

CONSULTANT APPROVAL FORM

CPO: If Consultant fee is under \$50,000 & construction is under \$250,000

CSA: If Construction is under \$7,500,000;

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

CPO/CSA #: 22-091-04 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 01/17/2025 Division: Roads and Drainage

Project Manager's Name: Jose Fernandez Phone #: 535-2310

Project Name: Avon Park Cutoff Rd Bridge Replacement

Total Project Budget: \$ 100,000.00 Project #: 5400253

Estimate of Construction Cost: \$3,500,000.00

Proposed Consultant: Kisinger Campo & Associates, Corp. Fee: \$188,345.00

Master Consultant Agreement #: 22-091

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

Approved By: [Signature] Date 2/14/25
Division Director/Designee

Procurement Division

Date Received: 02/24/25 Date Reviewed by Analyst: 02/24/25

Approved by: _____
(Procurement Director/Designee)

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

Date Received: 2/27/25 Date Reviewed: 3/5/25

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)).

Select Agenda Date: March 4, 2025
Select a Category: Q. Consent Agenda
Select a Sub-Category: Roads & Drainage Division
Select Approval Path: **Fiscal Impact**
Recommend Move (To Regular): YES
Recommended "Move To" Category: Board

SUBJECT:

Approve Consultant Services Authorization (CSA) No. 22-091-04 with Kisinger Campo & Associates, Corp. (Consultant) to provide professional engineering services in connection to the preparation of initial engineering documents and 15% Line and Grade plans for the design of the Avon Park Cutoff Rd Bridge No. 164312 Replacement Project, CIP Amendment and budget transfer. (\$188,345.00 one-time expense)

DESCRIPTION:

As a result of the most recent FDOT Bridge Inspection Report for Bridge No. 164312, Avon Park Cutoff Rd over Bowlegs Creek, there are six metal culvert pipes that are in need of replacement due to deformation and significant corrosion. Polk County has requested the Consultant to provide professional engineering services for the preparation of a Bridge Hydraulic Report (BHR), Bridge Development Report (BDR), and 15% Line & Grade plans for the design of a new structure to replace the existing Bridge.

This CSA will retain the Consultant to perform the aforementioned services at a not-to-exceed fee of \$188,345.00 and will be completed in accordance with the Scope of Services in "Exhibit A".

RECOMMENDATION:

Request Board approve CSA No. 22-091-04 with the Consultant, CIP Amendment and budget transfer to provide professional engineering services for the preparation of a Bridge Hydraulic Report (BHR), Bridge Development Report (BDR), and 15% Line & Grade in connection to the Avon Park Cutoff Rd Bridge Replacement Project at a cost of \$188,345.00.

FISCAL IMPACT:

Upon Approval of the CIP Amendment, \$88,345.00 will be transferred from the Transportation Millage Fund, Reserve for Future Projects to the Avon Park Cutoff Road CIP Project.

CONTACT INFORMATION:

Jose Fernandez, E.I.
Project Management Section
(863) 535-2200

Jay M. Jarvis, P.E.
Roads & Drainage Division Director
(863) 535-2200

Selection Procedure for Consultants with Continuing Contracts CCNA Continuing Contracts Justification Form

Please submit this form along with any Original CSA/CPO Consultant Approval Form

Division: Roads & Drainage
Project Manager: Jose Fernandez

Step 1:

Review list for appropriate Expertise, Experience, and Personnel (List all consultants awarded a master agreement under the RFP)

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

Step 2:

Past performance on similar projects satisfactory (List all consultants elevated from Step 1)

Consultant	Has past performance been satisfactory (Y/N)	Elevated for Consideration(Y/N)
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 and why:

Step 3:

Total amount of money the County has contracted with each Consultant elevated to Step 2 during the last 24 months.

Consultant	Contracted Amount	Elevated (Y/N)
AECOM	\$521,549.04	N
AIM Engineering & Survey	\$691,043.55	N
Burgess and Niple	\$522,931.36	N
CONSOR Engineers	\$542,263.76	N
Dewberry Engineers	\$203,582.32	N
DRMP	\$313,355.25	N
HDR Engineering	\$565,181.04	N
HNTB	\$671,340.00	N
Jacobs Engineering Group	\$495,625.26	N
Kissinger Campo & Associates	\$501,531.12	Y
Kimley-Horn and Associates	\$180,890.00	N
Mott MacDonald Florida	\$167,799.10	N
NV5	\$130,523.00	N
Patel, Greene, and Associates	\$601,896.73	N
Rummel, Klepper & Kahl	\$95,456.00	N
Wood Environmental & Infrastructure Solutions	\$279,567.42	N
WSP USA	\$319,023.41	N

Step 4:

State justification, if the chosen consultant does not have the least amount of contract obligation.

Negotiation with these firms is on-going for work related to different project.

Consultant Services Authorization

Firm Name:	Kisinger Campo & Associates, Corp.
Master Agreement No.:	22-091
CSA No.:	22-091-04
Project Name:	Avon Park Cutoff Rd Bridge Replacement
Project Description:	To prepare initial engineering documents and evaluation of two bridge alternatives required to replace bridge No. 164312 along Avon Park Cutoff Rd over Bowlegs Creek.
Project Exhibits and Attachments	Exhibit "A"- Scope of Services for this CSA Exhibit "B"- Current Fee Schedule (Master Agreement) Exhibit "C"- Reimbursable Cost Schedule Exhibit "D"- Professional Liability (Project Specific)
Duration (in days)	Through completion of all related work
Compensation (Lump sum or Not to exceed to be identified in Exhibit "A")	<u>\$188,345.00</u>
Liquidated Damages (if applicable)	\$0.00/Per Day
Budget Source/Availability	14971.540152101.5666000.5400253

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

Attest:

STACY M. BUTTERFIELD

By: _____

Deputy Clerk

Date Approved by County: _____

POLK COUNTY, a political subdivision
of the State of Florida

By: _____

_____, Chairman

Board of County Commissioners

Review as to form and legal sufficiency

Wade W. W. 3/15/25

County Attorney's Office Date

Kisinger Campo & Associates, Corp.

Attest:

Ronald E. Gott 2/23/25

Corporate Secretary

Ronald E. Gott

Date

CONSULTANT COMPANY NAME

Paul G. Foley

Authorized Corporate Officer

Paul G. Foley, P.E. - CEO/President 2/13/25

[Printed Name and Title] Date

SEAL



Exhibit “A”
Scope of Services
Avon Park Cutoff Road over Bowlegs Creek
Bridge Replacement Project
CSA No.22-091-04

I. PURPOSE AND BACKGROUND

The purpose of this Exhibit is to define the responsibilities of **Kisinger Campo & Associates, Corp. (CONSULTANT)** and **Polk County Roads and Drainage Division (COUNTY)** in connection with the preparation of a Bridge Hydraulic Report (BHR), Bridge Development Report (BDR) Memo, and 15% Line and Grade (L&G) plans for the design of a new bridge structure to replace the existing Bridge No. 164312 on Avon Park Cutoff Road over Bowlegs Creek, 2.4 miles south of US 98 in Fort Meade, Polk County, Florida. This section of Avon Park Cutoff Road is a north-south local road in the southwestern section of Polk County that extends from US 98 on the northern end and loops back to US 98 / US 27 on the southern end. The existing Avon Park Cutoff Road Bridge (No. 164312) was built in 1960 over Bowlegs Creek. This 64-year-old bridge is functionally obsolete and is experiencing ongoing deterioration. As a result, the **COUNTY** is requesting engineering services to have the bridge replaced.



The **COUNTY** has requested the **CONSULTANT** provide engineering design services to produce a final BHR, final BDR Memo, 15% L&G plans, preliminary environmental permitting services, and preliminary utility coordination for the Avon Park Cutoff Road Bridge Replacement as outlined in the scope of services.

Right-of-way (R/W) acquisition will not be required under this task work order; however, the limits of proposed R/W will be identified in the BDR Memo. The County will be fully responsible for acquiring all License Agreements/Construction Easements or new R/W for the installation of the new bridge structure.

The posted speed on Avon Park Cutoff Road is 55 mph.

The design will be based on the May 2016 Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (aka "Florida Greenbook"), FY 2017-18, FDOT Design Standards for Construction and Maintenance Operations on the State Highway System, 2009 FHWA Manual on Uniform Traffic Control Devices, Standard Specification, and the Polk County Technical Standards Manual (revised 10/2009).

The proposed bridge typical section will include two 12-foot travel lanes, 8-foot shoulders (5-foot paved), and two single slope traffic barriers.

II. PROJECT DESCRIPTION

- Prepare BHR
- Prepare BDR Memo
- Prepare 15% L&G roadway plans, preliminary traffic control plans, and detour plans for Avon Park Cutoff Road south of US 98 and north of US 98 / US 27
- Preliminary pavement design
- Preliminary utility coordination with owners within the corridor
- Delineation of wetlands and other surface waters within the corridor
- Southwest Florida Water Management District (SWFWMD) permit pre-application meeting

III. BRIDGE HYDRAULIC REPORT

The **CONSULTANT** will perform a hydraulic study that will evaluate a bridge replacement to the existing bridge under Avon Park Cutoff Road at Bowlegs Creek. This will include scour and stream stability analysis with erosion control recommendations. Bowlegs Creek is within a FEMA floodplain (Zone A), but it is not within a designated FEMA floodway. The Consultant will coordinate with FEMA to gather any existing model data. HEC-RAS will be used for the hydraulic analysis of a bridge option and a bridge culvert option to replace the existing bridge. The bridge alternatives will show no significant rise in upstream stage. The Consultant will also schedule and attend one pre-application meeting with SWFWMD to discuss permitting requirements for the project. The **CONSULTANT** will provide a BHR and BHRS sheet. The scope does not include any floodplain compensation, storm sewer system design, or erosion control.

IV. BRIDGE DEVELOPMENT REPORT MEMO

The **CONSULTANT** will prepare a BDR Memo to determine the most cost-effective bridge replacement solution. Analysis of two bridge replacement alternatives will be considered. A prestressed flat slab multi-span and a multi-barrel culvert to replace the existing 6 celled, 23.5-foot-wide corrugated metal pipe culvert. The new bridge will be at least 108 feet long plus slopes, if needed. One superstructure type and two foundation types will be considered for the flat slab bridge alternative. Only one box size will be considered for the culvert alternative. The bridge will be built in one phase and the BDR Memo will include coordination with roadway and drainage disciplines. 30% Structures Plans will **not** be included with the BDR Memo for this scope of services. BDR exhibits (plan and elevation and typical section) for the preferred alternative will be provided as part of the Memo.

V. DESIGN PHASE SERVICES

The **CONSULTANT** will provide complete design services for the project except as specifically excluded in this scope of services.

The project will be accomplished under a Professional Services Agreement in phases consisting of 15% L&G submittal for review.

COUNTY will furnish all required design survey data and geotechnical engineering services.

The **COUNTY** will provide all required survey, geotechnical, and other available information to the **CONSULTANT** for use in preparing the BHR, BDR Memo, and 15% L&G roadway plans.

1) Design and R/W Survey

COUNTY will furnish all required design survey data in electronic format as required to complete the project, including but not limited to the following:

- a) Survey baseline alignments
- b) Horizontal and Vertical survey control information
- c) Topographic survey
- d) DTM
- e) Drainage survey
- f) Aboveground and subsurface utilities
- g) Existing R/W lines and property lines
- h) Wetland lines
- i) Existing water elevations

COUNTY will furnish the **CONSULTANT** with copies of existing R/W maps within the vicinity of the project. **CONSULTANT** will provide limits of the required survey.

2) Geotechnical Services

The **COUNTY** will provide all geotechnical information required for the completion of this project. Borings will be conducted adjacent to the existing bridge abutments and will be sufficient depth to provide necessary soil parameters, environmental classification, and the development of Davisson Capacity curves for 18-inch and 24-inch prestressed concrete piling. Parameters for FDOT's design program (Box Culvert v4.0) and precast settlement criteria will also be provided. In addition, the geotech will provide the D_{50} median grain size. The **CONSULTANT** will coordinate with the County's geotechnical consultant to ensure project specifications and requirements are met.

3) Structures Design Services

The **CONSULTANT** will develop a BDR Memo in accordance with Section IV of this scope of services.

4) Roadway 15% L&G Plans Preparation

a) **CONSULTANT** will furnish preliminary 15% L&G Plans (Typical Section and preliminary profile) for information only.

5) Utility Coordination

a) The **CONSULTANT** is responsible for coordinating its design work with the public and private Utility Agency/Owners (UAOs) having existing and/or planned facilities within the limits of the project.

b) Any utility design services for new facilities or the proposed relocation and adjustment of existing facilities are not included in this scope of services nor will be the responsibility of the **CONSULTANT**.

6) Construction Cost Estimate

a) **CONSULTANT** will prepare engineer's estimate of quantities that will be shown in the BDR Memo. Pay items will include reference to applicable and current FDOT Measurement and Payment Items.

b) Construction costs are to be based on the most current cost data available to the **CONSULTANT** that applies to the local construction market area.

VI. PRELIMINARY ENVIRONMENTAL PERMITTING

The **CONSULTANT** will delineate the boundaries of jurisdictional wetlands and other surface waters within the project area (within existing R/W and 50 feet adjacent each side) in accordance with the U.S. Army Corps of Engineers (USACE) and State of Florida methodologies.

The **CONSULTANT** will schedule and attend a pre-application meeting with SWFWMD to present the conceptual project design and determine project permitting requirements. The jurisdictional limits of wetlands and other surface waters will be included on the concept plans. Permitting requirements will be documented in a section of the BDR Memo. This task does not include preparing or submitting any environmental permit applications or obtaining any permits.

VII. DESIGN REQUIREMENTS AND PROVISIONS FOR WORK

Design Standards

CONSULTANT will prepare the conceptual project design 15% L&G plans in accordance with current editions of the following:

- May 2018 Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (aka "Florida Greenbook")

- FY 2023-24 FDOT Standard Plans for Road and Bridge Construction
- FY 2025-26 FDOT Standard Specifications for Road and Bridge Construction, Divisions II and III (as applicable)
- FDOT Structures Manual, January 2025 Edition
- 2023 FHWA Manual on Uniform Traffic Control Devices
- Polk County Technical Standards Manual, revised 10/2009

In case of conflicts between criteria stated in the aforementioned documents, the **CONSULTANT** will contact **COUNTY** for direction. If it becomes necessary for **CONSULTANT** to deviate from the standard design criteria specified in the documents, the **CONSULTANT** will formally request authorization from the **COUNTY** by submitting a design variance request that describes the condition and states in writing, the reasons for the deviations. The Request for Design Variance will be signed and sealed by the Engineer-of-Record (EOR).

Plans Preparation

CONSULTANT will prepare plans and other documents that are accurate, legible, and complete in detail. Final Submittals will be made to the **COUNTY** in reproducible form for those items described in this scope of services.

This will be a design contract consideration based on the recommended alternative.

Submittals and Design Reviews

CONSULTANT will prepare reports and other documents that are accurate, legible, and complete in detail. All submittals will be made to **COUNTY** in electronic format (PDF) for those items described in this section.

- The final design submittal will consist of electronically signed and sealed set.
- **CONSULTANT** will respond to the **COUNTY's** review comments in writing and incorporate revisions into the reports as appropriate. Written responses and revisions are to be included with the subsequent phase submittal.
- **CONSULTANT** will respond to regulatory agencies review comments in the same manner.

Final Design Project Schedule

CONSULTANT's services will commence upon receipt of written notice to proceed along with the survey data issued by the **COUNTY**. The **CONSULTANT** will complete the final signed and sealed BHR and BDR Memo in accordance with the agreed upon project schedule.

- 5 months for delivery of all services following NTP.

CSA# 22-091-04 Exclusions

This scope of services does not include:

- Traffic studies
- Preparation or submittal of any permit applications
- Compensatory wetland mitigation design/permitting
- Protected species coordination/permitting
- Geotechnical services
- Pedestrian Signals
- Subsurface utility exploration (VVH) or utility design services
- Relocation design for any utility facilities
- Construction bid documents

VIII. CONSULTANT'S COMPENSATION

- For work under Task Work Order, the **COUNTY** will compensate the **CONSULTANT** in a **not to exceed** amount of **\$188,345.00.**

ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

Name of Project: Avon Park Cutoff Bridge Replacement
 County: Polk County
 FPN: 22-091-04
 FAP No.: N/A

Consultant Name: Kisinger Campo & Associates
 Consultant No.: 1202234_04
 Date: 1/14/2025
 Estimator: Richard Harrison

Staff Classification	Hours From "SH Summary - Firm"	Project Manager	Chief Engineer	Senior Engineer	Sr. Project Engineer	Project Engineer	Engineer	Engineering Intern	Sr. Designer	Chief Scientist	Sr. Scientist	Environmental Specialist	GIS Specialist	SH By Activity	Salary Cost By Activity	Average Rate Per Task
		\$348.00	\$317.00	\$265.00	\$228.00	\$179.00	\$142.00	\$129.00	\$160.00	\$240.00	\$179.00	\$89.00	\$179.00			
3. Project General and Project Common Tasks	32	32	0	0	0	0	0	0	0	0	0	0	0	32	\$11,136	\$348.00
4. Roadway Analysis	62	3	3	9	9	16	12	3	6	0	0	0	0	61	\$12,347	\$202.41
5. Roadway Plans	59	0	3	12	9	12	12	6	6	0	0	0	0	60	\$11,769	\$196.15
6a. Drainage Analysis	216	0	22	0	65	108	22	0	0	0	0	0	0	217	\$44,250	\$203.92
6b. Drainage Plans	44	0	3	0	6	9	0	25	0	0	0	0	0	43	\$7,155	\$166.40
7. Utilities	16	2	0	0	2	0	6	0	6	0	0	0	0	16	\$2,964	\$185.25
8. Environmental Permits, and Env. Clearances	39	0	0	0	0	0	0	0	0	10	14	12	4	40	\$6,690	\$167.25
9. Structures - Misc. Tasks, Dwgs, Non-Tech.	64	3	6	19	0	16	0	13	6	0	0	0	0	63	\$13,482	\$214.00
10. Structures - Bridge Development Report	350	35	18	70	0	88	0	88	53	0	0	0	0	352	\$72,020	\$204.60
18. Structures - Miscellaneous	30	3	2	6	0	8	0	8	5	0	0	0	0	32	\$6,532	\$204.13
Total Staff Hours	912	78	57	116	91	257	52	143	82	10	14	12	4	916		
Total Staff Cost		\$27,144.00	\$18,069.00	\$30,740.00	\$20,748.00	\$46,003.00	\$7,384.00	\$18,447.00	\$13,120.00	\$2,400.00	\$2,506.00	\$1,068.00	\$716.00		\$188,345.00	\$205.62

Check = \$188,345.00

Survey Field Days by Subconsultant 4 - Person Crew:
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Notes:

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

SALARY RELATED COSTS:			\$188,345.00
OVERHEAD:		0%	\$0.00
OPERATING MARGIN:		0%	\$0.00
FCCM (Facilities Capital Cost Money):		0.00%	\$0.00
EXPENSES:		0.00%	\$0.00
Survey (Field - If by Prime)	0	4-person crew days @	\$ - / day
SUBTOTAL ESTIMATED FEE:			\$188,345.00
SUBTOTAL ESTIMATED FEE:			\$188,345.00
Geotechnical Field and Lab Testing			\$0.00
SUBTOTAL ESTIMATED FEE:			\$188,345.00
Optional Services			\$0.00
GRAND TOTAL ESTIMATED FEE: NOT TO EXCEED			\$188,345.00



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).

PRODUCER Brown & Brown Insurance Services, Inc. 140 Fountain Parkway N Suite 600 St. Petersburg FL 33716		CONTACT NAME: Vicky Van Wormer PHONE (A/C, No, Ext): (727) 461-6044 FAX (A/C, No): (727) 442-7695 E-MAIL ADDRESS: Vicky.VanWormer@bbrown.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: The Charter Oak Fire Insurance Company	NAIC # 25615
		INSURER B: The Travelers Indemnity Company of America	25666
		INSURER C: Travelers Property Casualty Company of America	25674
		INSURER D: Travelers Casualty and Surety Company	19038
		INSURER E: Admiral Insurance Company	
		INSURER F:	
INSURED Kisinger Campo & Associates, Corp. KCCS, Inc., DBA: Campo & 201 N Franklin St, Suite 900 Tampa FL 33602			

COVERAGES**CERTIFICATE NUMBER:** CL2521359436**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	P-630-8254A604-COF-24	10/01/2024	10/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y		810-5N338364-24-43-G	10/01/2024	10/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$ 1,000,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y		CUP-7J748484-24-43	10/01/2024	10/01/2025	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 20,000,000 AGGREGATE \$ 20,000,000 PER STATUTE OTH-ER \$
D	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB-007J070308	10/03/2024	10/03/2025	E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
E				EO000027205-11	10/01/2024	10/01/2025	

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

Project Description: Polk County - Master Consulting Agreement 22-091
 Avon Park Cutoff Rd Bridge Replacement
 CSA-220-91-04/KCA 1202234.04
 Polk County, A Political Subdivision of the State of Florida is an additional insured with respect to general liability, auto liability and umbrella liability if required by written contract. Endorsements available upon request.
 A Waiver of Subrogation if favor of Polk County, A Political Subdivision of the State of Florida applies to General Liability, Workers Compensation & Employers liability if required by written contract. Explosion, Collapse & Underground hazard included in CGL.

CERTIFICATE HOLDER**CANCELLATION**

Polk County, A Political Subdivision of the State of Florida 330 West Church Street Procurement Division, Room 150 Bartow FL 33830	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Additional Named Insureds

Other Named Insureds

Campo & Associates, PLLC

Doing Business As

Campo & Associates LLC

Campo & Associates, PLLC

KCCS, Inc.



KISINGER CAMPO & ASSOCIATES, CORP.

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
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Fax: (863) 534-6789
www.polk-county.net

EXHIBIT C

Board of County Commissioners

REIMBURSABLE COST SCHEDULE

1.	Reproduction Cost		
	A. Regular Copying	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 (No markup permitted)		Actual Costs
3.	Special Consultants (No markup permitted)		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



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).

PRODUCER Brown & Brown Insurance Services, Inc. 140 Fountain Parkway N Suite 600 St. Petersburg FL 33716	CONTACT NAME: Vicky Van Wormer PHONE (A/C No. Ext): (727) 461-6044 E-MAIL ADDRESS: Vicky.VanWormer@bbrown.com	FAX (A/C No.): (727) 442-7695
	INSURER(S) AFFORDING COVERAGE	
INSURED Kisinger Campo & Associates, Corp. KCCS, Inc., DBA: Campo & 201 N Franklin St, Suite 900 Tampa FL 33602	INSURER A: The Charter Oak Fire Insurance Company	25615
	INSURER B: The Travelers Indemnity Company of America	25666
	INSURER C: Travelers Property Casualty Company of America	25674
	INSURER D: Travelers Casualty and Surety Company	19038
	INSURER E: Admiral Insurance Company	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL2521359436 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	P-630-8254A604-COF-24	10/01/2024	10/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <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 <input type="checkbox"/> AUTOS ONLY	Y		810-5N338364-24-43-G	10/01/2024	10/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$ 1,000,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y		CUP-7J748484-24-43	10/01/2024	10/01/2025	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 20,000,000 AGGREGATE \$ 20,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB-007J070308	10/03/2024	10/03/2025	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
E				EO000027205-11	10/01/2024	10/01/2025	

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

Project Description: Polk County – Master Consulting Agreement 22-091
Avon Park Cutoff Rd Bridge Replacement
CSA-220-91-04/KCA 1202234.04
Polk County, A Political Subdivision of the State of Florida is an additional insured with respect to general liability, auto liability and umbrella liability if required by written contract. Endorsements available upon request.
A Waiver of Subrogation in favor of Polk County, A Political Subdivision of the State of Florida applies to General Liability, Workers Compensation & Employers liability if required by written contract. Explosion, Collapse & Underground hazard included in CGL.

CERTIFICATE HOLDER

CANCELLATION

Polk County, A Political Subdivision of the State of Florida 330 West Church Street Procurement Division, Room 150 Bartow FL 33830	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Additional Named Insureds

Other Named Insureds

Campo & Associates, PLLC

Doing Business As

Campo & Associates LLC

Campo & Associates, PLLC

KCCS, Inc.