



# Consultant Services Authorization

Firm	Dewberry Engineers, Inc.
Master Agreement No.	2024-011
CSA No.	2024-011-07
Project Name	Cherry Hill Direct Potable Reuse Pilot Ongoing Operations and Permitting
Project Description	The consultant will provide professional services including project management, pilot/operational support services, reporting, permitting, public outreach, and full-scale operational conceptual development in support of the project.
Projects Exhibits and Attachments	Exhibit "A"- Scope of Services Exhibit "B"-Fee Schedule (Master Agreement) Exhibit "C"-Reimbursable Cost Schedule (if applicable) Exhibit "D"-Insurance Documents
Duration (in days)	This authorization shall be in full force and effect until the Consultant completes all services as identified in Exhibit "A".
Compensation	\$ 444,186.13
Special Contract Conditions	NA
Insurance Requirements	Professional Liability
Liquidated Damages	\$ 0.00 Per Day
Budget Source/Availability	42011.660536013.5331010 (Utilities Operations - Operating Budget) 42011.670536015.5331010 (Utilities Environmental Affairs - Operating Budget)

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

Attest:  
STACY M. BUTTERFIELD

POLK COUNTY, a Political subdivision  
of the State of Florida

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

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

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

Review as to form and legal sufficiency  
*[Signature]*  
County Attorney's Office      Date: \_\_\_\_\_

Attest:  
*[Signature]*  
Corporate Secretary Colleen M. Collins

Dewberry Engineers, Inc.  
CONSULTANT COMPANY NAME  
*[Signature]*  
Authorized Corporate Officer  
Robert R. Beltran, Vice President  
[Printed Name and Title]

SEAL

Date: 2-13-25

Date: February 13, 2025

**Exhibit A**  
**Consultant Services Authorization**  
**2024-011-07**  
**Cherry Hill Direct Potable Reuse Pilot Ongoing Operations and Permitting**

Dewberry Engineers, Inc, (Consultant) entered into a Master Consulting Agreement (Agreement) with Polk County, Florida (County) on January 9, 2024. Pursuant to this Agreement, the County has requested that the Consultant provide certain professional services in support of the County's operation of the Cherry Hill Direct Potable Reuse (DPR) Pilot Facility (Project) as further detailed in this Consultant Services Authorization.

**A. Project Background and Description**

Polk County Utilities (County) is conducting a pilot-scale investigation for potable reuse to utilize between 1.0 to 1.5 million gallons per day (mgd) of reclaimed water for future drinking water supplies. The pilot project, also called One Water Polk, is located at the County's Cherry Hill Water Production Facility (WPF) site and utilizes excess reclaimed water available from the nearby Northwest Regional Wastewater Treatment Facility (NWRWWTF). The pilot has been operated in three phases using three different treatment trains over 12 months (4 months for each treatment train) under a previous study co-funded by the Southwest Florida Water Management District (SWFWMD).

The County has requested Dewberry Engineers Inc. (Consultant) and its team (including Carollo Engineers, Inc.(Subconsultant)) to provide services to support operation of the pilot to accrue enough operational time for the pilot to meet Florida Department of Environmental Protection's requirements under the latest draft DPR rules. Subconsultant proposal from Carollo Engineers, Inc. is attached hereto as Attachment A-3. This will extend the operation support through the months of September to December 2024 and beyond. This scope includes an additional extension of the operation support services to support operation for the activities for the upcoming Watereuse Symposium and also to support a third-party operator to take over operation of the process. These additional operation support tasks will extend services through April 2025.

The County is interested in using the advanced treated water from the pilot facility to augment drinking water supplies by introducing it into the ground storage reservoir at Cherry Hill WPF. A

conceptual-level evaluation of necessary upgrades to achieve this is included in this scope of services.

The County has requested that the Consultant provide engineering services in support of the Project. The scope of work is detailed below and includes services associated with operating the pilot, permitting, public outreach, conceptual-level facility improvements for full-scale application into the Cherry Hill WTP distribution system, and on-call support.

## **B. Scope of Services**

The Consultant will provide the following identified services. The Consultant shall ensure that all documents produced by the Consultant or their subconsultants for the County will be consistent with the Polk County Utilities Standards and Specifications Manual, latest edition, and other County requirements. This authorization shall be in full force and effect until the Consultant completes all services as described in the Consultant Services Authorization and any subsequent modifications hereto.

Pilot support services will be provided in accordance with the scope of services set forth in a proposal prepared by Carollo Engineers, Inc (refer to Attachment A-3).

### **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 – Monthly Progress Meetings**

The Consultant will attend monthly meetings with the County and the Southwest Florida Water Management District (SWFWMD) to finish the Q209 project. There are anticipated to be four meetings to finish the Q209 project. The Consultant will prepare a meeting agenda and meeting minutes. Meeting minutes shall be distributed within three working days of the date of the meeting.

## **Phase 200 – Pilot Support Services**

### **Task 201 – Pilot Operation Assistance**

Consultant operated the pilot for 24 hours per week for a period of four (4) months since September 2024. Activities will include attending to pilot system failures or shutdowns and assisting County Operations staff with pilot system troubleshooting to allow continuous pilot operation, calibrating, and verifying instruments. Consultant will consult with Operations staff during weekly visits. Additional operational support is accounted for via this Consultant Services Authorization through April 2025.

### **Task 202 – Biweekly Operations Meetings**

Consultant will lead bi-weekly meetings (every other week) with County operators focused on operations. Each meeting will be held virtually (via web conference). Consultant will prepare and distribute appropriate materials, including an agenda, meeting documents, and summary notes, and Subconsultant will support these activities as needed.

### **Task 203 – Sampling Activities – Lab Coordination**

The Consultant team will coordinate with the County on their selected laboratory (lab) for procuring sample bottles and kits ahead of sampling events. Effort will include coordinating directly with the lab's assigned project manager on the methods, method detection limits, and quantities of samples required for the Project. Consultant team members will verify lab kit contents before the sampling event to ensure all bottles are received in time. Lab analysis services will be covered under the County's contract directly with the chosen lab. These services for the first four months were complete in December 2024. It is anticipated that the County will perform any coordination and sampling of the water for any tests that are desired beyond this date.

### **Task 204 – Sampling Activities – Onsite Sampling**

The Consultant conducted the sampling activities on site through December 2024. Efforts included flushing sample taps, collecting samples in designated bottles, collecting process data in daily rounds sheets, filling out chain of custody paperwork, packaging coolers on ice, and coordinating shipment for courier pickup or drop-off with the lab.

## **Task 205 – Lab Data Storage and Data Quality Monitoring**

The Consultant team will maintain all received reports (PDFs and Excel) in a shared cloud-based location with access to all interested parties. Consultant will monitor the quality of data received from the lab to check against required methods and method reporting limits and identify issues as quickly as possible. Consultant will upload data received in PDF and Excel formats. Provision for additional services through April 2025 are accounted for within this scope of services.

## **Phase 300 – Reporting**

### **Task 301 – Pilot Operations Routine Reporting**

The Consultant team will utilize the established Azure/Power BI database and visualization tool developed as part of previous authorizations for recording daily monitoring data collected by process skids during through December 2024. Effort will include changes required to the tool to accommodate field process decisions. Reports generated by this tool will be used in Project meetings and Project memos/reports. Consultant will transcribe data collected by operators on daily rounds sheet on a bi-weekly (every two weeks) basis into spreadsheets. Provision for additional operation through April 2025 is accounted for within this scope of services.

### **Task 302 – Pilot Draft and Final Report**

The Consultant team will capture all results and information collected during the initial 16-month operational period of the pilot in a written report. The report will include requirements listed in the draft Rule Chapter 62-565 and is intended to be based on the draft DPR rules. The content of the report is expected to include:

- Description of project, and purpose.
- Description of existing public water system and wastewater treatment facility and impacts to existing facilities.
- Regulatory evaluation/Plan of Study update summary.
- Design criteria of treatment processes including pathogen and chemical removal design.
- Flow diagram showing all advanced treated water facility operations (including wastewater treatment and drinking water treatment facility).
- Site plan.

- Source water evaluation.
- Critical control points and monitoring points for surrogates and operational parameters.
- Hazard analysis.
- Water quality analysis.
- Process performance summary.
- Facility residuals handling.
- Documentation of public education and public participation activities.
- Other pilot-related items in the finalized rule.

The draft version will be submitted to the County for review and comments. Comments will be incorporated in the final report.

Three (3) hard copies and one (1) electronic copy in Portable Document Format of the report shall be submitted to the County.

## **Phase 400 – Permitting**

### **Task 401 – Plan of Study Update**

The Florida Department of Environmental Protection (FDEP) draft Rule Chapter 62-565 on potable reuse projects requires a Plan of Study for DPR pilot projects. The Plan of Study or test plan developed for this Project under a previous authorization will be updated to include the additional months of operation needed to meet FDEP's requirements. Updates to the test plan will include sampling matrix and schedule, operational setpoints, and any updates to process design specifics.

Consultant shall submit the updated Plan of Study draft to the County for their review, and any comments received shall be incorporated into a final version of the updated Plan of Study.

The Consultant will lead one (1) meeting with FDEP to present the updated Plan of Study. This meeting will be used as the platform for sharing the County's vision for the Project and to solicit feedback from FDEP based on the near-final Chapter 62-565, Florida Administrative Code (FAC) Rule. Review comments received from FDEP will be incorporated by Consultant into the Plan of Study.

## **Phase 500 – Public Outreach Support**

The Consultant will provide technical support for public outreach and community engagement related to the County's One Water Polk potable reuse pilot system by participating in up to ten (10) events. Effort will include in-person attendance, preparatory calls with County staff, providing facility tours, and developing a handout with technical details, if necessary.

## **Phase 600 – Conceptual-Level Upgrades For Full-Scale Application**

The County is interested in using the advanced treated water from the pilot facility to augment drinking water supplies by introducing it into the ground storage reservoirs at Cherry Hill WPF. In order to connect eight (8) gallons per minute of advanced treated water from the pilot to the Cherry Hill WPF ground storage tank, it is expected that rules applicable to full-scale facilities will apply. This concept is henceforth referred to as the "full-scale application" for the purpose of this scope of services document. This task includes the conceptual-level analysis of these required upgrades.

### **Task 601 – Conceptual Design**

Consultant will review the as-built drawings, operational and water quality data gathered under the previous work authorization, and identify upgrades required at the pilot for full-scale application. Upgrades required are expected to include but not limited to:

- Evaluation of plant redundancy requirements.
- Blending analysis and disinfection byproduct formation at up to three blending ratios.
- Sizing of new facility features such as engineered storage buffer and transfer pumps.
- Site layout presented in a site plan drawing showing additions to accommodate additional equipment.
- Evaluation of operator staffing based on potable reuse rules.
- Modification of the existing electrical systems to support the physical integration of the potable reuse water with the existing water plant.
- Update existing instrumentation and control system to support integration of DPR water with the potable water distribution.
- Update P&ID's and network drawings to reflect proposed improvements and allow for remote operation and control.

- Evaluation of improvements required at the NWRWWTF or the WPF, if needed.

Consultant will participate in up to four (4) virtual meetings to discuss the required upgrades for the full-scale application.

### **Task 602 – Conceptual Design Report and Preliminary Cost Estimate**

Consultant will prepare a conceptual design report summarizing upgrades required at the pilot, NWRWWTF, and the WPF. The report will include conceptual design drawings as figures to support the report. Consultant will prepare a preliminary (AACE Class 5) estimate of construction cost and include this in the report.

### **Phase 700 –Pilot Operations Support for Water Reuse Symposium**

This phase will provide the continuing services to work with Operations staff to keep the pilot process running and ready for tours for the Reuse Symposium. It will also cover the Final Report for the Southwest Florida Water Management District which will be a time sensitive effort to address all comments and closeout the District's project. This phase will be performed as a lump sum effort to be inclusive of the tasks below.

### **Task 701 –Pilot Operations Support for Water Reuse Symposium**

Pilot operation support will be extended beyond the Water Reuse Symposium which is scheduled for March 16-19, 2025. For budget purposes, the effort is estimated to include continuing weekly support described in Phase 200; and continuing the data collection and recording described in Task 301. It does not include continued sampling. The County will provide these services after December 2024.

### **Task 702 – Q209 Final Report**

The Q209 draft report for the SWFWMD will be completed under a separate scope of services. This task will be for collection and incorporation of the District's comments into a final report to complete the Q209 project. We anticipate having a call to review the report with the District and then completing the update for submission of the final report based on all comments received.



## **Phase 800 – Operations Beyond Pilot Testing**

The County is pursuing options for continued operation of the pilot facility to include hiring additional staff and/or hiring a third-party operator to assume the day-to-day responsibilities for oversight of the operation and maintenance. This phase will provide continued support as-needed to continue operation of the pilot operation and turn-over to either County staff or a third party. The budget was established by estimating that the support will continue through April 2025 on an hourly-not-to-exceed basis.

### **Task 801 – Operations Beyond Pilot Testing**

Pilot operation support is expected beyond the projected end date of the Water Reuse Symposium, March 19, 2025. For budget purposes, the effort to extend operation support continues through April 2025. It is understood that the County may cancel the pilot operation support at any time based on their needs. The estimate of hours in this contingency includes continuing the weekly support described in Phase 200 and continuing the data collection and recording described in Task 301.

### **Task 802 – Pilot Operation On-Call Services**

The Consultant team will provide staff to support County staff in operating the pilot for up to eight (8) hours per week for up to two (2) months after the Pilot Operation Assistance in Task 801 is complete (once County Operators have taken full control of day-to-day duties). Effort will include troubleshooting process-related issues and remote support.

## **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>
102	Meetings	Meeting agenda and minutes
204-205	Sampling Activities	Lab reports and summary data in electronic format (PDF, spreadsheets)
301	Routine Reporting	Online database

<b>Task</b>	<b>Activity</b>	<b>Deliverable</b>
302	Pilot Draft and Final Report	Three (3) hard copies (one signed / sealed) and one (1) electronic copy
401-403	Plan of Study	Three (3) hard copies (one signed / sealed) and one (1) electronic copy
500	Public Outreach	Any material produced will be provided in hardcopy and electronic formats.
602	Conceptual Design Report	Three (3) hard copies (one signed / sealed) and one (1) electronic copy

#### **D. Schedule**

Consultant will proceed with the services identified herein immediately upon receipt of an executed copy of this Consultant Services Authorization and a formal Notice-to-Proceed (NTP) from the County. The NTP shall be issued retroactive to the start date depicted in Attachment A-1 which also depicts the projected schedule for the performance of services described herein, in Gantt Chart format. 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 with no further administration action required for extension.

#### **E. Compensation**

This Consultant Services Authorization establishes a not-to-exceed cost of \$444,186.13. ✓ Compensation for the services performed under Phase 200 and 700 only will be lump sum for services described and milestones identified. All other services under this Consultant Services Authorization shall be on an hourly, not-to-exceed basis using the current hourly rate schedule as set forth in Master Consulting Agreement 2024-011. Other direct costs or expenses incurred

in connection with this Consultant Services Authorization will not be invoiced as these expenses have been accounted for in the rate multiplier associated with the Master Consulting Agreement referenced above. A summary of the estimated labor costs is provided in Attachment A-2 for reference only. Each invoice submittal shall include a tabular summary of the originally estimated labor costs by phase in accordance with Attachment A-2, fees invoiced to date, and the balance remaining per phase. The transfer of funds between defined phases is not permitted unless approved in advance in writing by the County Utilities Director. To request consideration for such a transfer, the Consultant must submit satisfactory written justification to transfer unused funds from phases with completed tasks or tasks clearly tracking under budget to phases with tasks requiring additional funding. In addition, the transfer of funds shall not exceed the total authorized fee for the Project.

The Consultant will minimally provide a consultant invoice summary with each invoice, based on a mutually agreed-upon breakdown of phases and tasks in Attachment A-2 that reflect the effort and deliverables submitted to the County. The summary will depict the overall phases, associated budgets, amounts invoiced to date, and balance remaining. Invoices for compensation submitted by the Consultant will include the reviewed and approved consultant invoice summary, an updated Project schedule, notarized affidavits (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 the County and, if so requested, shall be furnished by the Consultant to the County Auditor's satisfaction. In addition, all invoices shall be submitted with the Consultant Services Authorization number, purchase order number, and the Polk County Utilities Project and Records Room numbers on the invoice.

The Consultant agrees that, in the event that design errors and / or omissions are discovered during construction, all services rendered by the Consultant to correct said design errors and / or omissions will be considered out-of-scope services and shall not be invoiced to the County.

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

The County will provide the following information to the Consultant and / or perform the following services related to the Project:

- Allow Consultant team scheduled access to the site.
- Provide one representative by the County to coordinate, schedule, and receive comments/information related to this project.
- The County will furnish Consultant readily available studies, reports, and other data pertinent to Consultant's services.
- The County will assist with coordination with labs providing services related to this project under the County's contract.

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

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

- Permitting of the DPR process with FDEP.
- Final design, bidding, or construction services associated with the Conceptual Design.

#### **H. Assumptions**

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

- Consultant will provide operational services as defined in this scope and budget. Unforeseen issues requiring time and materials by Consultant on top of hours defined in this document will incur additional costs.
- County will be responsible for paying permit application fees to FDOH or FDEP, if applicable.
- County will be responsible for overall operations and maintenance of the demonstration system and Consultant will provide assistance in the operations of the demonstration system as described in the above scope of work.

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Cherry Hill Pilot Operation Support  
Attachment A-1

ID	Task Name	Start	2025	July	August	September	October	November	December	January	February	March	April	May	June	July	August						
			6/23	7/14	8/4	8/25	9/15	10/6	10/27	11/17	12/8	12/29	1/19	2/9	3/2	3/23	4/13	5/4	5/25	6/15	7/6	7/27	
1	<b>Cherry Hill Potable Reuse Operation and Permits</b>	8/16/24																					
2	NTP	8/16/24																					
3	<b>Phase 100 Project Management</b>	8/16/24																					
4	Task 101 Project Management	8/16/24																					
5	<b>DPR Operation to meet FDEP Pilot Rule</b>	8/16/24																					
6	Operation Assistance	8/16/24																					
7	Sampling Activities	8/16/24																					
8	<b>Reporting</b>	1/20/25																					
9	Receive all lab reports	1/20/25																					
10	Prepare draft report	3/17/25																					
11	County review	5/5/25																					
12	Final report	6/2/25																					
13	<b>Permitting</b>	3/17/25																					
14	Plan of Study Update	3/17/25																					
15	<b>Conceptual Level Design</b>	3/17/25																					
16	Conceptual Level Draft Design	3/17/25																					
17	County Review	5/26/25																					
18	Conceptual Level Final Design	6/9/25																					
19	<b>Pilot Operation to Water Reuse Symposium</b>	1/20/25																					
20	Pilot Operation to Water Reuse Symposium	1/20/25																					
21	<b>Operation Beyond Pilot Testing</b>	3/20/25																					
22	Operation Beyond Pilot Testing	3/20/25																					

**Legend:**

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



# One Water Polk

## Ongoing Pilot Operations and Permitting

### Scope of Services

#### **BACKGROUND**

Polk County Utilities (County) is conducting a pilot-scale investigation for potable reuse to utilize up to 1.5 mgd of reclaimed water for future drinking water supplies. The pilot project, called One Water Polk, is located at the County's Cherry Hill Water Production Facility (WPF) site and utilizes excess reclaimed water available from the nearby Northwest Regional Wastewater Treatment Facility (NWRWWTF). The pilot has been operated in three phases using three different treatment trains over 12 months (4 months for each treatment train) under a previous study co-funded by the Southwest Florida Water Management District (SWFWMD).

The County has requested Dewberry Engineers Inc. (Consultant) and its team (including Carollo Engineers, Inc.(Subconsultant)) to provide services to operate the pilot to accrue sufficient operational time for the selected treatment train pilot to meet Florida Department of Environmental Protection requirements under the latest draft potable reuse rules. This will extend the operational support for the pilot through the period from September 2024 through December 2024. This scope also includes an additional extension for operational support through April 2025.

The County is interested in using the advanced treated water from the pilot facility to augment drinking water supplies by introducing it into the ground storage reservoirs at Cherry Hill WPF. A conceptual-level evaluation of necessary upgrades to achieve this will be included in this scope of services.

The scope of work is detailed below and includes services associated with operating the pilot, permitting, public outreach, conceptual-level facility improvements for full-scale application into the Cherry Hill WTP distribution system, and on-call support.

#### **SCOPE OF SERVICES**

##### **TASK 1. PROJECT MANAGEMENT**

###### **1.1. Project Management and Coordination**

Subconsultant's project manager will manage the Project team and Project activities. Subconsultant will coordinate with the Consultant to share information, coordinate schedules, and ensure the Subconsultant team's understanding of the County's expectations. Subconsultant will administer invoicing and will prepare and provide monthly progress reports that identify work performed during the month. These reports will be delivered as part of the monthly progress payment request.

## **1.2. Monthly Project Progress Meetings**

The Subconsultant team will prepare for and attend up to four (4) monthly Project progress meetings with the Consultant and County representatives.

## **TASK 2. PILOT OPERATION**

### **2.1. Pilot Operation: Regulatory Requirement**

Subconsultant staff operated the pilot for 16 hours per week for a period of up to 4 months (from September 2024). Activities will include attending to pilot system failures or shutdowns and assisting County operations staff with pilot system troubleshooting to allow continuous pilot operation, calibrating, and verifying instruments. Subconsultant will train the County's operators assigned to the pilot Project during their weekly visits.

Subconsultant will utilize the established Azure/Power BI database and visualization tool developed as part of previous authorizations for monitoring operations. Effort will include changes required to the tool to accommodate field process decisions. Consultant will transcribe data collected by operators on daily rounds sheet on a bi-weekly (every two weeks) basis into spreadsheets established as part of the previous work authorization to support operations.

### **2.2. Bi-Weekly Operations Meetings**

Subconsultant will lead brief bi-weekly meetings (every other week) with County operators and the Consultant team focused on operations, for the period from September 2024 through December 2024 (up to eight (8) bi-weekly operations meetings).

Each meeting will be held virtually (via web conference). Consultant will prepare and distribute appropriate materials, including an agenda, meeting documents, and summary notes, and Subconsultant will support these activities as needed.

### **2.3. Sampling Activities – Lab Coordination**

The Consultant team will coordinate with the County on their selected laboratory (lab) for procuring sample bottles and kits ahead of sampling events. Effort will include coordinating directly with the lab's assigned project manager on the methods, method detection limits, and quantities of samples required for the Project. Consultant team members will verify lab kit contents before the sampling event to ensure all bottles are received in time. Lab analysis services will be covered under the County's contract directly with the chosen lab. These services were complete by December 2024. County staff will perform any coordination and sampling of the water desired beyond this date.

Subconsultant staff will be available to coordinate the sampling schedule and respond to queries related to sampling, method reporting limits, required methods, and other sampling related activities.

### **2.4. Sampling Activities – Onsite Sampling**

This task included effort required to conduct the sampling activities on site through December 2024. Effort included flushing sample taps, collecting samples in designated bottles, collecting



process data in daily rounds sheets, filling out chain of custody paperwork, packaging coolers on ice, and coordinating shipment for courier pickup or drop-off with the lab.

Subconsultant staff will assist on the day-of sampling for up to 4 hours per month if requested by the Consultant or County.

## **2.5. Sampling Activities – Lab Data Storage and Data Quality Monitoring**

The Consultant team will maintain all received reports (PDFs and Excel) in a shared cloud-based location with access to all interested parties. Consultant will monitor the quality of data received from the lab to check against required methods and method reporting limits and identify issues as quickly as possible. Consultant will upload data received in PDF and Excel formats to established Excel data summary spreadsheet as part of previous authorizations.

## **TASK 3. REPORTING**

### **Pilot Draft and Final Report**

The Subconsultant will capture all results and information collected during the operational period of the chosen treatment train in a written report. The report will include requirements listed in the draft Rule Chapter 62-565 and is intended to be compliant with the draft potable reuse rules. The content of the report is expected to include:

- Description of project, and purpose.
- Description of existing public water system and wastewater treatment facility and impacts to existing facilities.
- Regulatory evaluation/Plan of Study update summary.
- Design criteria of treatment processes including pathogen and chemical removal design.
- Flow diagram showing all advanced treated water facility operations (including wastewater treatment and drinking water treatment facility).
- Site plan.
- Source water evaluation.
- Critical control points and monitoring points for surrogates and operational parameters.
- Hazard analysis.
- Water quality analysis.
- Process performance summary.
- Facility residuals handling.
- Documentation of public education and public participation activities.
- Other pilot-related items in the finalized rule.

The Subconsultant will participate in up to one (1) meeting with the County to discuss the pilot results. Subconsultant staff will capture comments and discussion in minutes.

The draft version of the report will be submitted by the Subconsultant to the Consultant for review and comments, which will be incorporated before submitting a draft to the County. Comments will be incorporated in the final report.

## **TASK 4. PERMITTING**

## **Plan of Study Update**

The Florida Department of Environmental Protection (FDEP) draft Rule Chapter 62-565 on potable reuse projects requires preparation of a Plan of Study for potable reuse pilot projects. The Plan of Study or test plan developed for this Project under a previous authorization will be updated to include the additional months of operation needed to meet FDEP's requirements. Updates to the test plan will include sampling matrix and schedule, operational setpoints, and any updates to process design specifics.

Subconsultant will submit the updated Plan of Study draft to the County for their review, and any comments received will be incorporated into a final version of the updated Plan of Study.

The Subconsultant will lead one (1) meeting with FDEP to present the updated Plan of Study. This meeting will be used as the platform for sharing the County's vision for the Project and to solicit feedback from FDEP based on the near-final Chapter 62-565, Florida Administrative Code (FAC) Rule. Review comments received from FDEP will be incorporated by Subconsultant into the Plan of Study.

## **TASK 5. PUBLIC OUTREACH AND COMMUNITY ENGAGEMENT SUPPORT**

The Subconsultant will provide technical support for public outreach and community engagement related to the County's One Water Polk potable reuse pilot system by participating in up to ten (10) events. Effort will include in-person attendance, preparatory calls with County staff, providing facility tours, and developing a handout with technical details, if necessary.

The Subconsultant will help in ensuring that the water quality of the pilot meets required standard before any sample is taken for the production of beverages for external events hosted by professional organizations. An allowance of 8 hours has been added for this purpose.

## **TASK 6. CONCEPTUAL-LEVEL UPGRADES FOR FULL-SCALE APPLICATION AND PERMITTING**

The County is interested in using the advanced treated water from the pilot facility to augment drinking water supplies by introducing it into the ground storage reservoirs at Cherry Hill WPF. In order to connect 8 gallons per minute of advanced treated water from the pilot to the Cherry Hill WPF ground storage tank, it is expected that rules applicable to full-scale facilities will apply. This concept is henceforth referred to as the "full-scale application" for the purpose of this scope of services document. This task includes the conceptual-level analysis of these required upgrades.

### **6.1. Conceptual Design Review**

Consultant will review the as-built drawings, operational and water quality data gathered under the previous work authorization, and identify upgrades required at the pilot for full-scale application. Upgrades required are expected to include but not limited to:

- 
- Evaluation of plant redundancy requirements.
- Blending analysis and disinfection byproduct formation at up to three blending ratios.
- Sizing of new facility features such as engineered storage buffer and transfer pumps.

- Site layout presented in a site plan drawing showing additions to accommodate additional equipment.
- Evaluation of operator staffing based on potable reuse rules.
- Modification of existing electrical systems to support the physical integration of the potable reuse water with the existing water plant.
- Update existing instrumentation and control system to support integration of potable reuse water with the current potable water distribution system.
- Update P&IDs and network drawings to reflect proposed improvements and allow for remote operation and control.
- Evaluation of improvements required at the NWRWWTF or the WPF, if needed.

Subconsultant will participate in up to four (4) virtual meetings to discuss the required upgrades for the full-scale application. An additional 8 hours have been included for blending analysis/other water quality-related coordination.

## **6.2. Conceptual Design Report and Preliminary Cost Estimate**

Consultant will prepare a conceptual design report summarizing upgrades required at the pilot, NWRWWTF, and the WPF. Consultant will prepare a preliminary (AACE Class 5) estimate of construction cost and include this in the report. The Subconsultant will provide feedback and comment on the draft report and cost estimate to be incorporated prior to a submittal to the County.

A draft report will be submitted to the County for review and comments. All comments will be incorporated into a final by the Consultant with input from the Subconsultant and submitted to the County.

## **TASK 7. PILOT OPERATIONS SUPPORT FOR WATER REUSE SYMPOSIUM AND Q209 REPORT**

### **7.1. Pilot Operations Support for Water Reuse Symposium**

Under this task, pilot operation support will be extended to the 2025 Water Reuse Symposium scheduled for March 16-19, 2025. For budget purposes, this task estimates the effort to include up to 16 staff hours for operations/reporting support, use of Microsoft Azure/Power BI visualization tools to be used and maintained to support operations.

### **7.2. Q209 Project Final Report**

The Subconsultant will collect all review comments received on the draft report related to the SWFWMD funded Q209 project, and incorporate necessary changes into the final version. The final version is also anticipated to be updated with water quality data that is received after September, 2024. The Subconsultant will participate in up to one (1) meeting each with the County and SWFWMD to discuss comments.

## **TASK 8. OPERATIONS BEYOND PILOT TESTING**

This task supports the transfer of pilot operations to the County or third party staff after the WaterReuse Symposium through April 2025 on an hourly not-to-exceed basis.

**8.1. Operations Beyond WaterReuse Symposium**

The Subconsultant will provide operational support to beyond the WaterReuse Symposium described in Task 7.1, extended through April 2025. For budget purposes, this task estimates the effort to include up to 16 staff hours for operations/reporting support, use of Microsoft Azure/Power BI visualization tools to be used and maintained to support operations.

**8.2. On-Call Services**

Upon written authorization, Subconsultant team staff will be available to support County staff in operating the pilot for up to eight (8) hours per week for up to two (2) months after Task 8.1 is complete (i.e., once County Operations staff have taken full control of day-to-day pilot operation duties). Effort will include troubleshooting process-related issues and remote support.

**DELIVERABLES**

Subconsultant shall prepare and submit the deliverables outlined in this scope of work, and summarized in the table below.

Task	Task Description	Deliverable	Format
1.1	Project Management and Coordination	- Monthly invoices and progress reports	- Electronically submitted to Consultant
3.0	Pilot Draft and Final Report	- Meeting to discuss pilot results - Draft report - Final report	- Meeting minutes - Draft and final reports submitted electronically to Consultant and County
4	Permitting – Plan of Study Update	- Updated Plan of Study	- Submitted electronically to Consultant and County
5.0	Public Outreach and Community Engagement Support	- Handouts, if any	Electronically submitted to Consultant
7.2	Q209 Project Final Report	- Final report	Draft and final reports submitted electronically to Consultant and County

**SCHEDULE**

Subconsultant will proceed with the services identified in this Scope of Services immediately upon receipt of an executed copy of this Agreement and a formal Notice-to-Proceed (NTP) from the County. The Consultant and Subconsultant team is expected to operate the pilot system for an additional four (4) months, from September 2024 through December 2024, followed by Tasks 7 and 8 that provide support through the end of April 2025.

## **COMPENSATION**

This scope of services will be completed by the Subconsultant for a not-to-exceed cost of \$230,234.13. Services rendered under Tasks 2 and 7 will be compensated on a lump sum basis, while services under all other tasks will be compensated on a time and materials basis. A breakdown of the total budget is provided in Attachment 1 based on the hourly rate schedule set forth in Contract 2024-007 RFP 23-448. This may include but is not limited to, such items as reproduction, travel, communication expenses, and postage and shipping. Each invoice submittal will include a summary of the fees invoiced to date, and the balance remaining per task.

## **COUNTY'S RESPONSIBILITIES**

The County will provide the following information to the Consultant and/or perform the following services related to the Project:

- Allow Consultant/Subconsultant staff scheduled access to the site.
- Provide one representative by the County to coordinate, schedule, and receive comments/information related to this Project.
- The County will furnish Consultant readily available studies, reports, and other data pertinent to Consultant's services.
- County will be responsible for paying permit application fees to FDOH or FDEP, if applicable.
- County will be responsible for overall operations and maintenance of the demonstration system and Subconsultant will provide assistance in the operations of the demonstration system as described in the above scope of work.
- Consultant and County will be responsible for collection of water quality samples, conducting analysis or shipping to the appropriate laboratory for analysis unless specified in Task 2.4, and providing results to the Subconsultant as specified in Task 2.5.

## **SERVICES NOT INCLUDED**

The Scope of Services and compensation arrangement outlined in this AGREEMENT do not include the following services:

- Preliminary or final design of the upgrades necessary for full-scale application.
- Electrical and instrumentation and control (EI&C) services will be limited to reviewing Consultant's conceptual design report and providing comments in an electronic format.
- Construction cost estimates.
- Permitting services not specifically included.
- Collection, shipping, and analysis of water samples.
- An FDEP permit application for full-scale operation.
- Subconsultant will provide operational services as defined in this scope and budget. Unforeseen issues requiring time and materials by Subconsultant on top of hours defined in this document will incur additional costs.

**ATTACHMENT 1  
BUDGET DETAILS**

**Dewberry Engineers/Polk County Utilities  
One Water Polk  
Operations and Permitting  
Carollo Fee  
Attachment 1**

Total Budget Summary													
Task	Task Description	Labor Categories								Carollo Totals			
		Senior Professional	Lead Professional	Project Professional	Professional	Assistant Professional	Technician	Document Processing	Admin/Clerical	Labor Hours	Labor Fee	Travel-Related Costs	Total Fee - Carollo
	Straight Time Billing Rate	\$303.78	\$256.17	\$210.99	\$170.99	\$135.99	\$115.99	\$127.00	\$85.99				
<b>1</b>	<b>Project Management</b>	2		16	5				8	31	\$5,526.27	\$0.00	\$5,526.27
1.1	Project Management and Coordination	2		10	5				6	23	\$4,088.35	\$0.00	\$4,088.35
1.2	Monthly Project Progress Meetings			6					2	8	\$1,437.92	\$0.00	\$1,437.92
<b>2</b>	<b>Pilot Operation (thru Dec '24) - LUMP SUM</b>												\$62,374.95
2.1	Operation: Regulatory Requirement												\$50,043.26
2.2	Bi-Weekly Operations Meetings												\$3,069.80
2.3	Sampling Activities - Lab Coordination												\$3,311.72
2.4	Sampling Activities - Onsite Sampling												\$3,555.84
2.5	Sampling Activities - Lab Data Storage and Data Quality Management												\$2,394.33
<b>3</b>	<b>Reporting</b>	10	16	52	80	88		8	2	256	\$44,942.30	\$0.00	\$44,942.30
	Pilot Draft and Final Report	10	16	52	80	88		8	2	256	\$44,942.30	\$0.00	\$44,942.30
<b>4</b>	<b>Permitting</b>	8		24	16			8		56	\$11,245.84	\$0.00	\$11,245.84
	Plan of Study Update	8		24	16			8		56	\$11,245.84	\$0.00	\$11,245.84
<b>5</b>	<b>Public Outreach and Community Engagement Support</b>	8		40	8				2	48	\$9,807.52	\$820.00	\$10,627.52
	Conceptual-Level Upgrades For Full-Scale Application and Permitting	8		40	8				2	52	\$12,186.68	\$0.00	\$12,186.68
6.1	Conceptual Design Review	4	8	18					2	32	\$7,234.28	\$0.00	\$7,234.28
6.2	Conceptual Design Report and Preliminary Cost Estimate Review	4	8	8						20	\$4,952.40	\$0.00	\$4,952.40
<b>7</b>	<b>Pilot Operations Support for Waste Reuse Symposium and Q209 Report - LUMP SUM</b>												\$58,594.19
7.1	Pilot Operations Support for WasteReuse Symposium												\$43,470.33
7.2	Q209 Project Final Report												\$15,123.86
<b>8</b>	<b>Operations Beyond Pilot Testing</b>				80	80				160	\$24,558.40	\$177.98	\$24,736.38
8.1	Operations Beyond WasteReuse Symposium (thru Apr '25)				48	48				96	\$14,735.04	\$75.00	\$14,810.04
8.2	Operation: On-Call Support				32	32				64	\$9,823.36	\$102.98	\$9,926.34
<b>Project Total With Contingency</b>													<b>\$230,234.13</b>

**EXHIBIT "B"**  
**Dewberry Engineers Inc.**  
Labor and Overhead  
Polk County, FL

Direct Labor		1.0000
Fringe Benefits		0.5051
Overhead/General/Administrative		1.0201
Direct Cost Adjustment		0.0500
<hr/>		
Subtotal		2.5752
Profit	15%	0.3863
<hr/>		
Total		2.9615



**EXHIBIT B**  
**Dewberry Rates**

Labor Category	Low	High
Admin I	\$64.94	\$78.48
Admin II	\$102.88	\$124.34
CADD Tech I	\$80.30	\$97.04
CADD Tech II	\$102.34	\$123.68
Cadd Tech Mgr	\$127.98	\$154.67
Eng I	\$109.01	\$131.74
Eng II	\$126.57	\$152.98
Eng III	\$141.31	\$170.78
Eng IV	\$153.60	\$185.64
Eng V	\$194.72	\$235.33
Eng VI	\$220.31	\$266.27
Eng VII	\$253.93	\$306.90
Eng VIII	\$272.81	\$329.71
Eng IX	\$326.17	\$394.20
GIS II	\$98.08	\$118.54
GIS III	\$103.26	\$124.80
GIS IV	\$110.21	\$133.20
GIS V	\$140.70	\$170.04
GIS VI	\$187.85	\$227.03
GIS VII	\$267.93	\$323.81
Prof I	\$91.88	\$111.05
Prof II	\$116.21	\$140.46
Prof III	\$146.35	\$176.87
Prof IV	\$166.35	\$201.05
Prof V	\$190.72	\$230.50
Prof VI	\$223.33	\$269.92
Prof VII	\$239.99	\$290.05
Prof VIII	\$269.04	\$325.15
Principal	\$340.49	\$411.49

**Business Confidential:** This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed --in whole or in part --for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of --or in connection with --the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/13/2025

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> MARSH USA, LLC. 1050 CONNECTICUT AVENUE, SUITE 700 WASHINGTON, DC 20036-5386	<b>CONTACT NAME:</b> Ashley Oliver <b>PHONE (A/C, No, Ext):</b> 410 347 3631 <b>E-MAIL ADDRESS:</b> Ashley.Oliver@marsh.com	<b>FAX (A/C, No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
CN102736896-7/1-1.1a-24-25                      GAWP	<b>INSURER A :</b> The Charter Oak Fire Insurance Company	<b>NAIC #</b> 25615
<b>INSURED</b> DEWBERRY ENGINEERS INC. 1479 TOWN CENTER DRIVE, SUITE D214 LAKELAND, FL 33803-7974	<b>INSURER B :</b> The Travelers Indemnity Company Of America	25658
	<b>INSURER C :</b> Travelers Property Casualty Co. Of America	25674
	<b>INSURER D :</b> Beazley Insurance Company, Inc.	37540
	<b>INSURER E :</b> N/A	N/A
	<b>INSURER F :</b>	

**COVERAGES                      CERTIFICATE NUMBER:** CLE-007323713-01                      **REVISION NUMBER:** 11


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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CONTRACTUAL INS. COV. (INSURED CONTRACTS) GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	P-630-7792B312-COF-24	07/01/2024	07/01/2025	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X		810-1N788974-24-43-G	07/01/2024	07/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ COMP / COLL DED: \$ 1,000
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB-6P972264-24-43-G	07/01/2024	07/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	<b>PROFESSIONAL LIABILITY</b>			V11B5E241501 RETRO. DATE: FULL PRIOR ACTS	07/01/2024	07/01/2025	PER CLAIM/AGGREGATE 5,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
RE : DEWBERRY PROJECT/JOB/PLN #TBD, BU2705, CHERRY HILL DIRECT POTABLE REUSE PILOT ONGOING OPERATIONS AND PERMITTING; CLIENT CONTRACT #2024-011-07 (ALL WORK PERFORMED FOR POLK COUNTY)

POLK COUNTY ARE INCLUDED AS ADDITIONAL INSURED WHERE REQUIRED BY WRITTEN CONTRACT WITH RESPECT TO GENERAL LIABILITY AND AUTOMOBILE LIABILITY. WAIVER OF SUBROGATION IS APPLICABLE WHERE REQUIRED BY WRITTEN CONTRACT WITH RESPECTS TO GENERAL LIABILITY AND WORKERS COMPENSATION.

**CERTIFICATE HOLDER                      CANCELLATION**

Polk County, A Political Subdivision of the State of Florida Attn : Eric Phillips 330 W. Church Street MC # AS05 Bartow, FL 33830	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>
	<b>AUTHORIZED REPRESENTATIVE</b> of Marsh USA LLC 



**ADDITIONAL REMARKS SCHEDULE**

AGENCY MARSH USA, LLC.		NAMED INSURED DEWBERRY ENGINEERS INC. 1479 TOWN CENTER DRIVE, SUITE D214 LAKELAND, FL. 33803-7974	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

**ADDITIONAL REMARKS**

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

AS RESPECTS THE PROFESSIONAL LIABILITY COVERAGE EVIDENCED ABOVE, IF THIS POLICY IS CANCELLED BY THE INSURER, OTHER THAN FOR NON-PAYMENT OF PREMIUM, THE INSURER WILL PROVIDE 30 DAYS WRITTEN NOTICE TO CERTIFICATE HOLDER. AS RESPECTS THE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION COVERAGES EVIDENCED ABOVE, NOTICE OF CANCELLATION WILL BE PROVIDED BY THE INSURER(S) TO THE CERTIFICATE HOLDER PER THE ATTACHED AS REQUIRED BY WRITTEN CONTRACT.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **VIRGINIA BLANKET CANCELLATION AND NONRENEWAL NOTICE**

This endorsement modifies insurance provided under the following:

- BUSINESS AUTO COVERAGE FORM**
- AUTO DEALERS COVERAGE FORM**
- MOTOR CARRIER COVERAGE FORM**

In the event of cancellation or nonrenewal or material change that reduces or restricts the insurance afforded by this Coverage Part, we agree to mail prior written notice of cancellation or nonrenewal or material change to:

### **SCHEDULE**

Any person or organization to whom you have agreed to under any contract or agreement that notice of cancellation or material limitation of this policy will be given, but only if:

1. You send us a written request to provide such notice, including the name and address of such person or organization, after the first Named Insured receives notice from us of the cancellation or nonrenewal or material change of this policy; and
2. We receive such written request at least 14 days before the beginning of the applicable number of days shown in this endorsement.

**3. Number of days advance notice:**

<b>Cancellation for nonpayment of premium:</b>		<b>Days</b>
<b>Cancellation other than nonpayment of premium:</b>	<b>30</b>	<b>Days</b>
<b>Nonrenewal:</b>		<b>Days</b>
<b>Material change:</b>		<b>Days</b>

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**DESIGNATED PERSON OR ORGANIZATION – NOTICE OF CANCELLATION PROVIDED BY US**

This endorsement modifies insurance provided under the following:

ALL COVERAGE PARTS INCLUDED IN THIS POLICY

**SCHEDULE**

**CANCELLATION:**

**Number of Days Notice:**

30

**PERSON OR ORGANIZATION:**

ANY PERSON OR ORGANIZATION  
(CONTINUED ON IL T8 06)

**ADDRESS:**

SEE IL T8 06

FAIRFAX  
VA  
22031

**PROVISIONS**

If we cancel this policy for any legally permitted reason other than nonpayment of premium, and a number of days is shown for Cancellation in the Schedule above, we will mail notice of cancellation to the person or organization shown in such Schedule. We will mail such notice to the address shown in the Schedule above at least the number of days shown for Cancellation in such Schedule before the effective date of cancellation.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**DESIGNATED ENTITY - NOTICE OF CANCELLATION PROVIDED BY US  
IL T4 05 05 19**

**THIS ENDORSEMENT MODIFIES INSURANCE PROVIDED UNDER THE FOLLOWING:  
ALL COVERAGE PARTS INCLUDED IN THIS POLICY**

**CONTINUATION OF FORM IL T4 05, PERSON OR ORGANIZATION:**

**ANY PERSON OR ORGANIZATION TO WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT  
NOTICE OF CANCELLATION OF THIS POLICY WILL BE GIVEN, BUT ONLY IF:**

- 1. YOU SEND US A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME  
AND ADDRESS OF SUCH PERSON OR  
ORGANIZATION, AFTER THE FIRST NAMED INSURED SHOWN IN THE DECLARATIONS RECEIVES  
NOTICE FROM US OF THE  
CANCELLATION OF THIS POLICY; AND**
- 2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF  
THE APPLICABLE NUMBER OF DAYS  
SHOWN IN THIS SCHEDULE.**

**ADDRESS:**

**THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN REQUEST  
FROM YOU TO US.**

**NOTICE: THESE POLICY FORMS AND THE APPLICABLE RATES ARE EXEMPT FROM THE FILING REQUIREMENTS OF THE NEW YORK INSURANCE LAW AND REGULATIONS. HOWEVER, THE FORMS AND RATES MUST MEET THE MINIMUM STANDARDS OF THE NEW YORK INSURANCE LAW AND REGULATIONS.**

Effective date of this Endorsement: 01-Jul-2024

This Endorsement is attached to and forms a part of Policy Number: V11B5E241501  
Beazley Insurance Company, Inc. referred to in this endorsement as either the "Insurer" or the "Underwriters"

**DEWBERRY NOTICE OF CANCELLATION TO CERTIFICATE HOLDER**

This endorsement modifies insurance provided under the following:

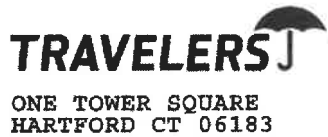
**ARCHITECTS AND ENGINEERS PROFESSIONAL LIABILITY INSURANCE POLICY**

In consideration of the premium charged for the Policy, it is hereby understood and agreed that in addition to the provisions of the Cancellation section of the Conditions, if this policy is cancelled by us, other than for non-payment of premium, we will provide 30 days written notice to the following party(ies):

As per list to be provided by the Named Insured or its Broker of Record.

All other terms and conditions of this Policy remain unchanged.

  
Authorized Representative



POLICY NUMBER: UB-6P972264-24-43-G

NOTICE OF CANCELLATION OR NONRENEWAL TO DESIGNATED PERSONS OR ORGANIZATIONS

The following is added to PART SIX – CONDITIONS :

Notice Of Cancellation Or Nonrenewal To Designated Persons Or Organizations

If we cancel or non-renew this policy for any reason other than non-payment of premium by you, we will provide notice of such cancellation or non-renewal to each person or organization designated in the Schedule below. We will mail or deliver such notice to each person or organization at its listed address at least the number of days shown for that person or organization before the cancellation or nonrenewal is to take effect.

You are responsible for providing us with the information necessary to accurately complete the Schedule below. If we cannot mail or deliver a notice of cancellation or nonrenewal to a designated person or organization because the name or address of such designated person or organization provided to us is not accurate or complete, we have no responsibility to mail, deliver or otherwise notify such designated person or organization of the cancellation or nonrenewal.

SCHEDULE

Table with 2 columns: Name and Address of Designated Persons or Organizations; Number of Days Notice. Row 1: ANY PERSON OR ORGANIZATION WITH WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT NOTICE OF CANCELLATION OR NON RENEWAL OF THIS POLICY WILL BE GIVEN, BUT ONLY IF: 30

- 1. YOU SEE TO IT THAT WE RECEIVE A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME AND ADDRESS OF SUCH PERSON OR ORGANIZATION, AFTER THE FIRST NAMED INSURED RECEIVES NOTICE FROM US OF THE CANCELLATION OR NON RENEWAL OF THIS POLICY; AND
2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF THE APPLICABLE NUMBER OF DAYS SHOWN IN THIS ENDORSEMENT.

ADDRESS: THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN REQUEST FROM YOU TO US.

All other terms and conditions of this policy remain unchanged.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective Insured Policy No. Endorsement No. Premium \$

Insurance Company Countersigned by \_\_\_\_\_

DATE OF ISSUE: 06-21-24 ST ASSIGN: