

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 #: 2025-054-13 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 02/03/26 Division: Roads and Drainage

Project Manager's Name: William Lorenzo, P.E. Phone #: 863-535-2286

Project Name: Country Club Rd @ Buckeye Loop Rd Intersection Improvements

Total Project Budget: \$ 3,500,000.00 Project # 5400195

Estimate of Construction Cost: \$ 3,662,727.75

Proposed Consultant: RS&H, Inc. Fee: \$ 460,157.24

Master Consultant Agreement # 2025-054

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

Approved By: [Signature] Date 2/3/20
Division Director/Designee

Procurement Division

Date Received: 2/19/26 Date Reviewed by Analyst: 2/19/26

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

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

Date Received: 2/19/26 Date Reviewed: 2/27/26

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

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

Date Received: [Signature] Date Reviewed: 3/3/26

Approved by: [Signature]
(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)).

Selection Procedure for Consultants with Continuing Contracts

CCNA Continuing Contracts Justification Form

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

Division: Roads & Drainage
 Project Manager: Bill Lorenzo

Step 1:

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

Consultant	Expertise	Experience	Personnel	Elevated for Consideration (Y/N)
AECOM	Y	Y	Y	Y
EISMAN & RUSSO	Y	Y	Y	Y
RS&H	Y	Y	Y	Y
WSB	Y	Y	Y	Y

State justification for each firm NOT elevated and why:

Step 2:

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

Consultant	Has past performance been satisfactory (Y/N)	Elevated for Consideration(Y/N)
AECOM	Y	Y
EISMAN & RUSSO	Y	Y
RS&H	Y	Y
WSB	Y	Y

State justification for each firm NOT elevated and why:

Step 3:

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

Consultant	Contracted Amount	Elevated (Y/N)
AECOM	\$846,132.75	Y
EISMAN & RUSSO	\$395,050.00	Y
RS&H	\$273,111.46	Y
WSB	\$0.00	Y

Step 4:

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

The firm that have lower dollar amount than RS&H have been assigned a new project and the CSA's are being worked on.

REQUEST FOR LEGAL SERVICES

TO: COUNTY ATTORNEY'S OFFICE (AT01)

ATTENTION: Noah Milov
(CHECK ONE) Heather Bryan

FROM: William Lorenzo (863) 535-2286 DATE: 02/03/26
(Name and Phone Number)

RETURN TO: William Lorenzo TR02 DIVISION: Roads & Drainage

BOARD AGENDA DATE: 03/17/26 COUNTY MANAGER ITEM:

PROJECT: Country Club Road @ Buckeye Loop Road Intersection Improvements

CSA/CONTRACT NUMBER: 23-054-3

MODIFICATION NUMBER: CHANGE ORDER NUMBER:

TYPE OF AGREEMENT: CSA

NAME OF CONSULTANT/CONTRACTOR: RS&H, Inc.

Please indicate any time limits and attach all necessary documentation.

REQUEST IN DETAIL:

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

County Attorney

For CAO Use Only:		FEB 19 2026
Assigned Staff:	<u>Noah</u>	Log-In Date:
CAO Project Number:	<u>2026-177</u>	Log-Out Date: <u>2-25-26</u> <u>2-27-26</u>

Consultant Services Authorization

Firm Name:	RS&H Inc.
Master Agreement No.:	2025-054
CSA No.:	2025-054-03
Project Name:	Country Club Rd @ Buckeye Loop Rd Intersection Improvements
Project Description:	Professional CEI Services for construction oversight of a new signalization project at Country Club Rd @ Buckeye Loop Rd
Project Exhibits and Attachments	Exhibit "A"- Scope of Services for this CSA Exhibit "B"- Current Fee Schedule (Master Agreement) Exhibit "C"- Reimbursable Cost Schedule Exhibit "D"- Professional Liability (Project Specific)
Duration (in days)	Through completion of construction
Compensation (Lump sum or Not to exceed to be identified in Exhibit "A")	\$Total cost not to exceed \$460,157.24
Liquidated Damages (if applicable)	\$ 0 /Per Day
Budget Source/Availability	10104.540541095.5666000.5400195.74

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

Attest:

STACY M. BUTTERFIELD

By: _____

Deputy Clerk

Date Approved by County: _____

POLK COUNTY, a political subdivision
of the State of Florida

By: _____

_____, Chairman

Board of County Commissioners

Review as to form and legal sufficiency

Michael 2/24/26

County Attorney's Office Date

RS&H, Inc. _____

Attest:

Cathy G. Scott 2/5/2026

Corporate Secretary Date

Cathy G. Scott, Asst. Corporate Secretary

CONSULTANT COMPANY NAME

William J. Downey

Authorized Corporate Officer

William J. Downey, Vice President 2/5/2026

[Printed Name and Title] Date

SEAL



Brent Wilkins, PE, DBIA
AVP, CEI Area Leader
M 863.860.5881
Brent.Wilkins@rsandh.com
6850 New Tampa Hwy, Ste 300
Lakeland, FL 33815

January 6, 2026

Attn: Bill Lorenzo, P.E. – Polk County

Subject: CEI Scope for the Country Club Rd Project

Project Description/Scope of Services:

The following outlines the Construction Engineering Inspection (CEI) services for the Country Club Rd project.

SCOPE OF SERVICES

CONSTRUCTION ENGINEERING INSPECTION (CEI) -

1. Provide full-time qualified Senior Inspector, part-time Inspector, part-time Project Administrator and part-time Senior Project Engineer (SPE) staff.
2. Provide materials testing lab services for all earthwork, concrete and asphalt, to be performed by Roberts Consulting Services, Inc.
3. Staff will provide on-site observations of the quality and progress of the contractor's work in order to determine if construction is proceeding in accordance with the Contract Documents.
4. Inspection staff to develop Daily Work Reports (DWRs) outlining contractor's work efforts and production, coordinate materials testing, and report to the SPE/Owner whenever inspector believes that any work is unsatisfactory, faulty or defective, or does not meet the requirements of the Contract Documents.
5. Senior Inspector will maintain a quantities log and review the quantities with the Contractor's Superintendent on a regular basis.
6. Senior Project Engineer (SPE) and Project Administrator will host/attend meetings with EOR, Owner and Contractor(s), such as pre-construction conference, progress meetings, and other project related meetings.
7. SPE/PA will review and provide comments on the Contractor's work schedule prior to submitting it to the Owner.



Brent Wilkins, PE, DBIA
AVP, CEI Area Leader
M 863.860.5881
Brent.Wilkins@rsandh.com
6850 New Tampa Hwy, Ste 300
Lakeland, FL 33815

8. SPE/PA will review and provide comments on all Shop Drawings, Submittals and RFIs/RfMs prior to submitting to the EOR.
9. SPE/PA will review quantities log and certify monthly progress payment applications.
10. Staff will conduct/coordinate substantial and final completion inspection meetings and prepare a punch list of items.
11. Assist EOR in the preparation of the final close-out documents.

Note: CEI services are based on an 11-month project work schedule. Any services provided beyond this time frame, may be subject to potential amendments and further compensations.



Architecture / Engineering / Consulting

301 E Pine Street, Suite 350
Orlando, Florida 32801
rsandh.com

MASTER SERVICES 2025 Polk County

<u>Position</u>	<u>Range of Hourly Direct Rates</u>		<u>Range of Hourly Billing Rates</u>	
CEI Senior Project Engineer	\$ 85.31	\$ 102.72	\$ 259.77	\$ 312.79
CEI Project Admin/Project Engineer	\$ 55.00	\$ 68.97	\$ 167.48	\$ 210.02
CEI Assistant Project Engineer	\$ 44.10	\$ 54.00	\$ 134.29	\$ 164.43
CEI Contract Support Specialist	\$ 42.64	\$ 52.10	\$ 129.84	\$ 158.65
CEI Senior Inspector	\$ 33.20	\$ 43.86	\$ 101.10	\$ 133.56
CEI Senior Bridge Inspector	\$ 40.68	\$ 49.08	\$ 123.87	\$ 149.45
CEI Senior ITS Inspector	\$ 39.55	\$ 46.33	\$ 120.43	\$ 141.08
CEI Inspector	\$ 25.00	\$ 30.33	\$ 76.13	\$ 92.36
CEI ITS Inspector	\$ 28.08	\$ 28.08	\$ 85.51	\$ 85.51
CEI Inspector's Aide	\$ 20.80	\$ 24.13	\$ 63.34	\$ 73.48



Architecture / Engineering / Consulting

301 E Pine Street, Suite 350

Orlando, Florida 32801

rsandh.com

LABOR MULTIPLIER CALCULATION

Direct Labor	1.00000
Overhead/General/Administrative	1.42310
FCCM	0.00536
Direct Expenses	0.19660
Subtotal	<u>2.62506</u>
Profit (16%)	<u>0.42001</u>
TOTAL MULTIPLIER	3.05

**Country Club
Services Estimate**

Laboratory Services

Description	Unit Rate	Unit	Estimated Quantity	Sub-Total
Proctor - Standard (Embankment)	\$135.00	per test	1	\$135.00
Proctor - Modified (Stabilization, Base Material) (ASTM D1557)	\$135.00	per test	0	\$0.00
LBR (Type B Stabilization) (FM 5-515)	\$350.00	per test	2	\$700.00
Liquid Limit, Plastic Limit, and Plasticity Index Per (ASTM D4318)	\$75.00	per test	3	\$225.00
Sieve Analysis Per (ASTM C136)	\$75.00	per test	3	\$225.00
Organic Content	\$75.00	per test	3	\$225.00
Soil Classification Per (ASTM D2487)	\$75.00	per test	3	\$225.00
Asphalt Gradation Test	\$200.00	per test	0	\$0.00
Asphalt Density Test	\$40.00	per test	0	\$0.00
Compressive Strength - Concrete Cylinders (4"x8") (ASTM C39)	\$135.00	per set	0	\$0.00

Total Laboratory Services: \$1,735.00

Field / Inspection Services

CTQP Earthwork Level I/II Inspector	\$57.00	per hour	0	\$0.00
ACI Concrete Field Inspector	\$57.00	per hour	0	\$0.00
Coring Operation and Expenses	\$114.00	per hour	0	\$0.00
Pavement Core Rig	\$250.00	per day	0	\$0.00
Certified Asphalt Inspector :	\$68.00	per hour	40	<u>\$2,720.00</u>

Total Field Services: \$2,720.00

Engineering / Administrative Services

Project Manager / Sign and Seal Reports	\$ 90.00	per hour	1	<u>\$90.00</u>
Technical Secretary	\$ 57.00	per hour	1	<u>\$57.00</u>

Total Engineering / Administrative Services: \$147.00

Total Services Estimate: \$4,602.00

Additional Services (if requested)

Description	Unit Rate	Unit
Pavement Core Rig	\$ 250.00	per day
Specialty Engineer	\$ 165.00	per hour

Estimate Notes:

Estimate based on provided information, project quantities and associated minimum frequencies as outlined in the Specifications, and project documents. Roberts Consulting Services does not control the work schedule; Estimate does not include informational testing, cancellations, rework activities or services beyond the above outlined scope. Should any of the quantities exceed above noted, the presented unit rates will apply. This fee schedule is project specific.

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. Subcontractor Services | Actual Costs |
| 2. Travel & Mileage Expenses | In accordance with Chapter 112.061, F.S.; and further defined in the Polk County Employee Handbook for pre-approved out-of-county travel (excluding travel from home offices located outside of Polk County to the Polk County line). |
| 3. Pre-approved Equipment
(includes purchase and rental of equipment used in project) | Actual Costs |



ADDITIONAL REMARKS SCHEDULE

AGENCY Edgewood Partners Ins Center		NAMED INSURED RS&H, Inc. 10748 Deerwood Park Blvd South Jacksonville, FL 80237-0000	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE**

RS&H, Inc.
 REYNOLDS, SMITH AND HILLS, INC.
 RS&H ARCHITECTS-ENGINEERS-PLANNERS, INC. A NC CORP.
 RS&H COMMERCIAL REALTY, INC.
 RS&H MARYLAND, INC.
 RS&H MASSACHUSETTS, INC.
 RS&H MICHIGAN, INC.
 HB&A, LLC
 REYNOLDS, SMITH AND HILLS ARCHITECTS-ENGINEERS PLANNERS, PA A NJ PROFESSIONAL ASSOCIATION
 RS&H ARCHITECT AND ENGINEER, PC, A NY CORP.
 RS&H ALABAMA, INC.
 RS&H ARKANSAS, INC.
 RS&H CALIFORNIA, INC.
 RS&H CONNECTICUT, INC.
 RS&H IDAHO, P.C.
 RS&H ILLINOIS, INC.
 RS&H IOWA, P.C.
 RS&H MISSISSIPPI, PC
 RS&H MONTANA, P.C
 RS&H NEVADA, INC.
 RS&H OHIO, INC.
 RS&H OREGON, ARCHITECTS-ENGINEERS-PLANNERS, PC
 RS&H PENNSYLVANIA, INC.

Re: Project #30042089003, Job #2025-054-03, Country Club Road @ Buckeye Loop Rd Intersection Improvements.