

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 #: 22-091-02 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 10/25/2023 Division: Roads & Drainage

Project Manager's Name: Angela Spieler, PE Phone #: 863-535-2276

Project Name: Inwood Elementary School SRTS Sidewalk Project

Total Project Budget: \$2,251,200.00 Project # 5400012

Estimate of Construction Cost: \$750,662.00

Proposed Consultant: Kisinger Campo & Associates, Inc. Fee: \$25,888.93

Master Consultant Agreement # 22-091

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

Approved By: [Signature] Date 10/30/23
Division Director/Designee

Procurement Division

Date Received: 10/31/23 Date Reviewed by Analyst: 10/31/23

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

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

Date Received: 11/2/23 Date Reviewed: 11/3/23

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)).

CSA 22-091-02
 Scope: Inwood Elementary School SRTS Sidewalk Project

Step 1: Review current list of Master Consultant Agreements

Consultant	Address	Local Y/N	Elevated for Consideration
AECOM	212 E. Main Street, Bartow, FL 33830	Y	Y
AIM Engineering & Survey	195 South Orange, Ave., Suite 1, Bartow, FL 33830	Y	Y
Burgess and Niple	1511 N. Westshore Blvd., Suite 500, Tampa, FL 33607	N	Y
CONSOR Engineers	801 South Florida Ave., Lakeland FL 33801	Y	Y
Dewberry Engineers	202 Lake Miriam Dr., Suite E1, Lakeland, FL 33813	Y	Y
DRMP	1125 Bartow, Rd., Suite 100, Lakeland, FL 33801	Y	Y
HDR Engineering	4830 W. Kennedy Blvd., Suite 400, Tampa, FL 33609	N	Y
HNTB	555 North Broadway Ave., Bartow, FL 33830	Y	Y
Jacobs Engineering Group	5401 W. Kennedy Blvd., Suite 300, Tampa, FL 33609	N	Y
Kissinger Campo & Associates	201 N. Franklin St., Suite 400, Tampa, FL 33602	N	Y
Kimley-Horn and Associates	189 South Orange Avenue, Suite 1000, Orlando, FL 32801	N	Y
Mott MacDonald Florida	8875 Hidden River Way, Suite 300, Tampa, FL 33637	N	Y
NV5	201 South Bumby Avenue, Orlando, FL 32803	N	Y
Patel, Greene, and Associates	215 Easet Main Street, Bartow, FL 33830	Y	Y
Rummel, Klepper & Kahl	402 S. Kentucky Ave., Suite 400, Lakeland, FL 33801	Y	Y
Wood Environmental & Infrastructure Solutions	5051 South Florida Avenue, Suite 301, Lakeland, FL 33813	Y	Y
WSP USA	1649 Williamsburg Square, Suite 206, Lakeland, FL 33803	Y	Y

Step 2: Review List for appropriate Expertise, Experience, and Personnel

Consultant	Expertise	Experience	Personnel	Elevated for Consideration
AECOM	Y	Y	Y	Y
AIM Engineering & Survey	Y	Y	Y	Y
Burgess and Niple	Y	Y	Y	Y
CONSOR Engineers	Y	Y	Y	Y
Dewberry Engineers	Y	Y	Y	Y
DRMP	Y	Y	Y	Y
HDR Engineering	Y	Y	Y	Y
HNTB	Y	Y	Y	Y
Jacobs Engineering Group	Y	Y	Y	Y
Kissinger Campo & Associates	Y	Y	Y	Y
Kimley-Horn and Associates	Y	Y	Y	Y
Mott MacDonald Florida	Y	Y	Y	Y
NV5	Y	Y	Y	Y
Patel, Greene, and Associates	Y	Y	Y	Y
Rummel, Klepper & Kahl	Y	Y	Y	Y
Wood Environmental & Infrastructure Solutions	Y	Y	Y	Y
WSP USA	Y	Y	Y	Y

State justification for each firm not elevated by category:

N/A

State justification for each firm that is elevated by category:

All firms have appropriate expertise, experience, and personnel.

Step 3: Past Performance on Similar Projects Satisfactory

Consultant	Past Performance on Similar Projects Satisfactory	Elevated for Consideration
AECOM	Y	Y
AIM Engineering & Survey	Y	Y
Burgess and Niple	Y	Y
CONSOR Engineers	Y	Y
Dewberry Engineers	Y	Y
DRMP	Y	Y
HDR Engineering	Y	Y
HNTB	Y	Y
Jacobs Engineering Group	Y	Y
Kissinger Campo & Associates	Y	Y
Kimley-Horn and Associates	Y	Y
Mott MacDonald Florida	Y	Y
NV5	Y	Y
Patel, Greene, and Associates	Y	Y
Rummel, Klepper & Kahl	Y	Y
Wood Environmental & Infrastructure Solutions	Y	Y
WSP USA	Y	Y

State justification for each firm not elevated by category:

N/A

Step 4: 24 Month Total Contract Value (RFP 22-242)

Consultant	Contract Value CSA	Contract Value CPO	Elevated for Consideration
AECOM	\$ 111,302.36	\$	N
AIM Engineering & Survey	\$ 660,784.21	\$	N
Burgess and Niple	\$ 515,503.05	\$	N
CONSOR Engineers	\$ 542,259.76	\$	N
Dewberry Engineers	\$ 82,108.00	\$	N
DRMP	\$ 59,760.00	\$	N
HDR Engineering	\$ 166,978.03	\$	N
HNTB	\$ 102,255.00	\$	N
Jacobs Engineering Group	\$ 495,625.26	\$	N
Kissinger Campo & Associates	\$ 90,882.00	\$	YES
Kimley-Horn and Associates	\$ 66,415.00	\$	N
Mott MacDonald Florida	\$ 67,847.66	\$	N
NV5	\$ 130,523.00	\$	N
Patel, Greene, and Associates	\$ 361,659.28	\$ 48,749.00	N
Rummel, Klepper & Kahl	\$ 95,456.00	\$	N
Wood Environmental & Infrastructure Solutions / WSP	\$ 319,023.41	\$	N

State justification for each firm not elevated by category:

The consultant KCA provided the design of the project, which was provided by an FDOT master Service Agreement. Additional services are need for post-design during construction, which only this consultant can provide.

Meet Needs of Project Scope, Assigned Professional, Location, Special Needs of Project, Sub-Consultant

Consultant	Meet Scope	Assigned	Location	Special Needs
Kisinger Campo & Associate, Inc.	Yes	Richard Harrison, PE	Tampa, FL	The consultant KCA provided the design of the project. Additional services are need for post-design during construction, which only this consultant can provide.

Step 5: Verify Proposed Scope Consistent with Scope of Services required for project

Proposed Scope has been verified to meet the needs of the project by Angela Spieler, PE., Roads & Drainage Division

Step 6: Fee Proposal Fair and Reasonable

Proposed Fee of \$25,888.93 is fair and reasonable, as determined by Angela Spieler, PE, Roads & Drainage Division

Step 7: Recommendation

KCA is selected



Consultant Services Authorization

Firm	Kisinger Campo & Associates, Inc.
Master Agreement No.	2022-091
CSA No.	2022-091-02
Project Name	Inwood Elementary SRTS Sidewalk Project
Project Description	Post- Design Engineering Services Through Construction
Projects Exhibits and Attachments	Exhibit "A"- Scope of Services Exhibit "B"-Fee Schedule (Master Agreement) Exhibit "C"-Reimbursable Cost Schedule Exhibit "D"-Insurance Documents
Duration (in days)	through completion of construction
Compensation	Total Cost Not to Exceed: \$ 25,888.93
Special Contract Conditions	NONE
Insurance Requirements	Professional Liability
Liquidated Damages	\$ 0 Per Day
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
Sandie B. Hawp 11/3/23
County Attorney's Office Date

Attest:

Kisinger Campo & Associates, Inc.
CONSULTANT COMPANY NAME

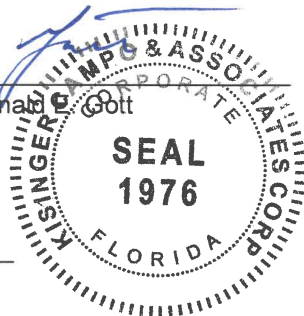
Ronald C. Gott
Corporate Secretary Ronald C. Gott

Paul G. Foley
Authorized Corporate Officer

Paul G. Foley, PE - CEO/President
[Printed Name and Title]

SEAL

Date: October 19, 2023



Date: October 19, 2023

Exhibit A SCOPE OF SERVICES
CONSULTANT SERVICE AUTHORIZATION

No. 22-091-02

Post-Design Services

For

Inwood Elementary School Sidewalk Design

FPID: 444275-1-58-01

Prepared for:

Polk County
Roads and Drainage Division PO Box 9005, Drawer TR05
Bartow, FL33831-9005

Prepared by:

Kisinger Campo & Associates, Corp.
201 N. Franklin Street, Suite 400
Tampa, FL 33602
813.871.5331 (phone)

October 17, 2023

PROFESSIONAL ENGINEERING CONSULTING SERVICES

This Exhibit forms an integral part of the agreement between Polk County (hereinafter referred to as the COUNTY) and (Kisinger Campo & Associates, Corp.), (hereinafter referred to as the CONSULTANT) relative to the transportation facility described as follows:

I. PROJECT TITLE

Professional Engineering Services for Inwood Elementary School Sidewalk (LAP).

II. PURPOSE AND BACKGROUND

The overall purpose and objective of this document is to describe the scope of work and responsibilities of the CONSULTANT for **Post-Design Services** to assist the COUNTY with bid documents during the construction of sidewalks, driveways and crosswalks; address requests for information (RFIs) from the contractor and COUNTY technical staff; and review shop drawings to facilitate a satisfactorily complete construction.

These services are not intended to address any CONSULTANT 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.

The following items are representative, but not limited to, services related to Construction Assistance to be provided to the CONSULTANT. During the Construction Phase, it is understood a COUNTY DESIGNEE will administer the construction contract, perform records management, and carry out resident engineering and inspection services.

The CONSULTANT will furnish the following services:

- Attend the pre-bid conference and assist the COUNTY DESIGNEE as needed.
- **Construction Meetings:** Assist the COUNTY DESIGNEE as needed during the construction of the sidewalks, driveways, and crosswalks.
- **Plan Interpretations and Requests for Additional Information (RAIs):** Provide written interpretations to the COUNTY DESIGNEE of the Contract Documents (Plans, Specifications, and Bid Package) and respond to questions concerning unforeseen conditions affecting the project's design and construction. The CONSULTANT will not direct or infer changes to the construction contract. Changes will be submitted through the COUNTY'S change order procedure.
- Review the Contractor's Shop Drawings
- **Site Visits:** Respond to problems encountered during construction and conduct field investigations as requested by the COUNTY DESIGNEE. Based on information obtained during visits to the construction site, the CONSULTANT will assist the COUNTY in providing potential solutions to the problems encountered including any plan modifications that may be required.
 - **Field Changes and Plan Revisions:** From time to time during construction the CONSULTANT may be requested by the COUNTY DESIGNEE to review contractor proposed field changes or respond with a recommended solution to remedy particular field situations not covered by the plans and specifications. The CONSULTANT will revise the plans to provide for changes that the COUNTY deems necessary after final plan acceptance.

- **Meetings and Coordination:** During the construction phase, the CONSULTANT will attend meetings held between the contractor and COUNTY DESIGNEE as requested. Attendance and coordination with other COUNTY departments, adjacent property owners, and utility representatives may also be required.

III. EXCLUSIONS

This scope of services does not include:

- Signalization
- Relocation design for any utility facilities
- Construction engineering and inspection (CEI)
- Public involvement
- Record drawings
- Preparation of easements
- Landscape design
- Polk County right-of-way (R/W) permitting.
- Geotechnical investigation or engineering
- Pedestrian signal design

IV. CONSULTANT'S COMPENSATION

The Consultant will perform the above Scope of Services on an hourly rate fee basis up to the Not to Exceed Limit of the Authorization of **\$25,888.93**. In the event the Scope of Services requires modifications at the request of the County, or unforeseen circumstances require additional work, an amendment will be required to make necessary adjustments. The fee schedule for this Scope of Services is shown in the attached Exhibits A-1, A-2 and A-3.'

Exhibit A-1

Kisinger Campo & Associates
 Inwood Elementary School SRTS
 Polk County Project No. 444275-1-58-01

SUMMARY
 ESTIMATE OF WORK EFFORT
 10/17/2023

	Project Manager	Chief Engineer	Senior Engineer	Engineer	Engineering Intern	Senior Engineering Tech	Engineering Tech	Senior Designer	Designer	Senior Scientist	Environ. Specialist	Subconsultant Cost	Total Hours	Total Cost
7. BID PHASE SERVICES	\$348.00	\$312.24	\$261.03	\$139.87	\$127.07	\$179.27	\$106.38	\$157.60	\$142.83	\$154.00	\$87.67		24	\$4,919.52
8. POST DESIGN SERVICES (Optional Service)	8	0	0	8	8	0	0	0	0	0	0		82	\$20,969.41
Total Hours	39	4	7	23	8	0	0	0	0	0	1		106	
Total Cost	47	4	7	31	16	0	0	0	0	0	1	\$0.00	106	\$25,888.93
	\$16,356.00	\$1,248.96	\$1,827.21	\$4,335.97	\$2,033.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87.67	\$0.00		\$25,888.93

Exhibit A-3

Kisinger Campo & Associates
 Inwood Elementary School SRTS
 Polk County Project No. 444275-1-58-01

POST DESIGN
 ESTIMATE OF WORK EFFORT

OPTIONAL SERVICE	Project Manager	Chief Engineer	Senior Engineer	Engineer	Engineering Intern	Senior Engineering Tech	Engineering Tech	Senior Designer	Designer	Senior Scientist	Environ. Specialist	Total
Hourly Rate	\$348.00	\$312.24	\$261.03	\$139.87	\$127.07	\$179.27	\$106.38	\$157.60	\$142.83	\$154.00	\$87.67	
POST DESIGN (OPTIONAL SERVICE)												
Project Administration (6 Months)	15			3								18
Pre-Construction Meeting	1			1								2
Interpretations and Clarifications	3	2		4								9
WMD Certification											1	1
RFI's	10	2	3	4	2							21
Construction Meetings/Observations	4		2	1								7
Review Shop Drawings	4			8	6							18
Final Walk Through	2		2	2								6
Record Drawing Review	0	0	0	0	0							0
TOTAL POST DESIGN HOURS	39	4	7	23	8	0	0	0	0	0	1	82
TOTAL POST DESIGN COST	\$13,572.00	\$1,248.96	\$1,827.21	\$3,217.01	\$1,016.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87.67	\$20,969.41



KISINGER CAMPO & ASSOCIATES, CORP.

Exhibit B

**POLK COUNTY, FLORIDA
Professional Engineering Services for Roads and Drainage
RFQ #22-242**

ITEM #1 - SCHEDULE OF RATES & ITEM #2 - MULTIPLIER CALCULATIONS

Item #1 - Schedule of Labor Rates and Billing Rates

Position / Titles	Labor Rate Ranges by Position / Title				
	Raw Labor Rates		Multiplier	Hourly Billing Rates	
	Minimum	Maximum		Minimum	Maximum
PROJECT MANAGER	\$ 73.00	\$ 113.00	3.082	\$ 225.00	\$ 348.00
CHIEF ENGINEER	\$ 82.00	\$ 103.00	3.082	\$ 253.00	\$ 317.00
SENIOR ENGINEER	\$ 70.00	\$ 86.00	3.082	\$ 216.00	\$ 265.00
SENIOR PROJECT ENGINEER	\$ 59.00	\$ 74.00	3.082	\$ 182.00	\$ 228.00
PROJECT ENGINEER	\$ 46.00	\$ 58.00	3.082	\$ 142.00	\$ 179.00
ENGINEER	\$ 39.00	\$ 46.00	3.082	\$ 120.00	\$ 142.00
ENGINEERING INTERN	\$ 32.00	\$ 42.00	3.082	\$ 99.00	\$ 129.00
SENIOR DESIGNER	\$ 41.00	\$ 52.00	3.082	\$ 126.00	\$ 160.00
DESIGNER	\$ 35.00	\$ 47.00	3.082	\$ 108.00	\$ 145.00
SENIOR ENGINEERING TECHNICIAN	\$ 36.00	\$ 59.00	3.082	\$ 111.00	\$ 182.00
ENGINEERING TECHNICIAN	\$ 28.00	\$ 35.00	3.082	\$ 86.00	\$ 108.00
CHIEF SCIENTIST	\$ 67.00	\$ 78.00	3.082	\$ 206.00	\$ 240.00
SENIOR SCIENTIST	\$ 50.00	\$ 58.00	3.082	\$ 154.00	\$ 179.00
ENVIRONMENTAL SPECIALIST	\$ 29.00	\$ 29.00	3.082	\$ 89.00	\$ 89.00
GIS SPECIALIST	\$ 36.00	\$ 58.00	3.082	\$ 111.00	\$ 179.00
INSPECTOR-TECHNICIAN / ASSET MANAGEMENT	\$ 25.00	\$ 32.00	3.082	\$ 77.00	\$ 99.00
CERTIFIED BRIDGE INSPECTOR	\$ 30.00	\$ 46.00	3.082	\$ 92.00	\$ 142.00
BRIDGE INSPECTOR-ASSISTANT	\$ 21.00	\$ 26.00	3.082	\$ 65.00	\$ 80.00
CEI-SENIOR PROJECT ENGINEER	\$ 80.00	\$ 94.00	2.908	\$ 233.00	\$ 273.00
CEI-PROJECT ADMINISTRATOR	\$ 50.00	\$ 81.00	2.908	\$ 145.00	\$ 236.00
CEI-SENIOR INSPECTOR	\$ 30.00	\$ 39.00	2.908	\$ 87.00	\$ 113.00
CEI-INSPECTOR	\$ 25.00	\$ 29.00	2.908	\$ 73.00	\$ 84.00

Item #2 - Standard Multiplier:

Billing Rate comprised of:	Multiplier Calculations-HOME	Multiplier Calculations-FIELD
a. Personnel		
Direct Labor	1.0000	1.0000
Fringe Benefits/Overhead/Administrative/General	0.7866	0.7560
Overhead/General/Administrative	0.9649	0.8407
Sub-total:	2.7515	2.5967
b. Profit @ 12%	0.3302	0.3116
Standard Multiplier:	3.082	2.908

Notes: (a) Rates are rounded to nearest whole dollar. (b) Billing rates do not include expenses.

Fran McAskill
Director
Procurement Division



330 West Church Street
P.O. Box 9005, Drawer AS05
Bartow, Florida 33831-9005
Phone: (863) 534-6757
Fax: (863) 534-6789
www.polk-county.net

EXHIBIT C

Board of County Commissioners

REIMBURSABLE COST SCHEDULE

1. **Reproduction Cost**

	Single Side	Double Sided
8 ½ x 11 (black & white).....	\$ 0.15/page	\$ 0.25/sheet
8 ½ x 11 (color).....	\$ 0.30/page	\$ 0.40/sheet
8 ½ x 14 (black & white).....	\$ 0.15/page	\$ 0.25/sheet
8 ½ x 14 (color).....	\$ 0.30/page	\$ 0.40/sheet
11 x 17 (black & white).....	\$ 0.25/page	\$ 0.35/sheet
11 x 17 (color).....	\$ 0.40/page	\$ 0.50/sheet
9 ½ x 24 Single Side Only.....	\$ 1.00/page	
17 x 22 Single Side Only.....	\$ 2.00/page	
18 x 24 Single Side Only.....	\$ 2.00/page	
24 x 36 Single Side Only.....	\$ 3.00/page	
30 x 30 Single Side Only.....	\$ 5.00/page	
32 x 34 Single Side Only.....	\$ 5.00/page	
Other sizes-per square inch.....	\$ 0.03/page	
Compact Digital Disk	\$ 6.00/disk	
B. Blueprint Copy.....		\$10.00/page
2. **Subcontractor Services** **Actual Costs**
3. **Special Consultants** **Actual costs**
4. **Computer Services** **Non-reimbursable**
5. **Travel Expenses** **In accordance with Chapter 112.061, F.S.;**
and further defined in the Polk County Employee Handbook.
6. **Postage, Fed Express, UPS** **Actual Costs**
7. **Pre-approved Equipment**
(includes purchase and rental of equipment used in project) **Actual Costs**

Additional Named Insureds

Other Named Insureds

Campo & Associates, PLLC

Doing Business As

Campo & Associates LLC

Campo & Associates, PLLC

KCCS, Inc.

ADDITIONAL COVERAGES

Ref #	Description Employee Benefits AGG	Coverage Code	Form No.	Edition Date	
Limit 1 2,000,000	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Ref #	Description Rental Reimbursement	Coverage Code	Form No.	Edition Date	
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Ref #	Description PIP-Basic	Coverage Code PIP	Form No.	Edition Date	
Limit 1 Statutory	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Ref #	Description Medical payments	Coverage Code MEDPM	Form No.	Edition Date	
Limit 1 5,000	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Ref #	Description Underinsured motorist combined single limit	Coverage Code UNCSL	Form No.	Edition Date	
Limit 1 1,000,000	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Ref #	Description Experience Mod Factor 1	Coverage Code EXP01	Form No.	Edition Date	
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Ref #	Description Increased employer's liability	Coverage Code INEL	Form No.	Edition Date	
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Ref #	Description	Coverage Code	Form No.	Edition Date	
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Ref #	Description	Coverage Code	Form No.	Edition Date	
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Ref #	Description	Coverage Code	Form No.	Edition Date	
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

REQUEST FOR LEGAL SERVICES

TO: COUNTY ATTORNEY'S OFFICE (AT01)

ATTENTION: Elizabeth Voss
(CHECK ONE) Sandi Howard



FROM: Angela Spieler, PE (863-535-2276)
(Name and Phone Number)

DATE: 10/25/2023

RETURN TO: Angela Spieler, PE

DIVISION: Roads & Drainage (TR01)

BOARD AGENDA DATE: 12/5/2023

COUNTY MANAGER ITEM:

PROJECT: Inwood Elementary SRTS Sidewalk Project

CSA/CONTRACT NUMBER: 2022-091-02

MODIFICATION NUMBER: _____

CHANGE ORDER NUMBER: _____

TYPE OF AGREEMENT: CSA

NAME OF CONSULTANT/CONTRACTOR: KCA

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:

Sandi

Log-In Date:

NOV 02 2023

CAO Project Number:

2023-107

Log-Out Date:

11/3/23 SH