calculate the Grand Total fee.  
 2. Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden.

**ESTIMATE OF WORK EFFORT AND COST - SUBCONSULTANT**

CSA  
 Name of Project: 22-082-01  
 County: 1st Street NW Sidewalk  
 Polk

Consultant Name: Patel, Green & Associates  
 Date: 3/31/2026

Estimator: Patricia Christie, PE

Staff Classification	Total Staff Hours From "SH Summary Firm"	Project Manager		Chief Engineer		Senior Engineer		Project Engineer		Engineer		Engineer Intern		Design CAD Technician		Survey Project		Senior Planner		CAD Tech		Senior Scientist		Clerical		SH By Activity		Salary Cost By Activity		Average Rate Per Task	
		Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
1. Project General and Project Common Tasks	42	0	\$0.00	0	\$0.00	7	\$239.00	21	\$210.00	8	\$198.00	6	\$116.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	42	\$8,283.00	42	\$197.21		\$197.21
<b>Total Staff Hours</b>	42	0	\$0.00	7	\$239.00	21	\$210.00	8	\$198.00	6	\$116.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	42	\$8,283.00	42	\$197.21		\$197.21
<b>Total Staff Cost</b>		\$0.00	\$0.00	\$1,673.00	\$4,410.00	\$1,504.00	\$696.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,283.00	\$8,283.00	\$8,283.00	\$8,283.00	\$8,283.00	\$8,283.00	

**SALARY RELATED COSTS:**

OVERHEAD: 0%  
 OPERATING MARGIN: 0%  
 FCCM (Facilities Capital Cost Money): 0.00%  
 EXPENSES: 0.00%  
**SUBTOTAL ESTIMATED FEE: \$8,283.00**  
**GRAND TOTAL ESTIMATED FEE: \$8,283.00**

**Notes:**

1. This sheet to be used by Subconsultant to calculate its fee.
2. Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden.

<b>Representing</b>	<b>Print Name</b>	<b>Signature / Date</b>
Polk County	Klayton Fees	
AIM Engineering & Surveying, Inc.	Anastasiya Senyushkina	

**NOTE: Signature Block is optional, per District preference**

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
3.1	Public Involvement					
<b>3.1 Public Involvement Subtotal</b>					<b>0</b>	
3.2	Joint Project Agreements	EA	0	0	0	
3.3	Specifications Package Preparation	LS	0	0	0	
3.4	Contract Maintenance and EDMS	LS	1	12	12	1 hours per month for 12 months (construction)
3.5	Value Engineering (Multi-Discipline Team) Review	LS	1	0	0	
3.6	Prime Consultant Project Manager Meetings	LS	1	84	84	See listing below
3.7	Plans Update	LS	1	0	0	
3.8	Post Design Services	LS	10	2	20	Includes Responses to RFI's and Shop Drawing Review (10 at 2 hrs)
3.9	Digital Delivery	LS	1	0	0	
3.10	Risk Assessment Workshop	LS	1	0	0	
3.11	Railroad, Transit, and/or Airport Coordination	LS	1	0	0	
3.12	Landscape and Existing Vegetation Coordination	LS	0	0	0	
3.13	Other Project General Tasks	LS	1	0	0	
<b>3. Project Common and Project General Tasks Total</b>					<b>116</b>	

3.6 - List of Project Manager Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments
Roadway Analysis	EA	0	0	0	
Drainage	EA	0	0	0	
Utilities	EA	0	0	0	
Environmental	EA	0	0	0	
Structures	EA	0	0	0	
Signing & Pavement Marking	EA	0	0	0	
Signalization	EA	0	0	0	
Lighting	EA	0	0	0	
Survey	EA	0	0	0	
ROW & Mapping	EA	0	0	0	
Terrestrial Mobile LIDAR	EA	0	0	0	
ITS Analysis	EA	0	0	0	
Geotechnical	EA	0	0	0	
Progress Meetings	EA	40	1	40	Pre-con meeting in person (2 hrs x 2 EORS = 4 hrs) + Weekly Teams meetings for 6 months @ 1 hr each (24 hrs) biweekly meetings for 6 months @ 1 hr each (12 hrs)
Phase Reviews	EA	0	0	0	
Field Reviews	EA	11	4	44	10 field reviews x 2 people x 2 hours (40) + final walk through (4 hrs) = 44 hrs
<b>Total Project Manager Meetings</b>		<b>51</b>		<b>84</b>	Total PM Meeting Hours carries to Task 3.6 above

- Notes:**
1. If the hours per meeting vary in length (hours) enter the average in the hour/unit column
  2. Do not double count agency meetings between permitting agencies
  3. Project manager meetings are calculated in each discipline sheet and brought forward to Column D, except for Photogrammet

<b>Representing</b>	<b>Print Name</b>	<b>Signature / Date</b>
Polk County	Klayton Fees	
PGA	Juan Ortega-Rosales	

**NOTE: Signature Block is optional, per District preference**

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
3.1	Public Involvement					
<b>3.1 Public Involvement Subtotal</b>					<b>0</b>	
3.2	Joint Project Agreements	EA	0	0	0	
3.3	Specifications Package Preparation	LS	0	0	0	
3.4	Contract Maintenance and EDMS	LS	1	0	0	
3.5	Value Engineering (Multi-Discipline Team) Review	LS	1	0	0	
3.6	Prime Consultant Project Manager Meetings	LS	1	0	0	See listing below
3.7	Plans Update	LS	1	0	0	
3.8	Post Design Services	LS	1	42	42	1 Revisions @ 20 hr/ea, 2 RFI / RFM Responses @ 2 hr/ea, 2 Shop Drawing Reviews @ 4 hr/ea, 6 Meetings @ hr/ea, 1 field reviews at 4 hrs each
3.9	Digital Delivery	LS	1	0	0	
3.10	Risk Assessment Workshop	LS	1	0	0	
3.11	Railroad, Transit, and/or Airport Coordination	LS	1	0	0	
3.12	Landscape and Existing Vegetation Coordination	LS	0	0	0	
3.13	Other Project General Tasks	LS	1	0	0	
<b>3. Project Common and Project General Tasks Total</b>					<b>42</b>	

3.6 - List of Project Manager Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments
Roadway Analysis	EA	0	0	0	
Drainage	EA	0	0	0	
Utilities	EA	0	0	0	
Environmental	EA	0	0	0	
Structures	EA	0	0	0	
Signing & Pavement Marking	EA	0	0	0	
Signalization	EA	0	0	0	
Lighting	EA	0	0	0	
Survey	EA	0	0	0	
ROW & Mapping	EA	0	0	0	
Terrestrial Mobile LIDAR	EA	0	0	0	
ITS Analysis	EA	0	0	0	
Geotechnical	EA	0	0	0	
Progress Meetings	EA	0	0	0	
Phase Reviews	EA	0	0	0	
Field Reviews	EA	0	0	0	
<b>Total Project Manager Meetings</b>		<b>0</b>		<b>0</b>	Total PM Meeting Hours carries to Task 3.6 above

- Notes:**
1. If the hours per meeting vary in length (hours) enter the average in the hour/unit column
  2. Do not double count agency meetings between permitting agencies
  3. Project manager meetings are calculated in each discipline sheet and brought forward to Column D, except for Photogrammetry