

Fm

REQUEST FOR LEGAL SERVICES

TO: County Attorney's Office
Attention: Noah Milov

From: Rafael Samaniego **Drawer No.** PW05

Date: 02/25/26 **Ext.** 344-2303

Request (in detail) _____

Please review and sign attached Consultant Service Authorization, Modification 1 for design services associated with Chemical Storage Building at Parks and Natural Resources

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

For County Attorney office use only:

Assign to: Noah

County Attorney
Date: FEB 26 2026

County Attorney Project No: 2026-153

Logged out: 3/2/2026

- Please see changes marked by blue tabs

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 #: 2021-034-02 Mod 1 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 2/25/26 Division: Facilities Management Division

Project Manager's Name: Rafael Samaniego Phone #: 863-344-2303

Project Name: Chemical Storage Building at Parks and Natural Resources

Total Project Budget: \$ \$1,400,000.00 Project # 5600087

Estimate of Construction Cost: \$ 1,150,000.00

Proposed Consultant: Borrelli & Partners, Inc. Fee: Original \$ 172,579.50
Additional \$83,212.00
Grand Total \$255,791.50

Master Consultant Agreement # 2021-034

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

Approved By: [Signature] Date 2/26/26
Division Director/Designee

Procurement Division

Date Received: 2/25/26 Date Reviewed by Analyst: 2/26/26 

Approved by: _____
(Procurement Director/Designee)

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

Date Received: 2/29/2024 Date Reviewed: 3/21/2024

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

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

Date Received: _____ Date Reviewed: _____

Approved by: _____
(County Manager Office Signature)

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

Consultant Services Authorization-Modification

Firm Name:	Borrelli & Partners, Inc.
Master Agreement No.:	2021-034
CSA No.:	2021-034-02
CSA Modification No.:	#1
Project Name:	Chemical Storage Building at Parks and Natural Resources
Project Description:	Development of a Master Stormwater System for the Chemical Storage Building and Natural Resources Project.
Project Exhibit Attachment	Exhibit "A"- Modified Scope of Services
Original # of days to complete project	210 Calendar Days
# of days increased by previous modification (if applicable)	N/A
Additional # of days for this Modification	147 Calendar Days
Revised total # of days to complete project	357 or upon project completion
Original Compensation	\$172,579.50
Net change by previous modifications	N/A
Compensation increase/decrease this Modification	\$83,212.00
Revised total compensation	\$255,791.50
Budget Source/Availability	30801.560537401.5666000.5600087

IN WITNESS WHEREOF, the parties hereto have executed this CSA Modification 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: _____

Martha Santiago, Ed.D., Chair
Board of County Commissioners

Review as to form and legal sufficiency

N. Rodriguez 3/2/2026

County Attorney's Office Date

Borrelli & Partners, Inc.
CONSULTANT COMPANY NAME

Authorized Corporate Officer

Jorge A. Borrelli - President 02/17/2026

[Printed Name and Title] Date

Attest:

Andrew J. Murray 02/17/26
Corporate Secretary Date

SEAL



EXHIBIT A MODIFIED SCOPE OF SERVICES

November 11th, 2025 (*revised 11/13/2025, revised 01.27.2026, revised 02.17.2026*)

Mr. Rafael Samaniego, Facilities Project Manager
Polk County Facilities Management
2160 Marshall Edwards Drive
Bartow, FL 33830

Re: **Architectural and Engineering Design Services for the Parks & Natural Resources Compound
Chemical Storage Building, Bartow, FL
Additional Services - Master Stormwater System Design**

Dear Mr. Samaniego:

Pursuant to your request, Borrelli + Partners, Inc. (B+P) is pleased to provide this additional scope and fee proposal for the above-referenced project for your review and consideration. The project's scope, as we understand it, is described below:

The Polk County Parks and Natural Resources Department intends to expand the existing lease area for the compound. The project includes development of a master stormwater system coordinated with updates to the existing Chemical Storage Building Construction Documents currently at 90% completion. Please refer to attached Kimley-Horn (KH) and Madrid additional services proposal.

B+P services are limited to updating and coordinating the existing 90% Chemical Storage Building Construction Documents with the new master stormwater system developed by KH. Updates that represent significant changes to structural, MEP/FP, FA are not included.

ARCHITECTURAL / ENGINEERING SCOPE OF SERVICES:

B+P and our consultants shall provide professional civil, architectural, geotechnical investigation services, and preparation of documents and coordination with all consulting engineers. Surveying services are by Polk County. B+P anticipates the following:

- A. Project Coordination and Pre-Application Meetings
 - a. Participate in virtual coordination meetings with the Polk County and KH for progress tracking and design coordination.
 - b. Attend one (1) pre-application meeting with the Polk County Development Review Committee (DRC) if necessary.
 - c. Provide architectural input for site functionality to align with revised grading and stormwater conditions.
- B. Site Integration and Building Coordination

- a. B+P's original scope includes Supplemental Services for the Architectural Master Plan (\$5, 827) that will be used for the Master Stormwater System Design.
 - b. Review and coordinate site grading, paving, and drainage plans to verify compatibility with the existing 90% Chemical Storage Building drawings.
 - c. Confirm that finished floor elevations, ramp transitions, and accessible routes remain consistent with current design and code intent.
 - d. Review floodplain elevation data from KH to confirm that building components meet or exceed the required design elevations.
- C. Construction Documents (Coordination Updates)
- a. KH will delineate any on-site or adjacent wetlands and surface waters in accordance with state and federal standards.
 - b. Fieldwork will include a one-day site visit, data collection, and forms for each wetland area.
 - c. Field evaluation to determine if wetlands fall under U.S. Army Corps of Engineers jurisdiction.
 - d. Coordination with a professional land surveyor for locating wetland flags is not included in this scope.
 - e. KH will prepare one conceptual site plan in PDF format based on the PNR Future Infrastructure Exhibit.
 - f. KH construction plans will include cover sheet, existing and demolition plan, erosion control plan, grading and drainage plan, pond geometry plan, and related details.
 - g. KH will perform a Revised Effective Flood Study to establish base flood elevations using existing hydrologic and hydraulic models and topographic data.
 - i. The study will define pre-development discharge rates and tailwater conditions for the site.
 - h. KH will prepare stormwater calculations for submittals to SWFWMD and Polk County.
 - i. Calculations will include floodplain impacts, nutrient loading, treatment volume, attenuation, and drainage analysis for pre- and post-development conditions.
 - i. Review the current 90% Construction Documents for the Chemical Storage Building and incorporate updates limited to civil design modifications.
 - j. Coordinate with KH to address any impacts on site grading, drainage, or utilities.
 - k. Revise exterior references, elevations, and related details only where impacted by the updated master stormwater design.
 - l. Issue updated sheets and responses for inclusion in the consolidated permit package.
- D. Deliverables
- a. New civil construction plans.
 - i. Including cover sheet, existing and demolition plan, erosion control plan, grading and drainage plan, pond geometry plan, and related details
 - b. Updated architectural sheets (PDF and CAD) reflecting civil coordination impacts.
 - c. Written responses to Polk County and KH comments.
 - d. Updated drawing sheets for inclusion in the final permit set.

The impact to the 90% Chemical Storage Building Construction Documents is anticipated to be minimal.

Any significant adjustments to the building design, layout, or architectural detailing will be treated as additional services.

The Architect will rely on the KH's data for grading, drainage, and floodplain design.

B+P has included review meetings as indicated above. Design Review meetings are anticipated to be virtual.

PERMITTING SERVICES:

Permitting Services shall be limited to the following:

- A. KH will prepare and submit permit applications to:
 - a. Southwest Florida Water Management District (SWFWMD) – Environmental Resource Permit
 - b. Polk County Land Development – Site Development Permit (Level 2 Review)
- B. KH will coordinate with these agencies regarding permit application packages.
- C. KH will provide responses to up to two rounds of reasonable requests for additional information.
- D. Additional responses beyond two rounds will be considered additional services.
- E. B+P will support the civil permitting efforts. SWFWMD meetings not included.
- F. Limited coordination for permit documentation and integration of civil-related revisions.
- G. Respond to agency comments related to architectural items impacted by civil coordination or site conditions.
- H. Provide supplemental documentation or clarification to maintain permit compliance as required.

FEMA APPLICATIONS AND LETTERS

Applications packages are to be prepared by Kimley-Horn and include the following:

- A. KH will prepare MT-1 application packages for FEMA Conditional Letter of Map Revision Based on Fill (CLOMR-F) and Letter of Map Revision Based on Fill (LOMR-F) as required.
- B. Application packages will include engineering plans, floodplain exhibits, certifications, maps, reports, and other supporting documents provided by the client.
- C. KH will coordinate with the client to gather required documentation and submit materials to Polk County and FEMA for review.
- D. KH will respond to up to two rounds of reasonable requests for additional information from Polk County or FEMA.
- E. Any additional responses or MT-2 applications will be treated as additional services.
- F. All permit and application fees to Polk County or FEMA will be paid by the client.

CONSTRUCTION CONTRACT ADMINISTRATION SERVICES:

Contract Administration services shall be limited to the following:

- A. B+P if required will attend virtual OAC meetings for construction progress coordination related to site and stormwater items affecting building work.
- B. Coordinate review with KH for submittals and field issues that involve both site and architectural elements.

PROPOSED SCHEDULE:

- A. Site Investigation:
 - a. Survey (by Polk County)
 - b. Geotechnical (from Notice-to-proceed)
 - i. One (1) Field Investigation / Site Visit 1 week
 - ii. Final Report 3 Weeks
- B. Master Stormwater System Design:
 - a. 50% Contract Documents 2 weeks
 - i. 50% CD (Virtual) Review Meeting 2 weeks
 - b. Final / Permit Contract Documents 1 week
 - ii. Owner Review 16 weeks (estimated)
- C. Permitting:
 - a. Permitting
 - b. Permit review meeting. (Virtual)
- D. Bidding:
 - a. Coordinated with Chemical Storage Building Submission TBD
- E. Construction Contract Administration 48 weeks (estimated)
 - a. Included as part of original project scope

Additional site meetings beyond those identified above will be performed at the request of the Owner at an hourly rate (see Exhibit A). If Construction duration exceeds the estimated schedule through no fault of the design team, extended Construction Contract Administration will be performed at the request of the Owner at an hourly rate (see Exhibit A).

NOT INCLUDED IN SCOPE OF SERVICES:

- A. Permit / Review Fees
- B. Special Inspection/Testing Services
- C. As-Built Documentation for Design Bases (PDF/CAD files shall be provided by Polk County)
- D. Threshold Inspection Services
- E. LEED® and/or Green Globes® Related Services
- F. Cost Estimating of construction cost
- G. Code analyses are limited to immediate work areas. Analysis extending beyond these limits are not included in basic scope of service.

- H. Significant revisions to the program, design philosophy or Architectural plans after **90%** design submission approval which result in redesign expenses, and redesign to provide VE ideas to be incorporated.
- I. Additional Meetings (from those described)
- J. Construction progress site visits beyond those indicated in the above schedule and attached proposals.

FEE PROPOSAL:

We propose to accomplish the above scope and tasks for a total lump-sum fee of **Eighty-Three Thousand Two Hundred Twelve Dollars and Zero Cents (\$83,212.00)** inclusive of reimbursable expenses. Please see our **Exhibit A – B+P Hourly Rates** to be utilized for all authorized Additional Services. Our fees are broken down below:

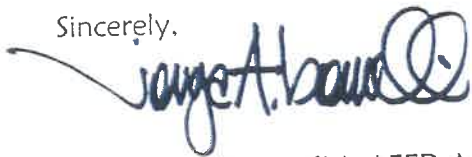
Borrelli + Partners, Inc. - Project Administration		
Architectural Master Plan (Original scope)		
Sr. Project Manager:	4 hours @ \$185/hr	\$ 740.00
Architectural Designer:	2 hours @ \$110/hr	\$ 220.00
Bookkeeper/ Secretarial:	4 hours @ \$90/hr	\$ 360.00
		\$75,500.00
*Kimley-Horn (Civil Engineering)		\$ 6,392.00
Madrid CPWG (Geotechnical Engineering)		\$ 83,212.00

TOTAL LUM-SUM FEES REQUESTED:

*Kimley-Horn's proposal includes \$10,000 for additional services that will need prior authorization before utilizing.

If you have any questions or if I can provide any additional clarification regarding our services, please feel free to contact me at your convenience. Please notify us if this proposal meets with your approval. We look forward to working with you on this project.

Sincerely,



Jorge A. Borrelli, ASLA, LEED AP BD+C, CPTED
President
Borrelli + Partners, Inc.
Architects Planners

Cc: Sonny Fornoles, AIA, **Senior Associate – B+P**
Chandra Murray, **Chief Financial Officer – B+P**

EXHIBIT A

BORRELLI + PARTNERS, INC. POLK CO. APPROVED BILLING RATE SCHEDULE

<u>Description:</u>	<u>Billing Rate:</u>
<u>ARCHITECTURAL PRINCIPALS</u>	
Architect / Landscape Architect	\$197.00
Interior Designer - Principals	
<u>ARCHITECTURAL STAFF</u>	
Sr Project Manager	\$185.00
Project Manager	\$170.00
Project Architect	\$145.00
Project Landscape Architect	\$145.00
Landscape Designer	\$110.00
Irrigation Designer	\$110.00
Architectural Designer	\$110.00
Interior Designer	\$110.00
Architectural Spec. Writer	\$130.00
Architectural Technical Staff	\$105.00
<u>SUPPORT STAFF</u>	
Bookkeeper / Secretarial	\$ 90.00
<u>A/E REPRESENTATIVE</u>	
Field Representative	\$130.00



This is a proposed Amendment dated ~~January 16, 2026~~ February 17, 2026 to the agreement between Borrelli + Partners, Inc. ("Client") and Kimley-Horn and Associates, Inc. ("Consultant") dated June 02, 2025 ("the Agreement") concerning the Chemical Storage Building at Parks and Natural Resources (CSA 2021-034-02) ("the Project").

The Consultant has entered into the Agreement with the Client for furnishing of professional services, and the parties now desire to amend the Agreement.

The Agreement is amended to include services to be performed by the Consultant for compensation as set forth below in accordance with the terms of the Agreement, which are incorporated by reference.

Project Understanding

The Consultant understands the following regarding the Project:

- As of the date of this amendment, work completed for the Project includes the below. The remaining effort for each task will be required to fulfil the project scope in the Agreement.
 - Task 1 Phase I Master Planning & Coordination: 100%
 - Task 2 Phase II Contract Documents: 90%
 - Task 3 Phase III Permitting: 75%
 - Task 4 Phase IV Bid Support & Construction Services: 0%
- The Polk County Parks and Natural Resources Department is looking to expand the lease area for the compound. The Consultant has been asked to provide site planning and design of a master stormwater system for the compound consistent with the **PNR Future Infrastructure Exhibit** provided at the end of this agreement. The proposed stormwater system will be designed with the known future developments, at the time of this amendment, identified in the exhibit and an additional allowance for future impervious areas throughout the compound. The expanded lease area is approximately 17.5 acres per the **PNR Proposed Lease Expansion Exhibit** provided at the end of this agreement.
- The stormwater design of the Chemical Storage Building will rely on the completeness of the master stormwater system; therefore, approval of permits for the Chemical Storage Building will be contingent upon the approval of permits included in this amendment.
- The compound is within zone AE floodplains and are established base flood elevations consistent with the 100y-5d SWFWMD storm events. Floodplain impacts are anticipated and will be considered in the stormwater calculations, as identified in the scope of services.
- The compound is within two (2) basins, as determined by the water management district regional model, which outfall to separate off-site storage areas.
- There is one (1) existing environmental resource permit (ERP) within the compound which services the development of the administrative building expansion.
- There are large storage tanks within the compound area. It is assumed that there is an existing FDEP ERP associated with the storage tanks and that revisions to this ERP and



additional FDEP permitting will not be required. The Client or End-User will provide existing FDEP permit documents prior to initiation of tasks below.

- There appear to be wetlands and other surface waters (OSW) adjacent to the site. Wetland impacts are not anticipated; however, it is assumed that wetland delineation will be required by local agencies.
- Per conversations with the Client, it is understood that the master stormwater system will be constructed with and included in clearance and close-out application submittals with the Chemical Storage Building. Partial clearance and partial close-out application submittals will be considered additional services. Additional meetings, site visits, shop drawing review, as-built review, and addressing agency comments outside of those specified in the scope of services in the Agreement will be considered additional services.

Scope of Services

Kimley-Horn will provide the services specifically set forth below.

Task 1 - Additional Meetings and Coordination

Kimley-Horn will provide the following services:

- Attend meetings via teleconference with the Client and/or Client's representative to discuss the project on a bi-weekly basis. This subtask assumes sixteen (16) one hour long meetings over an eight (8) month period.
- Coordinate and attend one (1) pre-application meeting with the SWFWMD, as available.
- Coordinate and attend one (1) in-person pre-application meeting with the Polk County Development Review Committee (DRC).
- Coordinate with the Client's other consultants (Geotech and Surveyor) to obtain additional information that may be required for use in engineering design and/or governmental submittals. This subtask includes four (4) hours of meetings.

Task 2 - Wetland Delineation

Based on a preliminary review of the site, jurisdictional wetlands and/or surface waters appears to be present on-site and adjacent to the site. Kimley-Horn will conduct a site visit to delineate the extents of on-site wetlands and/or surface waters in accordance with the State unified wetland delineation methodologies described in Chapter 62-340, Florida Administrative Code (FAC) and the U.S. Army Corps of Engineers (USACE) 1987 Wetland Delineation Manual and regional supplement. It is assumed that the site visit will require one (1) day in the field. Data will be collected in the field to complete wetland assessments using the State's Uniform Mitigation Assessment Methodology (UMAM). UMAM data forms will be completed for each wetland. Additionally, Kimley-Horn will collect field data to make a preliminary evaluation as to whether the on-site wetlands and/or surface waters are subject to U.S. Army Corps of Engineers (USACE) jurisdiction under Section 404 of the Clean Water Act. This scope does not include coordination with a professional land surveyor for field locating the wetland flags.



Task 3 - Civil Design & Construction Documents

Kimley-Horn will prepare one (1) conceptual site plan in PDF format based on **PNR Future Infrastructure Exhibit** included at the end of this agreement, for review by the Client.

Using the Client-approved site plan, Kimley-Horn will prepare the civil engineering design and plan preparation to include the following:

- Civil Construction Plans and Specifications including
 - Cover Sheet
 - Existing Conditions & Demolition Plan
 - Erosion Control Plan
 - Horizontal Geometry Plan
 - Paving, Grading, & Drainage Plan
 - Pond Geometry Plans
 - General Civil Construction Details Sheet
- Provide civil site specifications, to be included as notes in the plan set. A separate specification manual is not included in the scope of work.
- Revisions to civil construction plans as a result of Client-initiated project modifications after the initiation of this task will be considered additional services.

Task 4 - Revised Effective Flood Study

Kimley-Horn will prepare a revised effective flood study to determine base flood elevations from revised basins, land use, and land coverage that reflect the pre-development conditions. Kimley-Horn will:

- Collect readily available topographic, land use, permitting, and modeling data from local, state, and federal agencies
- Visit the model area one time to verify existing drainage features
- Revised the existing, as provided by the water management district, 1D hydrologic and hydraulic stormwater model. The model will include the 100yr-24hr SWFWMD design storm and 100y-5d design storm and model parameters based on the data collected as part of this task. The model results will be used to develop level-pool floodplains based on topographic data to quantify the spatial and volumetric floodplain coverage of the project area for the modeled storm event.
- Establish Pre-Development design discharge rates and tailwater conditions

Task 5 - Stormwater Calculations

Kimley-Horn will prepare stormwater calculations and report for submittals to SWFWMD and Polk County. Kimley-Horn will:

- Determine the approximate floodplain impact based on the preliminary base flood elevation determined in the *Revised Effective Flood Study* task and the conceptual site plan.
- Determine Pre-Development nutrient loading and nutrient removal requirements

Kimley » Horn

- Establish treatment volume requirements
- Establish attenuation requirements
- Determine Post-Development basins and drainage analysis including curve numbers, time of concentration, and future development impervious surface areas

Revisions to stormwater calculations as a result of Client-initiated project modifications after the initiation of this task will be considered additional services.

Task 6 - Permit Submittals & Agency Coordination

Kimley-Horn will prepare applications and supporting documents for the following permit applications:

- **Southwest Florida Water Management District (SWFWMD)** – Environmental Resource Permit
- **Polk County Land Development** – Site Development Permit (Level 2 Review)

Kimley-Horn will coordinate with the agencies listed above with regard to the application packages and provide responses for up to four (4) rounds of requests for additional information that are reasonable and relevant to the current agency rules/codes. Additional responses beyond those outlined above may be considered Additional Services.

Task 7 - FEMA Conditional Letter of Map Revision Based on Fill (CLOMR-F) (If-Required)

Kimley-Horn will prepare an MT-1 application package for a Conditional Letter of Map Revision Based on Fill (CLOMR-F) for a portion of the subject property or proposed structures that will be located on the subject property. The application package will be submitted to Polk County to obtain a signed MT-1 Community Acknowledgement Form (CAF). The MT-1 application materials provided to Polk County will include the following:

- Engineering Plans
- Certified Floodplain Exhibit
- Engineer's Certified Letter
- FIRM Panel Maps
- Legal description
- MT-1 forms for CLOMR-F
- Parcel ID information
- Property deed (Provided by Client)
- Environmental Assessment Report or Documentation of ESA Compliance (Provided by Client)
- Geotechnical Report (Provided by Client)
- Topographic Survey (Provided by Client)

Kimley-Horn will coordinate with the Client to obtain the above documentation as necessary. Kimley-Horn will respond to up to four (4) requests for additional information from Polk County. Upon receipt of the signed CAF from Polk County, Kimley-Horn will submit the MT-1 application materials specified above and the signed CAF form to FEMA. Kimley-Horn will respond to up to four (4) requests for additional information from FEMA. If Polk County or FEMA requires an MT-2 application for a



CLOMR, this can be provided as an additional service. All application fees to either FEMA or Polk County will be paid by the Client.

Task 8 - FEMA Letter of Map Revision Based on Fill (LOMR-F)

Kimley-Horn will prepare an MT-1 application package for a Letter of Map Revision Based on Fill (LOMR-F) for a portion of the subject property or structures that will be located on the subject property. Kimley-Horn will coordinate with the Client once to discuss the needed as-built survey for this application. Based on this coordination, the Client will provide an as-built survey that accurately reflects the MT-1 application. The application package will be submitted to Polk County to obtain a signed MT-1 Community Acknowledgement Form (CAF). The MT-1 application materials provided to Polk County will include the following:

- Certified As-Builts (Provided by Client)
- Certified Floodplain Exhibit
- Engineer's Certified Letter
- FIRM Panel Maps
- Legal description
- MT-1 forms for LOMR-F
- Parcel ID information
- Property deed (Provided by Client)
- Geotechnical Engineering Report (Provided by Client)
- CLOMR-F Approval (if present)

Kimley-Horn will coordinate with the Client to obtain the above documentation as necessary. Kimley-Horn will respond to up to four (4) requests for additional information from Polk County. Upon receipt of the signed CAF from Polk County, Kimley-Horn will submit the MT-1 application materials specified above and the signed CAF to FEMA. Kimley-Horn will respond to up to four (4) requests for additional information from FEMA. If Polk County or FEMA requires an MT-2 application for a LOMR, this can be provided as an additional service. The application fees to FEMA and Polk County will be paid by the Client.

Information Provided by the Client

The following information shall be provided by the Client. Kimley-Horn shall be entitled to rely on the completeness and accuracy of all information provided by the Client.

- Site boundary and topographic survey in AutoCAD Civil 3D and PDF (digitally signed and sealed by a licensed Florida land surveyor).
- Permit application/review fees
- Geotechnical engineering report
- Existing environmental resource permit (ERP) documents, except those publicly available through the SWFWMD online ERP map viewer.
- Property deed and proof of real property interest by the End-User.



Additional Services

Any services not specifically provided for in the above scope will be billed as additional services and performed at Kimley-Horn's then-current hourly rates.

Fee and Expenses

Kimley-Horn will perform the services in Tasks 1-8 for the total lump sum fee below. Individual task amounts are informational only. Kimley-Horn will perform the services in Task 9 on a labor fee plus expense basis. All permitting, application, and similar project fees will be paid directly by the Client.



Task Number & Name		Fee	Type
1	Meetings and Coordination	\$4,750	Lump Sum
2	Wetland Delineation	\$2,000	Lump Sum
3	Civil Design & Construction Documents	\$17,500	Lump Sum
4	Revised Effective Flood Study	\$5,500	Lump Sum
5	Stormwater Calculations	\$8,000	Lump Sum
6	Permit Submittals & Agency Coordination	\$10,750	Lump Sum
7	FEMA Conditional Letter of Map Revision Based on Fill (CLOMR-F) (If-Required)	\$8,500	Lump Sum
8	FEMA Letter of Map Revision Based on Fill (LOMR-F)	\$8,500	Lump Sum
9	Additional Services	Hourly As Requested Estimated: \$10,000	

~~Kimley-Horn reserves the right to reallocate amounts among tasks as necessary. For all tasks, in addition to the lump sum labor fee, direct reimbursable expenses such as express mail, fees, air travel, out-of-town mileage and other direct expenses will be billed at 1.15 times cost. An amount equal to 4.6% of labor fees will be added to each invoice to cover certain other expenses such as in-house duplicating, local mileage, telephone calls, facsimiles, postage and word processing computer time. Administrative time related to the project may be billed hourly. All permitting, application and similar project fees will be paid directly by the Client.~~

~~Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.~~

Lump sum fees of **Sixty-Five Thousand Five Hundred Dollars and Zero Cents (\$65,500.00)** will be invoiced monthly based upon the overall percentage of services performed. An additional **Ten Thousand Dollars and Zero Cents (\$10,000.00)** for additional services has been included and will need prior authorization before utilizing.

PNR Proposed Lease Expansion

 PNR Proposed Boundary: 4.5 +/- acres
 PNR Current Boundary: 13 +/- acres






0 0.03 0.05 0.1 Miles

Date Created: 10-22-2025
Aerial Image 2023

PNR Future Infrastructure

 Proposed Complete Boundary: 17.5 +/- acres

Infrastructure Type

-  Offices
-  Pole Barn
-  Stormwater Pond



0 0.03 0.05 0.1 Miles

Date Created: 10-22-2025
Aerial Image 2023



November 3, 2025 - Revised 03/03/2026

Ms. Luisa Gimenez, Project Manager
Borelli & Partners
720 Vassar Street
Orlando, Florida 32804

Ref: Proposal for Geotechnical Engineering Services – Drainage Pond
Polk County Parks and Natural Resources Facility Expansion
Chemical Storage Building
Bartow, Polk County Florida
Madrid Proposal No. 15679.01

Dear Ms. Gimenez,

Madrid Engineering Group, Inc., dba Madrid CFTL, (Madrid) has been requested to provide geotechnical exploration and infiltration testing in the proposed drainage pond area for the subject facility in Bartow, Polk County, Florida. The purpose of the exploration is to collect subsurface soil, groundwater information and shallow soil infiltration to provide data and geotechnical recommendations for the proposed drainage pond design and construction. A final report with a summary of the exploration including a discussion of subsurface conditions, boring profiles, laboratory test results, and geotechnical evaluation with general geotechnical recommendations will be provided.

Project Understanding

Madrid previously completed a geotechnical exploration study for a pre-engineered metal building and drainage pond at the subject facility. Currently and based on information provided by the Client and Kimley-Horn, the project civil engineer, Madrid understands that additional geotechnical information is needed for the pond design. Based on our previous work, it is anticipated that the proposed boring locations should be accessible to our equipment. We will advise you of the need for difficult access time for providing access to the proposed boring locations, should it prove necessary, prior to incurring any additional expense.

It is understood that the development is on private property. Accordingly, our utility coordination efforts will be limited to contacting 811 Sunshine One Call. 811 Sunshine One Call does not mark utilities on private property or the locations of non-member and privately-owned utilities; therefore, we have not included a fee to subcontract a private utility locator to mark near surface utilities at the boring locations. If these services are requested, Madrid will provide a cost.

Should the above information or assumptions be inconsistent with planned construction, the Client should contact the Madrid office and allow necessary modifications to be made to the proposal.

AT THE READY

2030 State Road 60 East, Bartow, FL 33830
P: 863.533.9007



Scope of Services:

The geotechnical engineering scope of services will include the following items as outlined by the Client.

- Field exploration, consisting of drilling and sampling of the subsurface materials and observation of current groundwater levels while drilling.
- Laboratory testing of recovered samples of the subsurface materials.
- Vertical unsaturated infiltration testing.
- Providing geotechnical recommendations in written report format.

Field Exploration

As requested by the Client, we propose to perform the following services:

- Mobilization to the site.
- Two (2) Standard Penetration Test (SPT) borings drilled to a depth of 15 feet.
- Two (2) Double-Ring Infiltrometer (DRI) test conducted within the upper 3 feet below the land surface in the stormwater collection area.

Engineering Analyses and Report

The results of the field exploration and laboratory testing will be used in engineering analysis and in the formulation of the recommendations. The results of the subsurface exploration, including the recommendations and the data on which they are based, will be presented in a written geotechnical report. The geotechnical report will include the following items:

- A description of the site, fieldwork, laboratory testing, and general soil conditions encountered, together with a Boring Location Plan, and individual Boring Records.
- Measured apparent and estimated seasonal high groundwater levels at boring locations.
- Drainage design information including the results of the DRI tests and estimated depth to a confining layer, if encountered.
- A pdf version of the geotechnical report will be prepared and submitted by email to the Client and design team. If requested by the Client, additional hard copies can be provided. The geotechnical report will be reviewed, signed, and sealed by a registered Professional Engineer in the State of Florida.

All soil samples will be retained for a maximum of 60 days from the date of release of the draft geotechnical report. Samples will be discarded unless requested in writing to be retained for longer durations. Depending on the duration, storage fees may apply.

Services Not Included in Scope of Work

- Survey of boring locations by Madrid (stakes may be left at boring locations for later survey if desired).
- Delineation of any deleterious materials encountered.
- Review of construction documents and specifications.



- Design/engineering services other than those described herein.
- Evaluation of subsurface conditions in other areas of the site other than those described herein.
- Construction monitoring (QA/QC) or materials testing (CMT).
- Evaluation of sinkhole activity.
- Private utility locate services.

Fee

GEOTECHNICAL SERVICES

TASK 1: FIELD SERVICES

	QUANTITY	RATE	UNIT	COST
SITE RECON/STAKE BORINGS (FIELD TECH)	2	\$ 110.00	/HR	\$ 220.00
MOBILIZATION	1	\$ 450.00	/LS	\$ 450.00
SPT BORINGS AND BACKFILLING (0'-50')	1	\$ 2,500.00	/DAY	\$ 2,500.00
SUPPORT TRUCK	2	\$ 50.00	/DAY	\$ 100.00
DRI TESTS (LESS THAN 3 FT.)	2	\$ 600.00	/EACH	\$ 1,200.00
PRIVATE UTILITY LOCATES	0	\$ 1,500.00	/DAY	\$ -
		Subtotal Field Services		\$ 4,470.00

TASK 2: LABORATORY TESTING OF SOILS

VISUAL CLASS/BORING LOGS (LAB TECH)	1	\$ 150.00	/LS	\$ 150.00
MINUS 200 SIEVE	4	\$ 50.00	/EA	\$ 200.00
MOISTURE CONTENT	4	\$ 18.00	/EA	\$ 72.00
		Subtotal Laboratory Testing		\$ 422.00

TASK 3: PROFESSIONAL SERVICES AND REPORT

LUMP SUM	1	\$ 1,500.00	/LS	\$ 1,500.00
		Subtotal Professional Services		\$ 1,500.00
		TOTAL GEOTECH. BUDGET		\$ 6,392.00

Schedule

- Initial coordination and reconnaissance - 2 to 3 weeks after NTP
- Field services - 3 days after completion of site reconnaissance
- Laboratory testing – 1 week after field testing
- Draft report – 3 weeks after completion of laboratory testing.
- Final report – 1 week after receipt of comments from Client.

No additional work shall be completed without the client's prior approval. Should any additional work be required (such as additional drilling depth or delineation of deleterious materials based on findings), it will be billed at our standard unit rates. Since the cost of the field work will be on a daily basis, if a third 15-foot SPT boring is requested while the drill crew is onsite and can be completed within normal business hours, there will be no charge for this boring.



Please refer to Madrid project number 15679.01 on all correspondence. If this proposal meets your approval, please sign in the space provided for Authorization to Proceed or provide a Purchase/Task Order and email a copy to our office. Should you have any questions or comments, please feel free to contact us.

Madrid Engineering Group, Inc.

Andres F. Alberdi, P.E.
Senior Engineer

John Delashaw, P.E.
Principal Engineer

Attachment(s):
Site Plan provided by Client.

AUTHORIZATION TO PROCEED

Signature

Date

Site Plan Provided by Client



AT THE READY

2030 State Road 60 East, Bartow, FL 33830
P: 863.533.9007



Consultant Services Authorization

Firm	Borrelli & Partners Inc.
Master Agreement No.	2021-034
CSA No.	2021-034 - 02
Project Name	Chemical Storage Building at Parks and Natural Resources
Project Description	Design Services associated with the design of the proposed chemical storage building at Parks and Natural Resources
Project Exhibits and Attachments	Exhibits "A" – Scope of Services Exhibit " B" – Fee Schedule (Master Agreement) Exhibit " C" – Reimbursable Cost Schedule Exhibit " D" – Insurance Documents
Duration (in days)	210 calendar days or upon project completion
Compensation	\$172,579.50
Special Contract Conditions	N/A
Insurance Requirements	Professional Liability
Liquidated Damages	\$ 0 Per Day
Budget	30801.560537401.5666000.5600087
Source/Availability	

IN WITNESS WHEREOF, the parties hereto have executed this CSA on this 18 day of March 2025

Attest:

STACY M. BUTTERFIELD

By: Alison Brown
Deputy Clerk

Date Approved by Board 3/18/25
R20

POLK COUNTY, a Political subdivision of the State of Florida

By: [Signature]
T.R. Wilson, Chairman
Board of County Commissioners

Review as to form and legal sufficiency
Araceli Wilson 3/20/25
County Attorney's Office Date

Attest:

Corporate Secretary

SEAL

Date: 02/11/2025

Borrelli & Partners Inc.
CONSULTANT COMPANY NAME

[Signature]
Authorized Corporate Officer

Jorge A. Borrelli - President
[Printed Name and Title]

Date: 02/11/2025



BORRELLI + PARTNERS
ARCHITECTURE PLANNING LANDSCAPE INTERIORS

August 8th, 2024 (*revised January 16th, 2025*)

Mr. Rafael Samaniego, Facilities Project Manager
Polk County Facilities Management
2160 Marshall Edwards Drive
Bartow, FL 33830

Re: **Scope and Fee Proposal for Architectural and Engineering Design Services for the Parks & Natural Resources Compound Chemical Storage Building, Bartow, FL**

Dear Mr. Samaniego:

Pursuant to your request, Borrelli + Partners, Inc. (B+P) is pleased to provide this revised scope and fee proposal for the above-referenced project for your review and consideration. The project's scope, as we understand it, is described below:

The project involves the site plan development for the Parks & Natural Resources (P&NR) Compound located at 4177 Ben Durrance Road, Bartow, FL 33830, for a new 8,000 square-foot Chemical Storage Building.

ARCHITECTURAL / ENGINEERING SCOPE OF SERVICES:

B+P and our consultants shall provide professional civil, architectural, structural, mechanical, fire protection, technology, electrical, geotechnical, and surveying services, preparation of reproducible documents and coordination with all consulting engineers. B+P anticipates the following design deliverable phases:

- a. PHASE 1:
 - i. **Meeting #1:** Kick-off Meeting & Meeting Minutes (In-person)
 - 1. Survey Coordination
 - a. One (1) Field Survey
 - b. Same day as Kick-off Meeting / Site Visit
 - ii. Progress Site Plan & Floor Plans
 - 1. Chemical equipment, storage requirements, life safety investigation, and preliminary layout for P&NR approval.
 - 2. Owner Review
 - iii. Final Conceptual Site Plan & Floor Plans
 - 1. Geotechnical Investigation NTP
 - 2. Owner Review
 - 3. **Meeting #2:** Final Review Meeting (Virtual) – Approval / NTP
- b. PHASE 2:
 - i. 30% Contract Documents
 - 1. Plans
 - 2. **Meeting 3:** 30% CD (Virtual) – Approval / NTP
 - 3. Coordinate Bartow Executive Airport Site Plan Submittal
 - ii. 60% Contract Documents
 - 1. Plans and Specifications
 - 2. Owner Review
 - 3. **Meeting #4:** 60% CD – Approval (Virtual)
 - iii. 90% Contract Documents

tel. 407.418.1338 :: fax 407.418.1342
720 Vassar Street, Orlando, Florida 32804
web borrelliarchitects.com

AAC 000711

1. Plans and Specifications
 2. Owner Review
 3. Bartow Executive Airport Informational Submittal
 4. **Meeting #5:** 90% CD – Approval / NTP (In-person)
- iv. Final Contract Documents
1. Plans and Specifications.
 2. Owner Review
 3. 100% CD – Approval / NTP
 4. **Meeting #6:** 100% CD – (In-Person)
- b. PHASE III:
- i. Permitting
 1. **Meeting #7:** Permit review meeting. (Virtual)
 2. Provide written responses City of Bartow permit comments.
 - ii. Bidding
 1. **Meeting #8:** Attend Pre-Bid Meeting (In-person)
 2. Provide written responses and sketches to bid comments.
- c. PHASE IV:
- i. Construction Contract Administration/Observation through Closeout.
 1. **Meeting #9 - #10:** Two (2) site visits for general conformance.
 2. **Meeting #11:** One (1) substantial completion.
 3. **Meeting #12:** One (1) final completion/punch list verification site visit.
 4. **Meeting #13:** 11-Month site visit.
 - ii. As-built Documentation
 1. Based off contractor provided redline documents
 2. Provide Bartow Executive Airport with As-built Documents.

B+P as part of the design services will also provide project design specifications at the 90% & 100% Contract Document deliverable phase only.

B+P has included review meetings as indicated above. Design Review meetings are anticipated to be Parks & Natural Resources or virtual.

PERMITTING SERVICES:

Permitting Services shall be limited to the following:

- a. Attend permit review meeting (Virtual).
- b. Provide written responses to comments in reference to the construction documents.
- c. Modify construction documents pursuant to comments.

BIDDING SERVICES:

Bidding Services shall be limited to the following:

- a. Attend one (1) pre-bid meeting (In-Person).
- b. Provide written responses to Bid questions.
- c. Issue drawing clarifications are required to respond to questions.

CONSTRUCTION CONTRACT ADMINISTRATION SERVICES:

Contract Administration services shall be limited to the following:

- a. Construction Observation for general conformance. Includes substantial and final walkthroughs when requested by the contractor.
- b. Coordination with the Contractor and Engineering consultants.
- c. Response to Contractor comments and questions.
- d. Response to Contractor Request for Information (RFI) during the construction process.
- e. Response to Contractor shop drawings for review and comment.
- f. Provide a "As-built Set" of documents in both CAD and PDF formats based on contractor provided documents.

PROPOSED SCHEDULE:

- a. PHASE I:
 - i. Notice-to-proceed - Kick-off Meeting 1 weeks
 - ii. Development of Base Sheets/Model 1 week
 1. One (1) Field Survey / Site Visit
 2. Survey
 - iii. Progress Site Plan, Chemical Storage 4 weeks
 1. Owner Review 1 week
 2. Geotechnical NTP
 3. Concept Progress Review Meeting
 - iv. Final Conceptual Master Plan, Chem. Storage 2 weeks
 1. Final Report, Site Plan & Floor Plans 1 week
 2. Owner Review
 3. Final Review Meeting
- b. PHASE II:
 - i. 30% Contract Documents 3 weeks
 1. 30% CD (Virtual) Review Meeting
 - ii. 60% Contract Documents 3 weeks
 1. Owner Review 1 week
 2. 60% CD (Virtual) Review Meeting
 - iii. 90% Contract Documents 4 weeks
 1. Owner Review 1 week
 2. 90% CD Review Meeting
 - iv. Final Contract Documents 3 weeks
 1. Owner Review 1 week
 2. 100% CD Review Meeting
- c. PHASE III:
 - i. Permitting 4 weeks (estimated)
 1. Permit review meeting. (Virtual)
 - ii. Bidding TBD
 1. Pre-Bid Meeting
- d. PHASE IV:
 - i. Construction Contract Administration 48 weeks (estimated)
 1. Two (2) site visits for general conformance.
 2. One (1) substantial completion/punch list verification site visit.
 3. One (1) final completion/punch list verification site visit.
 4. One (1) 11-Month site visit.
 - ii. As-built Documentation 4 weeks

Additional site meetings beyond those identified above will be performed at the request of the Owner at an hourly rate. If Construction duration exceeds the estimated schedule through no fault of the design team, extended Construction Contract Administration will be performed at the request of the Owner at an hourly rate.

NOT INCLUDED IN SCOPE OF SERVICES:

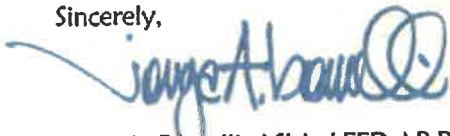
- A. Permit / Review Fees
- B. Interior Design including Finish / Materials Boards
- C. Signage Design (except as required by code)
- D. Special Inspection/Testing Services
- E. Fire Alarm / Smoke Detection (Provided by "Others")
- F. As-Built Documentation for Design Bases (PDF/CAD files shall be provided by Polk County)
- G. Threshold Inspection Services
- H. LEED® and/or Green Globes® Related Services
- I. Fundamental and Enhanced Commissioning
- J. Fixtures, Furniture and Equipment
- K. Printing of Review Sets (in-house)
- L. Cost Estimating of construction cost
- M. Code analyses are limited to immediate work areas. Analysis extending beyond these limits are not included in basic scope of service
- N. Significant revisions to the program, design philosophy or Architectural plans after 30% design submission approval, or to systems selected following 30% submission, and which result in redesign expenses, and redesign to provide VE ideas to be incorporated.
- O. Additional Meetings (from that described)
- P. Construction progress site visits beyond those indicated in the above schedule and attached proposals.

FEE PROPOSAL:

We propose to accomplish the above scope and tasks for a total lump-sum fee of **One Hundred Seventy-Two Thousand and Five Hundred Seventy-Nine Dollars and Fifty Cents (\$172,579.50)** inclusive of reimbursable expenses.

If you have any questions or if I can provide any additional clarification regarding our services, please feel free to contact me at your convenience. Please notify us if this proposal meets with your approval. We look forward to working with you on this project.

Sincerely,



Jorge A. Borrelli, ASLA, LEED AP BD+C, CPTED
President
Borrelli + Partners, Inc.
Architects Planners

Cc: Sonny Fornoles, Senior Associate – B+P
Chandra Murray, Chief Financial Officer – B+P

BORRELLI + PARTNERS, INC. POLK CO. APPROVED BILLING RATE SCHEDULE

<u>Description:</u>	<u>Billing Rate:</u>
<u>ARCHITECTURAL PRINCIPALS</u>	
Architect / Landscape Architect	
Interior Designer - Principals	\$197.00
<u>ARCHITECTURAL STAFF</u>	
Sr Project Manager	\$185.00
Project Manager	\$170.00
Project Architect	\$145.00
Project Landscape Architect	\$145.00
Landscape Designer	\$110.00
Irrigation Designer	\$110.00
Architectural Designer	\$110.00
Interior Designer	\$110.00
Architectural Spec. Writer	\$130.00
Architectural Technical Staff	\$105.00
<u>SUPPORT STAFF</u>	
Bookkeeper / Secretarial	\$ 90.00
<u>A/E REPRESENTATIVE</u>	
Field Representative	\$130.00

**ARCHITECTURAL & ENGINEERING SERVICES FOR
POLK COUNTY P&NR - CHEMICAL STORAGE BUILDING**

PREPARED BY
BORRELLI + PARTNERS, INC.

PHASE	PRINCIPAL	SENIOR PROJECT MANAGER	SYNOPSIS/DESIGN SUPPORT	ARCHITECTURAL ENGINEER	ARCHITECT	IN-IT TOTAL PER HOUR TOTAL
A - PROJECT ADMINISTRATION & SCOPE DEVELOPMENT	\$591.00	\$3,700.00	\$0.00	\$880.00	\$1,080.00	\$6,251.00
B - CONCEPTUAL DESIGN PHASE	\$0.00	\$1,110.00	\$0.00	\$1,980.00	\$0.00	\$3,090.00
C - 30% SUBMISSION	\$0.00	\$2,220.00	\$0.00	\$4,840.00	\$630.00	\$7,690.00
D - 60% SUBMISSION	\$0.00	\$1,480.00	\$0.00	\$2,420.00	\$585.00	\$4,485.00
E - 90% SUBMISSION	\$0.00	\$2,405.00	\$2,990.00	\$3,740.00	\$180.00	\$9,315.00
F - FINAL CONTRACT DOCUMENTS / PERMIT / BID	\$0.00	\$1,295.00	\$5,720.00	\$2,200.00	\$720.00	\$9,935.00
G - PERMITTING SERVICES	\$197.00	\$3,700.00	\$0.00	\$1,430.00	\$180.00	\$5,507.00
H - BIDDING SERVICES	\$197.00	\$1,480.00	\$0.00	\$1,320.00	\$0.00	\$2,997.00
I - CONSTRUCTION ADMINISTRATION SERVICES	\$1,576.00	\$7,030.00	\$0.00	\$4,180.00	\$1,080.00	\$13,866.00
ARCHITECTURAL TOTAL:	\$2,561.00	\$24,620.00	\$8,710.00	\$22,930.00	\$4,455.00	\$63,136.00
BASIC SERVICES - CONSULTING ENGINEERS FEES:						
MEP ENGINEERING - VOLTAR INC:						\$26,000.00
STRUCTURAL - PREMIER:						\$10,930.00
BASIC SERVICES - CONSULTING ENGINEERS TOTAL:						\$36,930.00
SUPPLEMENTAL SERVICES:						
ARCH MASTER PLAN - BORRELLI + PARTNERS:						\$5,827.00
LANDSCAPE - BORRELLI + PARTNERS:						\$0.00
CIVIL - KIMLEY HORN:						\$44,950.00
COST ESTIMATE - ALLIANCE DESIGN & CONST:						\$0.00
TECHNOLOGY - MATERN ENGINEERS:						\$0.00
GEOTECHNICAL INVESTIGATION - MADRID:						\$10,834.50
SURVEY - CHASTAIN SKILLMAN:						\$8,900.00
SUPPLEMENTAL SERVICES TOTAL:						\$70,513.50
ARCHITECTURAL, CONSULTING ENGINEERS & SUPPLEMENTAL SERVICES TOTAL:						\$172,579.50

**ARCHITECTURAL & ENGINEERING SERVICES FOR
POLK COUNTY P&NR - CHEMICAL STORAGE BUILDING**

PREPARED BY
BORRELLI + PARTNERS, INC.

TASKS	SENIOR PROJECT		SPECIFICATIONS	ARCHITECTURAL		TOTAL
	PRINCIPAL	MANAGER	WRITER	DESIGNER	ADMIN	
A - PROJECT ADMINISTRATION & SCOPE DEVELOPMENT:						
01 - PROJECT MEETINGS FOR SCOPE DEVELOPMENT	0.00	4.00	0.00	0.00	1.00	4.25
02 - PROJECT SCOPE COORDINATION WITH B+P CONSULTANTS	1.00	4.00	0.00	0.00	1.00	6.00
03 - PROJECT KICK-OFF MEETING	0.00	4.00	0.00	4.00	1.00	9.00
04 - PROJECT SITE VISITS / INVESTIGATION MEETING	1.00	4.00	0.00	0.00	1.00	6.00
05 - GENERAL PROJECT ADMINISTRATION / CLERICAL	1.00	4.00	0.00	4.00	8.00	17.00
TOTAL TASK PHASE HOURS	3.00	20.00	0.00	8.00	12.00	42.25
PERSONNEL HOURLY RATES	<u>\$197.00</u>	<u>\$185.00</u>	<u>\$130.00</u>	<u>\$110.00</u>	<u>\$90.00</u>	
TASK PHASE TOTAL PERSONNEL DIRECT COSTS	\$591.00	\$3,700.00	\$0.00	\$880.00	\$1,080.00	\$6,251.00
FIRM OVERHEAD MULTIPLIER	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
TASK PHASE GRAND TOTAL	\$591.00	\$3,700.00	\$0.00	\$880.00	\$1,080.00	\$6,251.00

**ARCHITECTURAL & ENGINEERING SERVICES FOR
POLK COUNTY P&NR - CHEMICAL STORAGE BUILDING**

FEE PROPOSAL PREPARED BY
BORRELLI + PARTNERS, INC.

TASKS	LEAD PROJECT		SPECIFICATIONS	ARCHITECTURAL		TOTAL
	PRINCIPAL	MANAGER	WRITER	DESIGNER	ADMIN	
B - CONCEPTUAL DESIGN PHASE						
02 - FLOOR PLANS, REFLECTED CEILING PLANS, AND ROOF PLANS	0.00	1.00	0.00	3.00	0.00	4.00
03 - ENLARGED FLOOR PLANS, REFLECTED CEILING PLANS, AND ROOF PLANS	0.00	1.00	0.00	3.00	0.00	4.00
04 - EXTERIOR BUILDING ELEVATIONS, BUILDING SECTIONS, AND DETAILS	0.00	1.00	0.00	3.00	0.00	4.00
05 - INTERIOR BUILDING ELEVATIONS, WALL SECTIONS, AND DETAILS	0.00	1.00	0.00	3.00	0.00	4.00
13 - ADDRESS/INTEGRATE OWNER'S REVIEW COMMENTS	0.00	1.00	0.00	3.00	0.00	4.00
14 - PREPARE FOR AND ATTEND PROJECT COORDINATION MEETINGS AND DEVELOP MEETING MINUTES: [EST. @ 4 HRS. EA.]	0.00	1.00	0.00	3.00	0.00	4.00
TOTAL TASK PHASE HOURS	0.00	6.00	0.00	18.00	0.00	24.00
PERSONNEL HOURLY RATES	\$197.00	\$185.00	\$130.00	\$110.00	\$90.00	
TASK PHASE TOTAL PERSONNEL DIRECT COSTS	\$0.00	\$1,110.00	\$0.00	\$1,980.00	\$0.00	\$3,090.00
FIRM OVERHEAD MULTIPLIER	1.00	1.00	1.00	1.00	1.00	1.00
TASK PHASE GRAND TOTAL	\$0.00	\$1,110.00	\$0.00	\$1,980.00	\$0.00	\$3,090.00

**ARCHITECTURAL & ENGINEERING SERVICES FOR
POLK COUNTY P&NR - CHEMICAL STORAGE BUILDING**

PREPARED BY
BORRELLI + PARTNERS, INC.

TASKS	PRINCIPAL	SENIOR PROJECT MANAGER	SPECIFICATIONS WRITER	ARCHITECTURAL DESIGNER	ADMIN	TOTAL
C - 30% SUBMISSION						
01 - GENERAL INFORMATION, LIFE SAFETY ANALYSIS AND DOCUMENTATION	0.00	1.00	0.00	6.00	1.00	8.00
02 - FLOOR PLANS, REFLECTED CEILING PLANS, AND ROOF PLANS	0.00	1.00	0.00	4.00	1.00	6.00
03 - ENLARGED FLOOR PLANS, REFLECTED CEILING PLANS, AND ROOF PLANS	0.00	1.00	0.00	6.00	1.00	8.00
04 - EXTERIOR BUILDING ELEVATIONS, BUILDING SECTIONS, AND DETAILS	0.00	1.00	0.00	4.00	1.00	6.00
05 - INTERIOR BUILDING ELEVATIONS, WALL SECTIONS, AND DETAILS	0.00	1.00	0.00	6.00	0.00	7.00
06 - DETAILS DEVELOPMENT - SPECIALTY, ENHANCED / HURRICANE PROTECTION	0.00	1.00	0.00	5.00	1.00	7.00
07 - SCHEDULES - DOORS, WINDOWS, & FINISHES	0.00	1.00	0.00	4.00	1.00	6.00
13 - ADDRESS/INTEGRATE OWNER'S REVIEW COMMENTS	0.00	1.00	0.00	3.00	1.00	5.00
14 - PREPARE FOR AND ATTEND PROJECT COORDINATION MEETINGS AND DEVELOP MEETING MINUTES: [EST. @ 4 HRS. EA.]	0.00	4.00	0.00	6.00	0.00	10.00
TOTAL TASK PHASE HOURS	0.00	12.00	0.00	44.00	7.00	63.00
PERSONNEL HOURLY RATES	\$197.00	\$185.00	\$130.00	\$110.00	\$90.00	
TASK PHASE TOTAL PERSONNEL DIRECT COSTS	\$0.00	\$2,220.00	\$0.00	\$4,840.00	\$630.00	\$7,690.00
FIRM OVERHEAD MULTIPLIER	1.00	1.00	1.00	1.00	1.00	1.00
TASK PHASE GRAND TOTAL	\$0.00	\$2,220.00	\$0.00	\$4,840.00	\$630.00	\$7,690.00

ARCHITECTURAL & ENGINEERING SERVICES FOR
POLK COUNTY P&NR - CHEMICAL STORAGE BUILDING

FEE PROPOSAL PREPARED BY
BORRELLI + PARTNERS, INC.

TASKS	PERSONNEL					TOTAL
	PRINCIPAL	SENIOR PROJECT MANAGER	SPECIFICATIONS WRITER	ARCHITECTURAL DESIGNER	ADMIN	
D - 60% SUBMISSION						
01 - GENERAL INFORMATION, LIFE SAFETY ANALYSIS AND DOCUMENTATION	0.00	1.00	0.00	6.00	1.00	8.00
02 - FLOOR PLANS, REFLECTED CEILING PLANS, AND ROOF PLANS	0.00	1.00	0.00	2.00	0.00	3.00
03 - ENLARGED FLOOR PLANS, REFLECTED CEILING PLANS, AND ROOF PLANS	0.00	0.00	0.00	0.00	0.00	0.00
04 - EXTERIOR BUILDING ELEVATIONS, BUILDING SECTIONS, AND DETAILS	0.00	1.00	0.00	3.00	0.50	4.50
05 - INTERIOR BUILDING ELEVATIONS, WALL SECTIONS, AND DETAILS	0.00	1.00	0.00	1.00	1.00	3.00
06 - DETAILS DEVELOPMENT - SPECIALTY, ENHANCED / HURRICANE PROTECTION	0.00	1.00	0.00	2.00	1.00	4.00
07 - SCHEDULES - DOORS, WINDOWS, & FINISHES	0.00	1.00	0.00	6.00	1.00	8.00
13 - ADDRESS/INTEGRATE OWNER'S REVIEW COMMENTS	0.00	1.00	0.00	1.00	1.00	3.00
14 - PREPARE FOR AND ATTEND PROJECT COORDINATION MEETINGS AND DEVELOP MEETING MINUTES: [EST. @ 4 HRS. EA.]	0.00	1.00	0.00	1.00	1.00	3.00
TOTAL TASK PHASE HOURS	0.00	8.00	0.00	22.00	6.50	36.50
PERSONNEL HOURLY RATES	<u>\$197.00</u>	<u>\$185.00</u>	<u>\$130.00</u>	<u>\$110.00</u>	<u>\$90.00</u>	
TASK PHASE TOTAL PERSONNEL DIRECT COSTS	\$0.00	\$1,480.00	\$0.00	\$2,420.00	\$585.00	\$4,485.00
FIRM OVERHEAD MULTIPLIER	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
TASK PHASE GRAND TOTAL	\$0.00	\$1,480.00	\$0.00	\$2,420.00	\$585.00	\$4,485.00

**ARCHITECTURAL & ENGINEERING SERVICES FOR
POLK COUNTY P&NR - CHEMICAL STORAGE BUILDING**

PREPARED BY
BORRELLI + PARTNERS, INC.

TASKS	PRINCIPAL	SENIOR PROJECT MANAGER	SPECIFICATIONS WRITER	ARCHITECTURAL DESIGNER	ADMIN	TOTAL
E - 90% SUBMISSION						
01 - GENERAL INFORMATION, LIFE SAFETY ANALYSIS AND DOCUMENTATION	0.00	1.00	3.00	4.00	0.00	8.00
02 - FLOOR PLANS, REFLECTED CEILING PLANS, AND ROOF PLANS	0.00	1.00	3.00	3.00	0.00	7.00
03 - ENLARGED FLOOR PLANS, REFLECTED CEILING PLANS, AND ROOF PLANS	0.00	1.00	3.00	4.00	0.00	8.00
04 - EXTERIOR BUILDING ELEVATIONS, BUILDING SECTIONS, AND DETAILS	0.00	1.00	3.00	3.00	0.00	7.00
05 - INTERIOR BUILDING ELEVATIONS, WALL SECTIONS, AND DETAILS	0.00	1.00	3.00	4.00	0.00	8.00
06 - DETAILS DEVELOPMENT - SPECIALTY, ENHANCED / HURRICANE PROTECTION	0.00	1.00	3.00	6.00	0.00	10.00
07 - SCHEDULES - DOORS, WINDOWS, & FINISHES	0.00	1.00	3.00	4.00	0.00	8.00
13 - ADDRESS/INTEGRATE OWNER'S REVIEW COMMENTS	0.00	2.00	2.00	2.00	1.00	7.00
14 - PREPARE FOR AND ATTEND PROJECT COORDINATION MEETINGS AND DEVELOP MEETING MINUTES: [EST. @ 4 HRS. EA.]	0.00	4.00	0.00	4.00	1.00	9.00
TOTAL TASK PHASE HOURS	0.00	13.00	23.00	34.00	2.00	0.00
PERSONNEL HOURLY RATES	<u>\$197.00</u>	<u>\$165.00</u>	<u>\$130.00</u>	<u>\$110.00</u>	<u>\$90.00</u>	
TASK PHASE TOTAL PERSONNEL DIRECT COSTS	\$0.00	\$2,405.00	\$2,990.00	\$3,740.00	\$180.00	\$9,315.00
FIRM OVERHEAD MULTIPLIER	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
TASK PHASE GRAND TOTAL	\$0.00	\$2,405.00	\$2,990.00	\$3,740.00	\$180.00	\$9,315.00

**ARCHITECTURAL & ENGINEERING SERVICES FOR
POLK COUNTY P&NR - CHEMICAL STORAGE BUILDING**

PREPARED BY
BORRELLI + PARTNERS, INC.

TASKS	PERSONNEL					TOTAL
	PRINCIPAL	SENIOR PROJECT MANAGER	SPECIFICATIONS WRITER	ARCHITECTURAL DESIGNER	ADMIN	
F - FINAL CONTRACT DOCUMENTS / PERMIT / BID						
D1 - GENERAL INFORMATION, LIFE SAFETY ANALYSIS AND DOCUMENTATION	0.00	1.00	6.00	2.00	1.00	10.00
02 - FLOOR PLANS, REFLECTED CEILING PLANS, AND ROOF PLANS	0.00	1.00	6.00	2.00	1.00	10.00
03 - ENLARGED FLOOR PLANS, REFLECTED CEILING PLANS, AND ROOF PLANS	0.00	1.00	6.00	4.00	1.00	12.00
04 - EXTERIOR BUILDING ELEVATIONS, BUILDING SECTIONS, AND DETAILS	0.00	1.00	6.00	2.00	1.00	10.00
05 - INTERIOR BUILDING ELEVATIONS, WALL SECTIONS, AND DETAILS	0.00	1.00	6.00	4.00	1.00	12.00
06 - DETAILS DEVELOPMENT - SPECIALTY, ENHANCED / HURRICANE PROTECTION	0.00	1.00	6.00	2.00	1.00	10.00
07 - SCHEDULES - DOORS, WINDOWS, & FINISHES	0.00	1.00	6.00	2.00	1.00	10.00
13 - ADDRESS/INTEGRATE OWNER'S REVIEW COMMENTS	0.00	0.00	2.00	2.00	1.00	5.00
14 - PREPARE FOR AND ATTEND PROJECT COORDINATION MEETINGS AND DEVELOP MEETING MINUTES: [EST. @ 4 HRS. EA.]	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL TASK PHASE HOURS	0.00	7.00	44.00	20.00	8.00	79.00
PERSONNEL HOURLY RATES	<u>\$197.00</u>	<u>\$185.00</u>	<u>\$130.00</u>	<u>\$110.00</u>	<u>\$92.00</u>	
TASK PHASE TOTAL PERSONNEL DIRECT COSTS	\$0.00	\$1,295.00	\$5,720.00	\$2,200.00	\$720.00	\$9,935.00
FIRM OVERHEAD MULTIPLIER	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
TASK PHASE GRAND TOTAL	\$0.00	\$1,295.00	\$5,720.00	\$2,200.00	\$720.00	\$9,935.00

**ARCHITECTURAL & ENGINEERING SERVICES FOR
POLK COUNTY P&NR - CHEMICAL STORAGE BUILDING**

PREPARED BY
BORRELLI + PARTNERS, INC.

TASKS	PRINCIPAL	SENIOR PROJECT MANAGER	SPECIFICATIONS WRITER	ARCHITECTURAL ENGINEER	ADMIN	TOTAL
G - PERMITTING SERVICES						
ATTEND MAX. ONE (1) MEETINGS WITH CODE OFFICIAL	0.00	4.00	0.00	0.00	1.00	5.00
RESPOND TO PERMIT REVIEW COMMENTS	1.00	4.00	0.00	4.00	0.00	9.00
MODIFY CONTRACT DOCUMENTS PER PERMIT REVIEWERS COMMENTS	0.00	11.00	0.00	8.00	0.00	19.00
CONSULTANT COORDINATION	0.00	1.00	0.00	1.00	1.00	3.00
	1.00	20.00	0.00	13.00	2.00	36.00
TOTAL TASK PHASE HOURS						
PERSONNEL HOURLY RATES	\$197.00	\$375.00	\$130.00	\$110.00	\$90.00	
TASK PHASE TOTAL PERSONNEL DIRECT COSTS	\$197.00	\$3,700.00	\$0.00	\$1,430.00	\$180.00	\$5,507.00
FIRM OVERHEAD MULTIPLIER	1.00	1.00	1.00	1.00	1.00	1.00
TASK PHASE GRAND TOTAL	\$197.00	\$3,700.00	\$0.00	\$1,430.00	\$180.00	\$5,507.00

**ARCHITECTURAL & ENGINEERING SERVICES FOR
POLK COUNTY P&NR - CHEMICAL STORAGE BUILDING**

PREPARED BY
BORRELLI + PARTNERS, INC.

TASKS	PERSONNEL					TOTAL
	PRINCIPAL	SENIOR PROJECT MANAGER	SPECIFICATIONS WRITER	ARCHITECTURAL DESIGNER	ADMIN	
H - BIDDING SERVICES						
ATTEND PRE-BID CONFERENCE	0.00	4.00	0.00	0.00	0.00	4.00
RESPOND TO CONTRACTOR'S QUESTIONS	1.00	2.00	0.00	4.00	0.00	7.00
PREPARE ADDENDA/CLARIFICATION SKETCHES	0.00	1.00	0.00	4.00	0.00	5.00
DEVELOP CONFORMED PLANS AND SPECS	0.00	1.00	0.00	4.00	0.00	5.00
TOTAL TASK PHASE HOURS	1.00	8.00	0.00	12.00	0.00	21.00
PERSONNEL HOURLY RATES	<u>\$197.00</u>	<u>\$185.00</u>	<u>\$130.00</u>	<u>\$110.00</u>	<u>\$90.00</u>	
TASK PHASE TOTAL PERSONNEL DIRECT COSTS	\$197.00	\$1,480.00	\$0.00	\$1,320.00	\$0.00	\$2,997.00
FIRM OVERHEAD MULTIPLIER	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
TASK PHASE GRAND TOTAL	\$197.00	\$1,480.00	\$0.00	\$1,320.00	\$0.00	\$2,997.00

**ARCHITECTURAL & ENGINEERING SERVICES FOR
POLK COUNTY P&NR - CHEMICAL STORAGE BUILDING**

PREPARED BY
BORRELLI + PARTNERS, INC.

TASKS	PERSONNEL					TOTAL
	PRINCIPAL	SENIOR PROJECT MANAGER	SPECIFICATIONS WRITER	ARCHITECTURAL DESIGNER	ADMIN	
I - CONSTRUCTION ADMINISTRATION SERVICES						
ATTEND MAX. TWO (2) CONSTRUCTION SITE VISITS AND DEVELOP SITE VISIT NOTES [EST. 4 HRS. EA.]	4.00	8.00	0.00	0.00	1.00	13.00
ATTEND MAX. ONE (1) SUBSTANTIAL SITE INSPECTION AND DEVELOP PUNCHLIST	0.00	8.00	0.00	0.00	1.00	9.00
ATTEND MAX. ONE (1) FINAL SITE VISIT AND DEVELOP FINAL PUNCHLIST	0.00	6.00	0.00	0.00	1.00	7.00
ATTEND AN ELEVEN (11) MONTH WALK THROUGH AND DEVELOP NOTES OF ANY DEFICIENCIES	4.00	4.00	0.00	0.00	1.00	9.00
REVIEW AND RESPOND TO CONTRACTOR'S SHOP DRAWINGS AND LOG [MAX. TWO (2) SUBMISSIONS/SHOP DRAWING]	0.00	6.00	0.00	14.00	8.00	28.00
PREPARE CLARIFICATION DOCUMENTS	0.00	2.00	0.00	8.00	0.00	10.00
RESPOND TO RFIs AND LOG	0.00	2.00	0.00	8.00	0.00	10.00
PREPARE AS-BUILT DRAWINGS	0.00	2.00	0.00	8.00	0.00	10.00
TOTAL TASK PHASE HOURS	8.00	38.00	0.00	38.00	12.00	96.00
PERSONNEL HOURLY RATES	\$197.00	\$185.00	\$130.00	\$110.00	\$90.00	
TASK PHASE TOTAL PERSONNEL DIRECT COSTS	\$1,576.00	\$7,030.00	\$0.00	\$4,180.00	\$1,080.00	\$13,866.00
FIRM OVERHEAD MULTIPLIER	1.00	1.00	1.00	1.00	1.00	1.00
TASK PHASE GRAND TOTAL	\$1,576.00	\$7,030.00	\$0.00	\$4,180.00	\$1,080.00	\$13,866.00



November 5, 2024

VIA E-mail: sfomoles@borrelliarchitects.com

Sonny Fomoles, AIA
Associate
BORRELLI + PARTNERS
720 Vassar Street,
Orlando, FL 32804

Project: Polk County Parks & Natural Resources Chemical Storage Building

Subject: Proposal for Engineering Services

Sonny:

VoltAir Consulting Engineers, Inc. (VoltAir) is pleased to submit the following fee proposal to provide heating, ventilation, electrical, plumbing, and fire protection design services for the above referenced project.

BASIS OF PROPOSAL

Our proposal is based on your email to us on June 5, 2024, which provided project location, your preliminary proposal information and project scope meeting notes. Project consists of 1 new Chemical Storage Building.

- Chemical Storage Building area is approximately 8,000 square feet.
- The project construction budget is approximately \$1,500,000 dollars.

SCOPE OF BASIC SERVICES

VoltAir's scope of basic services will include engineering services for the disciplines of HVAC, electrical, plumbing, and fire protection engineering (MEPF) for the Project as it is described based on the above BASIS OF PROPOSAL and as such engineering services are required to perform the Project Phase deliverables described below.

1. Schematic Design Package
2. Design Development Package
3. Construction Document 60% Package
4. Construction Document 90% Package
5. Construction Document 100% Package
6. Construction Administration

All of the above design phases will include all or part of the following engineering effort as is appropriate to the level of detail and analysis that is required of the particular design phase.

- The mechanical, electrical, plumbing, and fire protection (MEPF) construction documents indicating the required work will include plan layouts, schedules, diagrams, details, and risers. These construction documents will be suitable for permitting of the work and will provide the level of detail required to perform the work. Specifications in "book" format or on the drawings will be included with these construction documents.
- Mechanical engineering services will consist of the design for the heating, and ventilation systems for the project including load calculations, equipment selections, schedules, controls, drawings and specifications.
- Electrical engineering services will consist of the design for the power and building lighting systems for the project including load calculations, riser diagrams, luminaire schedules, fault current calculation, drawings and specifications.

VOLT AIR

- Fire alarm engineering documents will define the work to be done by a delegated engineer in accordance with the applicable codes and standards. Fire Alarm contract documents will identify fire alarm device locations and the VoltAir Fire Alarm Systems Engineer of Record who will (a) provide design requirements as part of the contract documents (issued for drawing permit) for use by the delegated engineer and (b) will review the signed and sealed design documents prepared by the delegated engineer for conformance with the Engineer of Record's fire alarm layout. All Fire Alarm Delegated Engineering Documents will be included in the final set of documents filed for permit. The fire alarm contractor will be responsible to create the signed and sealed shop drawings for submission to the local permitting agency.
- Plumbing engineering services will consist of the design for the plumbing systems for the project including load calculations, drawings, schedules and specifications.
- Fire protection engineering documents will in particular define the work to be done by a delegated engineer in accordance with the applicable codes and standards. The fire protection contract documents will identify the VoltAir Fire Protection Systems Engineer of Record who will (a) provide design requirements as part of the contract documents (issued for drawing permit) for use by the delegated engineer and (b) will review the design documents prepared by the delegated engineer for conformance with the Engineer of Record's written instructions. All Fire Protection Delegated Engineering Documents will be included as part of working documents filed by the awarded fire sprinkler contractor for construction permit. VoltAir will include coordination of the reflected ceiling plan with sprinklers, lighting and air distribution systems in preparing the fire protection engineering documents.
- The design will include connections to the third-party equipment (as required). Equipment specified by a third-party consultant(s).
- Coordination with the project team (Owner, Architect, sub-consultants) as needed including three (4) virtual design coordination meetings.
- One (1) site visit and kickoff meeting will be provided to assess the existing buildings and systems
- One (1) pre-bid meeting
- Construction Administration (CA) services will include: shop drawing reviews, responses to RFI's. CA will also include one (1) substantial completion and one (1) final completion site observation. Additional site visits during construction will be billed hourly as an additional service. It is anticipated the construction administration phase will last 48 weeks. Additional time after this will be billed as an additional service.
- BIM services will include Level 200 design or below. Any BIM services above level 200 will be an additional service.

Services not part of the Basic Scope of Services include, but are not limited to, the following:

- Information Technology, consisting of audio visual, communications, security system and similar low voltage design. This is available as an additional service.
- Lightning protection. This is available as an additional service.
- Site lighting. This is available as an additional service.
- Specialty or theatrical lighting and controls, including DMX lighting and controls. This is available as an additional service.
- Photometric study. This is available as an additional service.
- Design for multiple phases of construction.
- ComCheck documentation for the Building Envelope.
- Revisions to documents after CDs and/or permit documents that will result in redesign expenses.
- Creation of Record Drawings from Contractor's as-built documentation drawings. This is available as an additional service.
- All test and balance work is considered to be performed by a third-party agency contracted by an entity other than VoltAir.
- MEP systems commissioning. This is available as an additional service from VoltAir or by an independent third-party Commissioning Authority (CxA).
- Cost estimates or cost-estimating services.
- Building Information Modeling above level 200 or clash detection.
- Electrical coordination study or Arc Flash Analysis. This is available as an additional service.



- Document reproduction beyond those required for in-house coordination and submittals
- LEED Design and Consulting Services or online template documentation. No services are included in this proposal to provide any services necessary to perform any project work to comply with LEED requirements for the purposes of obtaining any LEED certification. This is available as an additional service.
- ASHRAE 90.1-compliant energy model. This is available as an additional service.
- Site/civil work or surveys related to the exterior MEPF systems that would interface with the new work.
- Aquatic pool systems design and all electrical grounding systems associated with the pool systems.
- Architectural/aquatic pool and fountain systems design.

OTHER CONDITIONS

Change In Project Scope and Cost:

VoltAir understands that -- as the design is developed in coordination with the entire Architect/Engineer team to improve and further clarify the construction scope -- the final project construction budget may change (with Owner approval) to accommodate an enhanced or lesser scope than the originally anticipated construction budget. If the Owner chooses to provide funding for an enhanced scope of work that significantly exceeds the original scope and construction budget, then any design services provided by VoltAir which are appropriate and/or necessary to accommodate such increase in scope shall be renegotiated between VoltAir and the Architect, and compensated to VoltAir as an Additional Service.

Existing Conditions: Unless information necessary for design purposes is specifically identified and quantified in writing by authorized sources and provided to VoltAir, VoltAir will assume that the Facility will have available in the general vicinity of each subproject area those support utilities for the MEPFIT systems that will provide sufficient capacity in the immediate vicinity of the project area, and are currently code compliant. In the event VoltAir should be required to perform extensive research (primarily the determination of information normally available from existing documents or Owner sources) in order to design the necessary connections and interfaces with existing systems and services, this additional research work will be considered an additional service.

Limit of Scope: VoltAir understands the required MEPFIT engineering services will relate to only the building portion of each subproject and not to any work beyond 5 feet from the perimeter of the floor of each sub-project building except for appropriate customary interface with support connections for electrical service, water, sewer, fire, chilled water, and other similar subproject systems which must interface with the available services from the Facility.

Food Service Equipment and Systems Clarification:

VoltAir will assume no responsibility for any food service system(s) design, specification, or construction issues as such systems are designed by the Food Service Consultant. VoltAir will coordinate with the Food Service Consultant to design the required MEPFIT system interfaces needed to support the operation and maintenance of the food service systems. These system interfaces and support systems designed by VoltAir will typically comprise components and subsystems (such as certain drains, water supply piping, gas piping, electrical power, supply and ductwork related to exhaust hoods, and other such MEPFIT systems and equipment as may evolve during the design) that are normally designed by the MEPFIT Consultant (VoltAir) to support the food service systems designed by the Food Service Consultant.

All freezer and cooler systems included related refrigeration equipment and refrigerant piping will be designed and specified by the Food Service Consultant or other appropriate 3rd party. VoltAir will not be responsible for the design and/or location of any freezer/cooler systems, but will accommodate any such systems requiring appropriate MEPFIT system interfaces to match the locations. Locations of freezer/cooler systems are to be coordinated with all disciplines and approved and finalized by the Architect before MEPFIT support interface drawings are initiated.

AutoCAD or Revit:

For electronic document production, VoltAir presumes the client will provide electronic architectural background information (files), which will include demolition and new construction work, a reflected ceiling plan, equipment locations, and all other items required to allow VoltAir to provide a complete and functional design. VoltAir will produce electronic drawing files in AutoCAD or Revit format and assumes background files or Revit models to be in the same format.

ADDITIONAL SERVICES



Additional services, when requested in writing by the Architect, shall be performed as a negotiated lump sum fee unless otherwise mutually agreed.

VoltAir shall submit the estimated additional services cost for approval and authorization prior to proceeding with additional services.

FEE

We propose to provide the above-described basic scope of services for a lump sum fee of **Twenty Eight Thousand Dollars and No Cents (\$28,000.00)**.

This fee is allotted as follows:

• Schematic Design Documents	\$8,000.00
• Design Development Documents	\$7,500.00
• Construction Document 60% Package	\$3,000.00
• Construction Document 90% Package	\$5,000.00
• Construction Document 100% Package	\$2,500.00
• Construction Administration	<u>\$2,000.00</u>

Total:

\$28,000.00

Billing will be aligned with the client's phases and percentages as outlined in the client's agreement with the Client/Owner with such agreement being provided to VoltAir for compliance. If this directive is not given to VoltAir, then other mutually agreed protocol will be followed; otherwise, billing will be monthly based upon percentage of services completed for the appropriate project phase. Payment is due within 30 days of receipt of invoice.

EXPENSES, NORMAL AND REIMBURSABLE

Expenses for normal travel between offices, reasonable plotting and printing associated with the design effort and similar routine expenses are included in the fee. The value of reimbursable expenses will not exceed \$800 for the work described in this proposal. Reimbursable expenses in excess of normal expenses will include all out of Tampa, Florida city limit travel-related costs (mileage and meals), plotting and printing (except as required for in-house coordination), courier services, shipping and express mail. Such additional reimbursable expenses will be billed at actual costs to account for handling.



This proposal is valid for 90 days from the date sent. Scope of work must start by the expiration date for proposal to remain valid.

If this proposal is acceptable, your signature below will confirm our authorization to proceed. Please retain one copy and return one copy to VoltAir.

We sincerely appreciate the opportunity to provide you with this proposal and look forward to working with you on this and future projects.

Please let us know if you have any questions or comments.

Sincerely,

Approved and Accepted By:

BORRELLI + PARTNERS

Carl Sowers
Director of Electrical Engineering Operations

Name

Title

Signature and Date

Copy: Julius D. Davis, P.E., LEED AP, President & CEO



FEE PROPOSAL FOR STRUCTURAL ENGINEERING SERVICES

PROJECT NAME: Polk County
Chemical Storage Building

DATE: October 31, 2024

CLIENT: Borrelli + Partners, Inc.
720 Vassar Street
Orlando, FL 32804

PROJECT DESCRIPTION

The approximately 4,000 square foot Chemical Storage Building will include civil, architecture, mechanical, electrical, plumbing, fire protection, technology, and structural engineering. Structural shall be a Pre-Engineered Metal Building (PEMB) with shallow spread footings and slabs on grade.

PROJECT SERVICES

Premier Structural Engineering, Inc. will perform the following:

1. Create and provide signed and sealed structural construction document for the project described above. Document will include structural general notes, plans and details.
2. Perform structural engineering calculations required to create and provide the construction documents listed in Item#1. Structural calculations and design will be performed in accordance with applicable building and design codes.
3. 1 project site meeting
4. 2 project coordination meetings (virtual)
5. Limited construction administration to only include the review of project shop drawings, response to clarification requests, and response to building department comments.

EXCLUSIONS

This fee proposal excludes the following:

1. Construction supervision and inspection.
2. Services related to permitting.
3. Travel outside of the project area.

DESIGN

INVESTIGATE

INSPECT

PREMIER STRUCTURAL ENGINEERING, INC.

POSITION CATEGORY	HOURS REQUIRED		BILLABLE RATE		SUB-TOTAL
Principal/Professional Engineer	42	x	\$165.00	=	\$6,930.00
Revid/Cadd Technician	24	x	\$75.00	=	\$1,800.00
Administrative Assistant	2	x	\$55.00	=	\$110.00
CD's Sub-Total					\$8,840.00

POSITION CATEGORY	HOURS REQUIRED		BILLABLE RATE		SUB-TOTAL
Principal/Professional Engineer	4	x	\$165.00	=	\$660.00
Revid/Cadd Technician	0	x	\$75.00	=	\$0.00
Administrative Assistant	2	x	\$55.00	=	\$110.00
CA Sub-Total					\$770.00

POSITION CATEGORY	HOURS REQUIRED		BILLABLE RATE		SUB-TOTAL
Principal/Professional Engineer	8	x	\$165.00	=	\$1,320.00
Revid/Cadd Technician	0	x	\$75.00	=	\$0.00
Administrative Assistant	0	x	\$55.00	=	\$0.00
Site Visit Sub-Total					\$1,320.00

TOTAL HOURS	68
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TOTAL FEE	\$10,930.00
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PROJECT: Polk County Chem Storage Building
DATE: October 31, 2024



November 11, 2022
REVISED December 2, 2022
REVISED June 14, 2024
REVISED July 29, 2024
REVISED August 7, 2024
REVISED October 15, 2024

Mr. Sonny Fornoles, AIA
Associate
Borrelli + Partners
Orlando, Florida 32804

Re: *Parks and Natural Resources Chemical Storage Building
Civil Engineering Services
Ben Durrance Road
Bartow, Florida*

Dear Mr. Fornoles:

Kimley-Horn and Associates, Inc. ("Kimley-Horn") is pleased to submit this letter agreement ("Agreement") to Borrelli + Partners ("Client") to provide professional civil engineering services for the above referenced project. Our project understanding, scope of services, schedule and fees are below:

PROJECT UNDERSTANDING

1. The project includes proposed improvements to the existing Polk County Campus on Ben Durrance Road in Bartow, Florida. The improvements include a proposed new Chemical Storage Building (8,000 sf).
2. Based on readily available online information through the Polk County GIS Viewer (County GIS) system, the site appears to have wetlands adjacent to the project area. FEMA maps indicate an established flood elevation within the project development area. It assumed no delineation of wetlands is required. If impacts to the proposed floodplain are proposed, mitigation calculations will be required. Based on preliminary information provided by the Client, it is assumed this will be required.
3. Based on the City of Bartow (City) GIS online website, and information provided by the Client, it appears water and sanitary are available onsite and under the City's review authority.
4. The Client will provide copies of all available information pertinent to our services on the project and will be responsible for payment of all permit processing fees and impact fees.



SCOPE OF SERVICES

Task 1 – Phase I Master Planning & Coordination:

Kimley-Horn will provide the following services as part of Phase I:

- Kimley-Horn will attend one (1) in person kick off meeting with the Client and/or Client's representative to discuss the project. Budget assumes three (3) including travel time. The meetings correspond to the following:
- Kimley-Horn will coordinate with the Client's consultants (Survey, Geotechnical, MEP, etc.) as requested to obtain additional information that may be required for use in engineering design and/or governmental submittals.
- Coordinate with Client and County to produce a conceptual plan for the New Chemical Storage Building to include:
 - Concept Site Plan for Chemical Storage Building
 - Preliminary stormwater evaluation including estimating floodplain impact volume and compensation area
 - One (1) revision to the concept plan, based on Client/Owner comments, will be provided, as appropriate.
- Kimley-Horn will submit the site plan to the Polk County Design Review Committee (DRC) for comment and attend one (1) DRC Pre-Application meeting. The site plan will be updated based on DRC Pre-Application comments, as appropriate.
- Prepare a submittal package and schedule/attend one (1) meeting with the Southwest Florida Water Management District (SWFWMD) for a pre-application conference. The site plan will be updated based on SWFWMD comments, as appropriate.

Task 2 – Phase II Contract Documents:

Kimley-Horn will provide the following services as part of Phase II:

- Complete Civil Site construction plans at 30%, 60%, 90% and 100% submittal milestones. The plans will include:
 - Cover Sheet
 - Erosion and Sedimentation Control
 - Site Demolition and Clearing
 - Grading, Paving and Drainage
 - Stormwater Management
 - Utilities including potable water and sanitary service connections
 - Civil Site Construction Details
 - Utility Details
- Kimley-Horn will coordinate with Client to incorporate other utility services designed by others into the drawings. Such utilities shall be provided by the Client as an Xref in an AutoCad format. Such utilities may include, but are not limited to, electric, natural gas, fire suppression, telephone/telecom. Site lighting pole foundations, if any, will be included if provided by the Client as an Xref.

Kimley»Horn

- Kimley-Horn will prepare specifications in the form of on-drawing notes. A separate specification manual is not included in this proposal.
- Coordinate with Client's Landscape Architect for inclusion of Landscape and Irrigation plans into the Civil Site Construction drawings.
- Prepare drainage calculations consistent with Polk County and SWFWMD's design criteria for the stormwater management system associated with the project, as applicable. The drainage calculations will be used to size required ponds and set grades for the site. Hydraulic calculations will be prepared to size the stormwater collection and conveyance system. Prepare a stormwater report summarizing the analysis and results.
- Provide Engineers Estimate of Construction Cost (EOPC) at the 90% submittal
- Kimley-Horn will attend up to three (3) meetings, either via teleconference, with the Client and/or Client's representative to discuss the project. Budget assumes four (4) hours of meetings and coordination time. The meetings correspond to the 30%, 60% and 90% milestones.

Task 3 – Phase III Permitting:

Kimley-Horn will prepare permit applications and supporting documents that will be required in order to authorize the proposed construction activity. The following agencies will be involved in the permitting process:

- Polk County Level 2 Review
- Bartow Executive Airport Review
- Southwest Florida Water Management District – Modification to an Environmental Resource Permit
- Florida Department of Health Polk County – Exemption for potable water
- Florida Department of Environmental Protection – Sanitary Service Connection
- City of Bartow Utilities – Potable Water and Sanitary Sewer Service Connection

Kimley-Horn will attend one (1) meeting per regulatory agencies. Revisions to construction documents are limited to two (2) per agency.

Task 4 – Phase IV Bid Support & Construction Services:

Based on the approved construction documents, Kimley-Horn will provide the following construction phase services which assumes a 48-week construction schedule:

- Attend one (1) pre-bid meeting
- Provide written responses to bid questions
- Pre-Construction Meeting - Attend one (1) Kick-off/Pre-Construction meeting with the Client and Review Agency representatives prior to commencement of work. Four (4) hours are budgeted for this task which includes travel time.

Kimley»Horn

- Requests for Additional Information – Respond to reasonable and appropriate Contractor requests for more information, as provided to Kimley-Horn by the Client, and issue clarifications and interpretations of the Contract Documents to Client, as appropriate, to orderly completion of Contractor's works. Any change orders authorizing variations from the Contract Documents will be made by the Client. Twelve (12) hours are budgeted for this task.
- Shop Drawings - Review one (1) round of Shop Drawings and approve or take other appropriate action with respect to Shop Drawings and other data which Contractor is required by agencies to submit, but only for conformance with the information given in the Contract Documents. Such review and approvals, or other action, will not extend to means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction, or to related safety precautions and programs and does not constitute substitution of design changes or replacement of City standard details. Four (4) hours are budgeted for this task.
- Site Visits and Construction Observation - Kimley-Horn will provide on-site construction observation services during the construction phase. Kimley-Horn will make visits as requested by the Client and/or at intervals appropriate in order to observe the progress of the Work. Site visits to observe construction of site improvements related to the certification of completion for applicable agencies are as listed below:
 - Two (2) site visits at three (3) hours per visit including travel time to observe construction of the on-site storm sewer system including connection to existing pipe, inlets, and proposed pipes, and on-site sub-grade, base and pavement;
 - Attend County pre-final site walk (one punch list evaluation meeting) for three (3) hours including travel time;

Such visits and observations by Kimley-Horn are not intended to be exhaustive or to extend to every aspect of Contractor's work in progress. Observations are to be limited to spot checking, selective measurement, and similar methods of general observation of the Work based on Kimley-Horn's exercise of professional judgment. Based on information obtained during such visits and such observations, Kimley-Horn will evaluate whether Contractor's work is generally proceeding in accordance with the Contract Documents, and Kimley-Horn will keep Client informed of the general progress of the Work by writing a brief description of the site visit and forwarding it, along with photographs, if applicable, to the Client.

The purpose of Kimley-Horn's site visits will be to enable Kimley-Horn to better carry out the duties and responsibilities specifically assigned in this Agreement to Kimley-Horn, and to provide Client a greater degree of confidence that the completed Work will conform in general to the Contract Documents. Kimley-Horn shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over Contractor's work, nor shall Kimley-Horn have authority over or responsibility for the means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction selected by Contractor, for safety precautions and programs incident to Contractor's work, nor for any failure of Contractor to comply with laws



and regulations applicable to Contractor's furnishing and performing the Work. Kimley-Horn shall not have the authority to stop the Contractor's work. Accordingly, Kimley-Horn neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

- **Substantial Completion & Certification** – Promptly after notice from Kimley-Horn that it considers the entire Work ready for its intended use, in company with Client, conduct one (1) site visit to determine if the Work is substantially complete. Work will be considered substantially complete following satisfactory completion of all items except for those identified on a final punch list. If after considering any objections of Client, Kimley-Horn considers the Work substantially complete, Kimley-Horn will provide written notification of substantial completion to Client.

Kimley-Horn will review one (1) round of "as-built" drawings as prepared by a surveyor registered in the State of Florida, project observation notes and photos, and test reports. It is assumed the "as-built" drawings are prepared by the Client's surveyor. Using the As-Built drawings to prepare record drawings and statements of completion for:

- Polk County Land Development
- City of Bartow
- Southwest Florida Water Management District for Environmental Resource Permit Modification

Twenty-four (24) hours are budgeted for this task.

Task 5 - Additional Services – Hourly as Requested

Any services not specifically provided for in the above scope, as well as any changes in the scope the Client requests, will be considered additional services and will be performed at our then current hourly rates. The Client will be notified prior to initiating additional services. Additional services include, but are not limited to, the following:

- MOT plans
- Traffic study
- Offsite improvements
- Fire flow modeling
- Preparation of sketch and legal descriptions for proposed easements
- Design for signage, irrigation, hardscape, and landscaping

SERVICES NOT INCLUDED

The following services are not included in this Agreement:

- Cultural Resource Assessment Survey
- FEMA permitting
- Surveying services

Kimley»Horn

- Architectural or structural engineering services
- Site lighting
- Hardscape design
- Environmental Site Assessments, hazardous material surveys or abatements.
- Grease traps, oil/grit separators, fuel tanks, pumps or other hazardous material storage/ secondary containment.
- Tortoise relocation
- Environmental permitting
- Tree mitigation surveys or services.
- Landscape Architecture
- Other subconsultant services such as mechanical, electrical, or structural engineering, registered architectural services, legal, or specialty services such as noise abatement.

INFORMATION PROVIDED BY CLIENT

The following information shall be provided by the Client. Kimley-Horn shall be entitled to rely on the completeness and accuracy of all information provided by the Client.

- Site boundary and topographic survey in AutoCAD Civil 3D and PDF (digitally signed/sealed)
- Permit application/review fees
- Architectural Conceptual Site Plan in AutoCad Format
- Geotechnical engineering evaluation report

COMPLIANCE WITH LAW AND CODES

Kimley-Horn shall exercise the professional standard of care in its efforts to comply with laws and regulations in effect as of the date of this Agreement. Design changes made necessary by unexpected interpretations or changes in laws or regulations shall entitle the Consultant to reasonable adjustments in schedule and compensation. The Client acknowledges that the laws and regulations of various governmental entities having jurisdiction over the project are sometimes in conflict, and in that circumstance the Consultant's sole obligation is to exercise the professional standard of care in an effort to resolve such conflicts.

PERMITS AND APPROVALS

Kimley-Horn has no control over the actions of jurisdictional agencies and is not a party to agreements between the Client and others. Accordingly, professional opinions as to the status of permits and entitlements or the suitability for a specific purpose herein and professional opinions as to the probability and timeframe for approvals are made on the basis of professional experience and available data. Kimley-Horn does not guarantee the outcome of permits and entitlements, or suitability will not vary from its opinions.

Kimley»Horn

Because its opinions are based upon limited site investigation and scope of services, Kimley-Horn does not guarantee that all issues affecting the site have been investigated

SCHEDULE

Kimley-Horn will provide services on a mutually agreed upon schedule.

FEE AND BILLING

Kimley-Horn will perform the services in Tasks 1 through 4 for a lump sum fee. Kimley-Horn will perform the services in Task 5 for a cost-plus expense basis as requested. The individual tasks and their fees are identified below. All permitting, application, and similar project fees will be paid directly by the Owner.

Task	Description	Fee
1	Phase I Master Planning & Coordination	\$4,000
2	Phase II Contract Documents	\$24,500
3	Phase III Permitting	\$8,700
4	Phase IV Bid Support & Construction Services	\$7,250
5	Additional Services	Hourly as Requested
6	Estimated Expenses	\$500

In addition to the lump sum labor fee, direct reimbursable expenses such as express delivery services, fees, air travel, and other direct expenses will be billed to the Client.

Fees and expenses will be invoiced monthly based, as applicable, upon the percentage of services completed or actual services performed, and expenses incurred as of the invoice date. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

KIMLEY-HORN AND ASSOCIATES, INC.

By: 
Jason A. Alligood, P.E.
Senior Project Manager

By: 
Mark E. Wilson, P.E.
Senior Vice President



August 6, 2024

Mr. Sonny Fornoles
Senior Associate
Borelli & Partners
720 Vassar Street
Orlando, Florida 32804

Ref: Proposal for Geotechnical Engineering Services
Polk County Parks and Natural Resources Facility Expansion
Bartow, Polk County Florida
Madrid Proposal No. 15679

Dear Mr. Fornoles,

Madrid Engineering Group, Inc., dba Madrid CPWG, (Madrid) has been requested to provide an estimate for a geotechnical exploration and evaluation for the proposed improvements in Bartow, Florida. Madrid thanks you for the opportunity to propose these geotechnical services and looks forward to being part of the design team. A review of project information, along with a proposed scope of services, schedule and fee are provided below.

Project Understanding

Madrid understands the project will consist of the construction of a new pre-engineered metal building (PEMB) with a planned footprint on the order of about 8,000 square feet and associated stormwater management system (SMS). We anticipate that the structure will be supported on a conventional shallow foundation system consisting of a monolithic slab.

Based on the provided information, we anticipate that our drilling equipment will be able to navigate to the proposed boring locations without issue and have budgeted accordingly. We will advise you of the need for difficult access time for providing access to the boring locations, should it prove necessary, prior to incurring any additional expense.

811 Sunshine One Call does not mark utilities on private property or the locations of non-member and privately-owned utilities; therefore, we have included a moderate fee to subcontract a private utility locator to mark near surface utilities at the boring locations.

Should the above information or assumptions be inconsistent with planned construction, the Client should contact the Madrid office and allow necessary

AT THE READY

2030 State Road 60 East, Bartow, FL 33830
P: 863.533.9007

- Athletic Complex Design
- Commercial Development
- Construction Engineering and Inspection (CEI)
- Construction Management
- Environmental Services and Water Resources
- Geotechnical Engineering
- Landscape Architecture
- Land Development
- Materials Testing
- Municipal Services
- Parks and Recreation
- Pavement Management
- Planning
- Power Services
- Roadway Design
- Stormwater Services
- Sinkhole Services
- Structural Engineering
- Surveying and Mapping
- Transportation Utilities



modifications to be made to the proposal.

Scope of Work

Field Exploration

We propose to perform the following services:

- Site reconnaissance and stake borings.
- GPR Utility locates.
- Mobilization to the site.
- Five (5) Standard Penetration Test (SPT) borings, each to a depth of 20 feet below existing grade (beg), within the proposed structure footprint.
- One (1) Standard Penetration Test (SPT) boring to a depth of 15 feet beg within the proposed SMS area.
- One (1) Double Ring Infiltrometer (DRI) test, adjusted to SPT boring, within the proposed SMS area.

Engineering Analyses and Report

The results of the field exploration and laboratory testing will be used in the engineering analysis and in the formulation of the recommendations. The results of the subsurface exploration, including the recommendations and the data on which they are based, will be presented in a written geotechnical report. The geotechnical report will include the following items:

- A description of the site, fieldwork, laboratory testing, and general soil conditions encountered, together with a Boring Location Plan, and individual Test Boring Records.
- Site preparation considerations that include geotechnical discussions regarding site stripping and subgrade preparation and engineered fill/backfill placement.
- Foundation system recommendations for the proposed structure, as appropriate based on the boring results.
- Slab-on-grade construction considerations based on the subsurface exploration findings.
- DRI tests results.
- Suitability of on-site soils for re-use as structural fill and backfill. Additionally, criteria for placement/compaction suitable fill materials will be provided.
- A pdf version of the geotechnical report will be prepared and submitted by email to the Client and design team. If requested by the Client, additional hard copies can be provided. The geotechnical report will be reviewed, signed, and sealed by a registered Professional Engineer in the State of Florida.

Services Not Included in Scope of Work

- Survey of boring locations by Madrid (stakes may be left at boring locations for later survey if desired).
- Delineation of any deleterious materials encountered.



- Construction Documents and Specifications.
- Design/engineering services other than those described herein.
- Evaluation of subsurface conditions in other areas of the site other than those described herein.

Fee & Schedule

TASK 1: FIELD SERVICES

	QUANTITY	RATE	UNIT	COST
SITE RECON/STAKE BORINGS	1	\$ 420.00	/LS	\$ 420.00
GPR UTILITY LOCATE	1	\$ 1,500.00	/LS	\$ 1,500.00
MOBILIZATION	1	\$ 660.00	/LS	\$ 660.00
SPT BORINGS (0'-50')	115	\$ 16.00	/LF	\$ 1,840.00
BOREHOLE GROUT/BACKFILL (0'-50')	115	\$ 6.50	/LF	\$ 747.50
DRI TESTING	1	\$ 615.00	/LS	\$ 615.00
Proposed Budget for Field Services				\$ 5,782.50

TASK 2: LABORATORY TESTING OF SOILS

VISUAL CLASS/BORING LOGS/PHOTO LOG	4	\$ 110.00	/HR	\$ 440.00
ORGANIC CONTENT	3	\$ 48.00	/EA	\$ 144.00
MINUS 200 SIEVE PERCENT	15	\$ 50.00	/EA	\$ 750.00
MOISTURE CONTENT	15	\$ 18.00	/EA	\$ 270.00
Proposed Budget for Laboratory Testing				\$ 1,604.00

TASK 3: PROFESSIONAL SERVICES AND REPORT

LUMP SUM	1	\$ 3,450.00	/LS	\$ 3,450.00
Proposed Budget for Professional Services				\$ 3,450.00
TOTAL PROPOSED BUDGET				\$ 10,836.50

This proposal is valid for 180 days from the date estimated. We anticipate beginning the field work within 2 weeks after receiving the authorization to proceed and field services may take 2 days to complete. The final report summarizing our findings will be completed in approximately 2-3 weeks following completion of the fieldwork. No additional work shall be completed without the client's prior approval. Should any additional work be required (such as additional drilling depth or delineation of deleterious materials based on findings), it will be billed at our standard unit rates.

Please refer to Madrid proposal number 15679 on all correspondence. If this proposal meets your approval, please sign in the space provided for Authorization to Proceed or provide a Purchase/Task Order and email a copy to our office. Should you have any questions or comments, please feel free to contact us.



Madrid Engineering Group, Inc.

**Andre Kniazeff, P.E.
Geotechnical Engineering Division Leader**

AUTHORIZATION TO PROCEED

Signature

Date

Madrid CPWG

2030 State Road 60 East, Bartow, FL 33830
P: 863.533.9007



205 E Orange Street, Suite #110
Lakeland, FL
33801
888-646-1402

Via Electronic Mail sfornoles@borrelliarchitects.com

June 26, 2024

Mr. Sonny Fornoles
Borrelli + Partners
720 Vassar Street,
Orlando, FL 32804

RE: Letter-of-Agreement for Professional Surveying Services
Parks & Natural Resources Compound
4171 Ben Durrance Rd., Bartow, FL 33830
CS File No. JPA22091

Dear Mr. Fornoles:

We are pleased to offer this Letter-of-Agreement (Agreement) for your consideration. The contents of this Agreement are based upon recent discussion and our understanding of the required Scope-of-Services. The staff of Chastain-Skillman, LLC (CS) is well qualified to handle this assignment in a professional manner and we trust that you will look on the following arrangement favorably.

Our primary objective will be to produce a Topographic Survey, of the above-mentioned site.

The following sections delineate the basic elements of our Agreement with Borrelli + Partners (also referred to as the "Client").

Scope-of-Services: CS will be responsible to prepare a Topographic Survey of an approximately 1-acre portion of Parcel Id #252924-000000-033000 located at 4171 Ben Durrance Rd., Bartow, FL 33830, as shown on the attached Survey Exhibit. This survey will be used to aid in the design of the site. The specific scope items are listed below.

1. Conduct office research, field coordination, and quality control measures as deemed necessary by CS in order to produce the survey.
 2. The horizontal datum for the project will be NAD 83 (2011 Adjustment), Florida State Plane, West Zone (902). All measurements will be in US Surveyor's Feet (sFT).
 3. Locate and depict aboveground improvements on the survey within the project limits.
 4. The vertical datum for the project will be based on the North American Vertical Datum of 1988 (NAVD88).
 5. Provide spot elevations and one-foot (+/-) contours. The spot elevations upon which the contours are based will be indicated on the drawings. An interpolated one-foot contour line (+/- 6 inches) will also be plotted on the drawing.
 6. The spot elevations will extend to the limits depicted on the attached Survey Exhibit.
 7. Provide invert information of accessible storm water and sanitary sewer structures.
-



8. Locate trees of 6-inch diameter or larger as measured at approximately 4 feet above the ground. In areas of dense tree coverage, only the edge of the tree line will be depicted.
9. Pavement markings and roadway signage location with sign content.
10. Provide electronic copy of the survey in AutoCAD Civil 3D 2018, excluding title block and certifications.
11. Provide an electronic copy of the signed and sealed survey(s) of the above-referenced site. The survey(s) will be performed in accordance with standards of practice adopted by the State of Florida Department of Agriculture and Consumer Services.

Examples of Services Not Included:

1. Excavation and location of underground improvements.
2. Owner and Encumbrance Report.
3. Wetland delineation and location.
4. Invert information of utility structures that are obstructed, and that the client does not make accessible.
5. Boundary survey.
6. Boundary and right-of-way line location.
7. Shrub/landscaping location.
8. Preparation of Descriptions.
9. Verification of accuracy of information provided by others.
10. Research and location of underground utilities.
11. Any other services not expressly stated in the Scope-of-Services herein.

Survey Certification: The survey certification shall read as follows:

I hereby certify that this drawing correctly reflects the results of a recent survey made under my direction and this survey was made in accordance with Standard of Practice adopted by the State of Florida Department of Agriculture and Consumer Services, Board of Professional Surveyors and Mappers, Chapter 5J-17 of the Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.

Assumptions: The Scope-of-Services and Compensation arrangement outlined in this Agreement are based on the following assumptions:

1. The Client will furnish CS with all information as to its requirements including any special or extraordinary considerations for the Project, and to make available existing pertinent data at the time the project is authorized.
2. The information required to complete CS's services will be readily available.
3. The information provided by the Client and any third parties is accurate and can be relied upon by CS.

Period of Service: Upon receipt of a duly executed copy of this Agreement, CS will initiate the services and we would expect to substantially complete our services within four (4) week(s).



Given the time sensitive nature of many surveying projects, potential causes for Period of Service adjustment may include inclement weather, force majeure conditions, delays in receipt of information to be provided by others, etc.

Compensation:

Our compensation for the Professional Surveying Services delineated above will be based on a fixed fee arrangement. The fee, including reimbursables, will be \$8,900.

We trust that this working arrangement is agreeable with you, and if so, would appreciate execution of this Letter-of-Agreement in the appropriate spaces provided below. Please return one of the executed copies to this office. This Agreement may be void if not executed within 30 days.

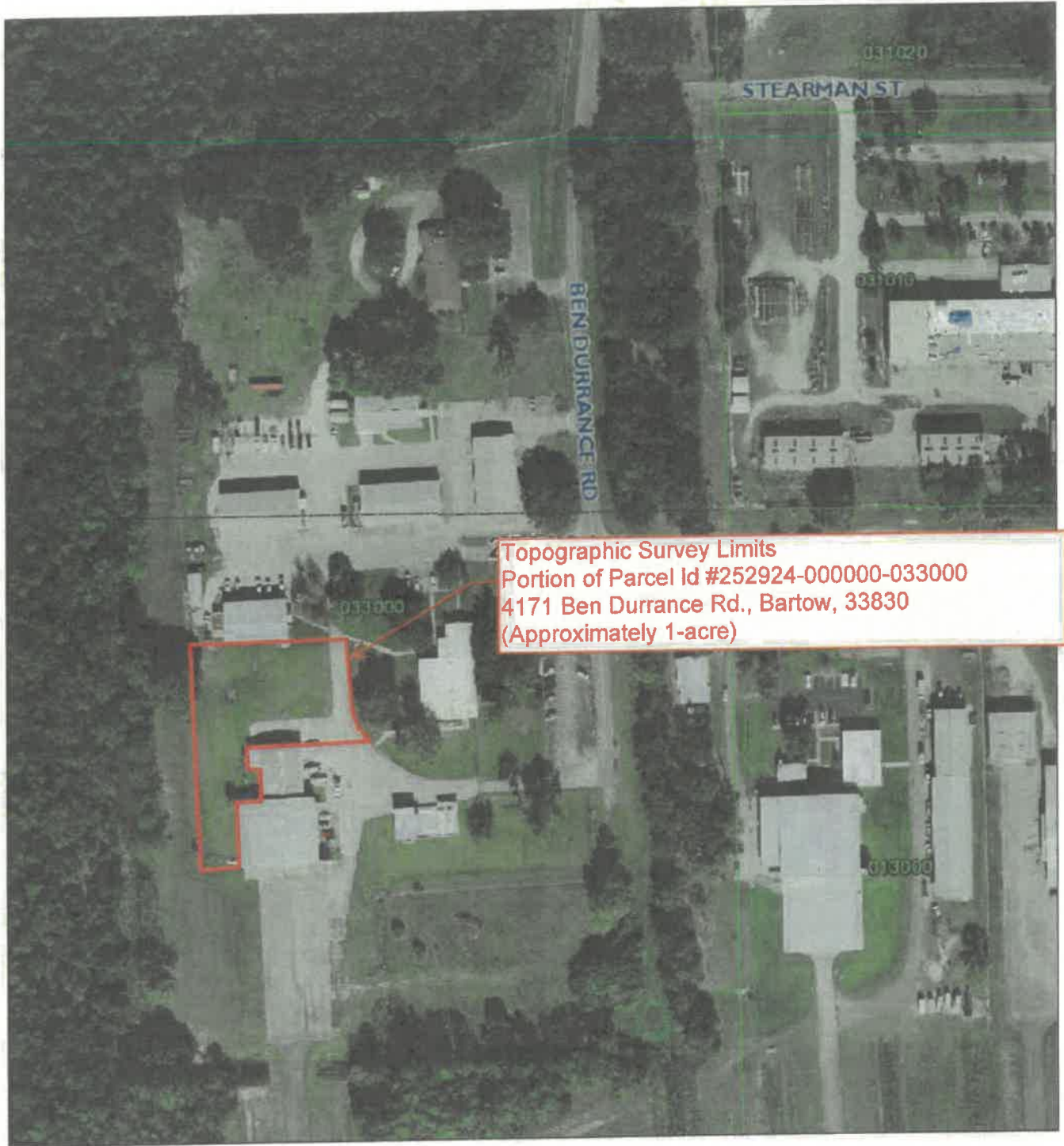
Sincerely,

CHASTAIN-SKILLMAN, LLC

Jeffrey Ammerman
Regional Survey Director

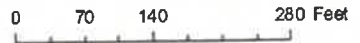
Enclosures:
Agreement for Professional Services
Survey Exhibit – Location map

Survey Exhibit



Topographic Survey Limits
 Portion of Parcel Id #252924-000000-033000
 4171 Ben Durrance Rd., Bartow, 33830
 (Approximately 1-acre)

- Roads
- Waterbodies
- Municipal Boundaries
- Lots
- Lot and Block Text
- Blocks
- Tiers
- Dimensions_ParcelFabric
- Dimensions_Carto_Dist
- Dimensions_LabelText
- Misc Text
- Railroads
- Parcels
- Surrounding Counties
- PLSS Townships
- PLSS Sections
- PLSS Boundaries
- Gov't Lots



All maps are worksheets used for illustrative purposes only, they are not surveys. The Polk County Property Appraiser assumes no responsibility for errors in the information and does not guarantee the data is free from error or inaccuracy. The information is provided "as is".



Marsha M. Faux, CFA, ASA
 Property Appraiser
 Polk County, Florida



November 4, 2022

2020 Billing Rate Schedule

RE: Polk County Board of County Commissioners

As requested, the following is our information regarding overhead multipliers and personnel hourly rates for projects with Polk County. These rates will be used throughout the duration of the contract.

Base Rate	100%
Overhead & Fringe Benefits	166%
Subtotal	266%
Profit (10%)	.27

OVERALL MULTIPLIER 2.93

<u>Architectural Principals:</u>	<u>Basic Hourly Rate:</u>	<u>Overall Multiplier:</u>	<u>Billable Rate:</u>
Architect/Landscape Architect			
Interior Designer - Principal	\$67.24	2.93	\$197.00

<u>Architectural Staff:</u>	<u>Basic Hourly Rate:</u>	<u>Overall Multiplier:</u>	<u>Billable Rate:</u>
Sr. Project Manager	\$63.14	2.93	\$185.00
Project Manager	\$58.02	2.93	\$170.00
Project Architect	\$49.49	2.93	\$145.00
Project Landscape Architect	\$49.49	2.93	\$145.00
Landscape Designer	\$37.55	2.93	\$110.00
Irrigation Designer	\$37.55	2.93	\$110.00
Architectural Designer	\$37.55	2.93	\$110.00
Interior Designer	\$37.55	2.93	\$110.00
Architectural Spec. Writer	\$44.37	2.93	\$130.00
Architectural Technical Staff	\$35.84	2.93	\$105.00

<u>Support Staff:</u>	<u>Basic Hourly Rate:</u>	<u>Overall Multiplier:</u>	<u>Billable Rate:</u>
Clerical/Secretarial/Administration	\$30.72	2.93	\$ 90.00
Graphic Designer	\$35.84	2.93	\$105.00

<u>A/E Field Representative:</u>	<u>Basic Hourly Rate:</u>	<u>Overall Multiplier:</u>	<u>Billable Rate:</u>
Field Representative	\$44.37	2.93	\$130.00

Under penalty of perjury, I declare that I have read the foregoing and the facts stated in it are true. False statements may result in criminal prosecution for a felony of the third degree as provided for in Section 92.523(3), Florida Statutes.

Jorge A. Borrelli President
(Printed name and title)



(Signature)
12/24/2020

(Date)

Fran McAskill
Director
Procurement Division



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

EXHIBIT C

Board of County Commissioners

REIMBURSABLE COST SCHEDULE

- | | | | |
|----|---|--|------------------|
| 1. | Reproduction Cost | | |
| | 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 | | Actual Costs |
| 3. | Special Consultants | | Actual costs |
| 4. | Computer Services | | Non-reimbursable |
| 5. | Travel Expenses | In accordance with Chapter 112.061, F.S.;
and further defined in the Polk County Employee Handbook. | |
| 6. | Postage, Fed Express, UPS | | Actual Costs |
| 7. | Pre-approved Equipment
(includes purchase and rental of equipment used in project) | | Actual Costs |



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/15/2025

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 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 Collinsworth Ins & Risk Mgmt Services Inc P.O. Box 661628 Miami Springs FL 33266 (407) 418-1338	CONTACT NAME: Erin E Collinsworth PHONE (A/C No. Ext): (786) 930-4795 E-MAIL ADDRESS: caitlyn@collinsworthinsurance.com FAX (A/C No.): (786) 930-4794													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: The Phoenix Insurance Company</td> <td>25623</td> </tr> <tr> <td>INSURER B: Travelers Property Casualty of A</td> <td>25674</td> </tr> <tr> <td>INSURER C: Travelers Cas & Surety Co</td> <td>19038</td> </tr> <tr> <td>INSURER D: Arch Insurance Company</td> <td>11150</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: The Phoenix Insurance Company	25623	INSURER B: Travelers Property Casualty of A	25674	INSURER C: Travelers Cas & Surety Co	19038	INSURER D: Arch Insurance Company	11150	INSURER E:		INSURER F:
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INSURER E:														
INSURER F:														

INSURED
 Borrelli + Partners, Inc.
 720 Vassar Street
 Orlando FL 32804

COVERAGES **CERTIFICATE NUMBER:** Cert ID 18597 **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 SUBR INSD 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 checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	680-4H263050	11/08/2024	11/08/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS <input checked="" type="checkbox"/>	Y Y	680-4H263050	11/08/2024	11/08/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		CUP-5G292521	11/08/2024	11/08/2025	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
C	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 <input checked="" type="checkbox"/> N/A	Y	UB-7J994068	11/08/2024	11/08/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
D	Professional Liability		PAARP01344004	11/08/2024	11/08/2025	Each Claim \$ 2,000,000 Policy Aggregate \$ 2,000,000 Claims Made Basis

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Contract 2021-034-02, Architectural/Engineering Continue Service
 When required by contract: Polk County, a political subdivision of the State of Florida is listed as additional insured, excluding professional services, on the general and auto liability; waiver of subrogation is provided for the additional insured on the general liability and workers compensation policies; umbrella follows form. The issuing companies will provide 30 days notice of cancellation, except 10 days for non payment of premium.

CERTIFICATE HOLDER

Polk County, a political subdivision of the State of Florida
 Attn: Procurement Director
 P. O. Box 9005, Drawer AS05
 Bartow FL 33831-9005

CANCELLATION

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

Erin E. Collinsworth

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