

CONSULTANT APPROVAL FORM

CPO: If Consultant fee is under \$50,000 & construction is under \$250,000 (procedure)
CSA: If Construction is under \$4,000,000;
OR for study activity if consultant fee is under \$500,000- FS 287.055(CCNA))

CPO/CSA #: 22-087-02 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 01/31/2024 Division: Roads & Drainage Division

Project Manager's Name: William Lorenzo, PE Phone #: 863-535-2286

Project Name: Country Club Road at Buckeye Loop Road Intersection Improvements

Total Project Budget: \$ 4,411,300 Project # 5400195

Estimate of Construction Cost: \$ 2,681,669

Proposed Consultant: HDR Engineering, Inc. Fee: \$ 378,645.01

Master Consultant Agreement # 22-087

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

Approved By: [Signature] Date 1/31/24
Division Director/Designee

Procurement Division

Date Received: ~~2/22/24~~ 2/22/24 Date Reviewed by Analyst: ~~2/22/24~~ 2/22/24

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

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

Date Received: 2/20/24 Date Reviewed: 2/27/24

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

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

Date Received: 2024 Feb 28 Date Reviewed: 2024 Feb 28

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

Division: Roads & Drainage Division
Project Manager: William G. Lorenzo, P.E.

Step 1:

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

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

State justification for each firm not elevated and why:

HDR Engineering completed an Alternatives Study for this project under CSA 17-52-07. The recommended alternative was approved by Roads & Drainage Division. CSA 22-087-02 (new master consulting agreement) will allow the Consultant to provide professional engineering services for the design phase, including construction plans & post design services.

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)
HDR Engineering	Y	Y

State justification for each firm not elevated and why:

N/A

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)
HDR Engineering	\$ 186,536.03	Y

Step 4:

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

HDR Engineering completed an Alternatives Study for this project under CSA 17-52-07. The recommended alternative was approved by Roads & Drainage Division. CSA 22-087-02 (new master consulting agreement) will allow the Consultant to provide professional engineering services for the design phase, including construction plans & post design services.

REQUEST FOR LEGAL SERVICES

TO: COUNTY ATTORNEY'S OFFICE (AT01)

ATTENTION: Elizabeth Voss
(CHECK ONE) Sandi Howard



FROM: William Lorenzo, PE 535-2286
(Name and Phone Number)

DATE: 01/31/2024

RETURN TO: William Lorenzo

DIVISION: Roads & Drainage (TR01)

BOARD AGENDA DATE: 3/5/2024

COUNTY MANAGER ITEM:

PROJECT: Country Club Rd at Buckeye Loop Rd Intersection Improvements

CSA/CONTRACT NUMBER: 22-087-02

MODIFICATION NUMBER: N/A

CHANGE ORDER NUMBER: N/A

TYPE OF AGREEMENT: CSA

NAME OF CONSULTANT/CONTRACTOR: HDR Engineering, 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.

For CAO Use Only:

Assigned Staff:

Sandi

Log-In Date:

2/20/24

CAO Project Number:

24-105

Log-Out Date:

2/27/24



Consultant Services Authorization

Firm	HDR Engineering Inc.
Master Agreement No.	22-087
CSA No.	22-087-02
Project Name	Country Club Rd at Buckeye Loop Rd Intersection Improvements
Project Description	Design a new mast arm traffic signal system to control the intersection. Reconstruct intersection approaches to accommodate travel lanes and turn lanes.
Projects Exhibits and Attachments	Exhibit "A"- Scope of Services Exhibit "B"-Fee Schedule (Master Agreement) Exhibit "C"-Reimbursable Cost Schedule Exhibit "D"-Insurance Documents
Duration (in days)	through completion of construction
Compensation	Total Cost Not to Exceed: \$ 378,645.01
Special Contract Conditions	NONE
Insurance Requirements	Professional Liability
Liquidated Damages	\$ 0 Per Day
Budget Source/Availability	10104.540541095.5666000.5400195

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

Attest:
STACY M. BUTTERFIELD

POLK COUNTY, a Political subdivision
of the State of Florida

By: _____
Deputy Clerk

By: _____
Chairperson
Board of County Commissioners

Date Approved by Board: _____

Review as to form and legal sufficiency
Sandra B. Houff 2/27/24
County Attorney's Office Date

Attest:

HDR Engineering Inc.
CONSULTANT COMPANY NAME

Katie E Duty
Authorized Corporate Officer

Katie E. Duty, Vice President
[Printed Name and Title]

Date: 1/22/24



Exhibit “A”
Scope of Services for
Country Club Rd. @ Buckeye Loop Rd. Intersection Improvements – Design & Plans
General Engineering Consulting Services for Transportation Engineering Contract
(Master Agreement #2022-087)
CSA #22-087-02
1/11/2024

I. PURPOSE & BACKGROUND

The purpose of this Exhibit is to define the responsibilities of the **CONSULTANT** and the **COUNTY** in connection with the design and preparation of construction plans and specifications for the intersection of Country Club Rd. @ Buckeye Loop Rd. in Polk County, Florida.

Country Club Rd. and Buckeye Loop Rd. are collector roadways with posted speeds of a 45 mph and 35 mph, respectively. Advisory speed signs (30 mph) with flashing beacons are located south and west of the horizontal curve on Buckeye Loop Rd. The intersection is currently stop controlled at Country Club Rd. as indicated in the aerial image below.



An intersection Alternative Analysis Report was prepared in Phase I and two intersection alternatives were initially evaluated: Alternative 1 – traffic signal with turn lanes and Alternative 2 single-lane roundabout. During the Alternative evaluation discussion, a third interim improvement option Alternative 1-A was subsequently incorporated into analysis by removing the pedestrian

Exhibit "A" Scope of Services

CSA #22-087-02

Country Club Rd. @ Buckeye Loop Rd. Intersection Improvements - Design & Plans

features in order to minimize right-of-way impacts. Build Alternative 1-A was selected for the final design. Right-of-way or easement acquisition is anticipated to accommodate the proposed improvements.

The **COUNTY** has requested that the **CONSULTANT** provide final design services, construction plans and specifications development support to incorporate the intersection improvements as defined under the PROJECT DESCRIPTION. County Push Button Construction Contracting is anticipated, therefore, the plans and specifications will be condensed and utilize the pay item information specified in the applicable County Push Button Contract(s) to the extent practical.

The roadway, signing & pavement marking, and signal design shall be based on the 2018 Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (aka "Florida Greenbook"), FY 2023-24 FDOT Design Standards for Construction and Maintenance Operations on the State Highway System, 2009 FHWA Manual on Uniform Traffic Control Devices and the Polk County Technical Standards Manual (revised 10/2009).

II. PROJECT DESCRIPTION

- Reconstruct Intersection approaches to accommodate travel lanes and turn lanes utilizing curb and gutter.
- Design a new traffic signal system with one double mast arm, one single mast arm, internally illuminated street name signs and signal detectors (noninvasive or inductive loop detection (ILD)) to control the intersection.
- Improve existing signage to include active highlighted warning signs with wireless communication for the curved alignment and consider providing advance street name signs.
- Add signalized intersection ahead warning signs that are either full time operating by solar power as beacon signs or hard wire connected to signal controller phase selection.
- Perform drainage improvements.
- Perform utility coordination.

III. DESIGN PHASE SERVICES

The **CONSULTANT** shall provide complete design services for the project except as specifically excluded in this Scope of Services.

The project will be accomplished under a Professional Services Agreement in phases consisting of 60%, 90%, and 100%/Final submittals for review.

The **COUNTY** will provide all required design and right-of-way survey information and other available information to the **CONSULTANT** for use in preparing the construction plans.

The **CONSULTANT** shall furnish professional engineering services for the final design and preparation of construction plans and specifications for the subject roadway section.

The **CONSULTANT's** Scope of Services shall include:

- Preparation of construction plans incorporating the proposed roadway, erosion control, maintenance of traffic scheme, signing and pavement marking and signalization improvements
- Technical specifications support if needed. County Push Button Construction Contracting is anticipated.

Exhibit "A" Scope of Services

CSA #22-087-02

Country Club Rd. @ Buckeye Loop Rd. Intersection Improvements - Design & Plans

- Bid item quantities and construction cost estimates.
- Post design services

During the design phase, services are to be provided in accordance with the following sections for development of the final construction plans. The **CONSULTANT** shall prepare construction plans for the project limits specified in this Scope of Services.

1) Design and Right-of-Way Survey

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

- a) Survey baseline alignments
- b) Horizontal and Vertical survey control information
- c) Topographic survey
- d) DTM
- e) Above ground utilities including locations and elevations of the lowest overhead electric primary distribution and transmission lines at the intersection.
- f) Existing R/W lines and property lines

The **COUNTY** shall furnish the **CONSULTANT** with copies of existing right-of-way maps within the vicinity of the project.

2) Geotechnical Services

The **CONSULTANT** will provide all geotechnical information required for the project. See attached proposal from Tierra, Inc.

If excavation, boring or otherwise disturbing the right-of-way takes place on COUNTY roads, the CONSULTANT or his Subconsultant shall obtain a County Right-of-Way Use Permit for such work. The PROFESSIONAL or his Subconsultant shall also notify all concerned utilities 48 hours in advance of any activity that may disturb their facilities or require a Maintenance of Traffic (MOT) permit. All work zone traffic control will be performed in accordance with the FDOT's Roadway and Traffic Design Standards Indices 600-660 (Topic No. 625-010-003.C).

3) Subsurface Utility Exploration

- a) **CONSULTANT** shall furnish Subsurface Utility Exploration services to include designation of selected utilities in the immediate vicinity of the intersection and up to 60 test holes (VVH) per intersection to clear signal mast arm foundation locations and single post sign locations. See attached proposal from McKim & Creed, Inc.
- b) **If excavation, boring or otherwise disturbing the right-of-way takes place on COUNTY roads, the CONSULTANT or his Subconsultant shall obtain a County Right-of-Way Use Permit for such work.** The PROFESSIONAL or his Subconsultant shall also notify all concerned utilities 48 hours in advance of any activity that may disturb their facilities or require a Maintenance of Traffic (MOT) permit. All work zone traffic control will be performed in accordance with the FDOT's Roadway and Traffic Design Standards Indices 600-660 (Topic No. 625-010-003.C).

Exhibit "A" Scope of Services

CSA #22-087-02

Country Club Rd. @ Buckeye Loop Rd. Intersection Improvements - Design & Plans

4) Roadway Plans Preparation

- a) **CONSULTANT** shall develop a roadway design and furnish complete and final roadway construction plans for the project to include Key Sheet, Summary of Pay Items, Typical Sections, Summary of Quantities, Roadway Plan Sheets, Roadway Cross Sections at minimum 50-foot increments (to include selected intersecting streets and driveways), Traffic Control Plans, Erosion Control Plans, Utility Adjustment Plans, and any other incidental details.
- b) **CONSULTANT** shall develop and incorporate the proposed intersection improvements design in coordination with the **COUNTY**.
- c) Construction plans are to be in 11"x17" format. Plan sheets are to be in an acceptable scale (e.g., 1 inch = 40 feet). Key sheets and overall project sheets shall not exceed a scale of 1 inch = 200 feet. See "Submittals and Design Reviews" for specific plans submittal information.

5) Drainage Design

The existing drainage is comprised of open ditches with side-drain pipes, undefined drainage, and existing curb and gutter with trench drain and curb cuts. Runoff is conveyed to Lake Fannie. There is one cross drain under Buckeye Loop Road that serves as an outfall for the Buckeye Point residential development existing pond and Buckeye Loop Road which drains to Lake Fannie. The project is within WBID 1504B Lake Hamilton Drain which is not impaired. Lake Fannie is not an Outstanding Florida Water (OFW).

The **CONSULTANT** shall perform Drainage analysis to support the proposed roadway improvements in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandum that are appropriate for the project. The Drainage Design Documentation Report shall be in memorandum format. The memorandum shall document field reviews, spread analysis, storm drain analysis, and backup information. The **CONSULTANT** will maintain existing drainage patterns. Working drainage maps will be developed and included in the Drainage Design Memorandum.

Based on FEMA Flood Insurance Rate Maps, there is no floodplain Zone AE associated with the intersection improvements; therefore, floodplain analysis is not required.

6) Utility Coordination

Utility Coordination services for all existing utilities include:

- a) The **CONSULTANT** is responsible for coordinating its design work with the public and private Utility Agency/Owners (UAOs) having existing and/or planned facilities within the limits of the project. Prior to the 60% complete design phase, **CONSULTANT** shall notify by letter and e-mail, all public and private UAOs that may have utilities within the project limits. Notification shall include a description of the project and an outline of the design schedule. Electronic copies of complete design drawings are to accompany the contact letter, with a markup Greenline set to be returned to the **CONSULTANT** with plot of the UAO's existing/proposed facilities.
- b) **CONSULTANT** shall provide the UAOs electronic plan sets at the 60%, and 100% complete design phases. At each design phase, the utility agencies and companies will be instructed to return marked-up plans to the **CONSULTANT** showing their utility relocation,

Exhibit "A" Scope of Services

CSA #22-087-02

Country Club Rd. @ Buckeye Loop Rd. Intersection Improvements - Design & Plans

adjustment and new facilities design, as well as existing utilities to remain per the County's Utility Coordination Manual. The **CONSULTANT** shall coordinate with the COUNTY to hold a utility coordination meeting with required attendance by the UAOs to review and resolve any possible utility conflicts or related concerns. The **CONSULTANT** shall provide the UAOs a minimum of two weeks notice for the coordination meetings.

- c) **CONSULTANT** utility coordination responsibilities shall continue throughout the design process to assist the **COUNTY** with resolving utility conflicts. Any utility design services for new facilities or the proposed relocation and adjustment of existing facilities are not included in this scope of services nor will they be the responsibility of the **CONSULTANT**. **CONSULTANT** responsibilities are to incorporate the mark-up information provided by the UAOs on the roadway plans. See attached proposal from McKim & Creed, Inc.

7) Environmental Permitting Services

The signalized intersection design, including additional pavement and structures are expected to qualify as a safety improvement project. Therefore, the project will be Exempt from ERP requirements based on Chapter 62-330.051(4)(c) FAC. The **CONSULTANT** will prepare and submit to SWFWMD a Request for Exemption Verification form with the roadway plans, drainage memorandum and \$100 review fee. SWFWMD is expected to perform a site review to confirm existing conditions. The **CONSULTANT** will support the SWFWMD application review, including preparation of RAI responses and additional documentation, as necessary. An FDEP Section 404 permit is not anticipated, but coordination is expected to confirm No Permit Required.

8) Signing & Pavement Marking Plans

CONSULTANT shall develop a signing and marking design and prepare signing and pavement marking (S&PM) plans. Plans shall be prepared in accordance with all documents, standards, and manuals noted within this Scope of Services. **CONSULTANT** shall prepare a complete set of Signing and Pavement Marking Plans that will be integrated with the roadway and signal plans. The S&PM sheets shall include the following: Key Sheet, Tabulation of Quantities, Project Notes/Pay Item Notes, Plan Sheets, cross sections for Advance Street Name Signs, and Special Details for active warning signs highlighted chevron alignment signs activated by radar detection. Pavement markings on all roadways shall be thermoplastic. Additional intersection ahead beacon warning signs shall be provided on each intersection approach.

9) Signalization Plans

CONSULTANT shall develop a mast arm signalization design and prepare Signalization plans. **CONSULTANT** shall prepare signal pole foundation and mast arm designs for the required signalization utilizing applicable FDOT design standards and manuals. Plans shall be prepared in accordance with all documents, standards, and manuals noted within this Scope of Services. **CONSULTANT** shall prepare a complete set of Signalization Plans that will be integrated with the roadway and S&PM plans. The signal sheets shall include the following: Tabulation of Quantities, Project Notes/Pay Item Notes, Signal Plan Sheets, Loop Assembly Detection Chart, Controller Timing Chart, Guide Sign Worksheets, Mast Arm Structures Sheets, Special Details for the cabinet base, UPS cabinet base, UPS, and conduit entry layout for the cabinet base, and Soil Core borings.

Exhibit "A" Scope of Services

CSA #22-087-02

Country Club Rd. @ Buckeye Loop Rd. Intersection Improvements - Design & Plans

The **CONSULTANT** shall prepare traffic signalization plans for the intersection subject to the specific design work as identified below.

- a) Construct mast arm pole foundations and structures
- b) Provide LED internally illuminated street name signs
- c) New controller cabinet with UPS will be included.
- d) Emergency generator cabinet will not be included.
- e) Noninvasive vehicle detection systems if space for ILD is not available.
- f) Intersection lighting will not be designed.
- g) A Synchro analysis will be conducted to obtain appropriate Signal Operating Plan (SOP) and timings. COUNTY to provide appropriate turning movement volumes to be used in the analysis.

The **COUNTY** will provide all required traffic count information and signal warrant analysis to the **CONSULTANT** for use in preparing the signalization plans.

10) Project Specifications

- a) **COUNTY's** Standard Technical Specifications shall be used for the project along with FDOT Standard Specifications for Road and Bridge Construction, Divisions II and III (as applicable).

FDOT "Big Four" LAP Specifications and/or January 2023-24 FDOT Standard Specifications for Road and Bridge Construction may also be utilized.

County Push Button Construction Contracting is anticipated, therefore, the specifications provided by the **CONSULTANT** will be prepared to supplement the specifications information already included in the County Push Button Contract. The plans and specifications will be condensed and utilize the pay item information specified in the applicable County Push Button Contract(s) to the extent practical.

- b) The **CONSULTANT** will prepare the Technical Specifications as needed.
- c) The **COUNTY** will prepare the overall Project Bid Specifications (if County Push Button Construction Contracting is not utilized).

11) Bid Quantities and Construction Cost Estimate

CONSULTANT shall prepare bid quantities that include all bid items that comprise the project design and utilize the pay item information specified in the applicable County Push Button Contract(s) to the extent practical.

- a) Bid items shall include reference to applicable **COUNTY** and current FDOT Measurement and Payment Items.
- b) Bid proposal sheets included with the Project Bid Specification package shall be prepared by the **COUNTY** based on the **CONSULTANT** provided quantities. County Push Button Construction Contracting is anticipated.
- c) Preliminary bid quantities shall be submitted with the 60% design review submittal. The quantities and associated cost shall be submitted in the Engineer's Construction Cost Estimate, which shall be submitted with the 90% and 100%/Final design submittals.

Exhibit "A" Scope of Services

CSA #22-087-02

Country Club Rd. @ Buckeye Loop Rd. Intersection Improvements - Design & Plans

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

IV. DESIGN REQUIREMENTS AND PROVISIONS FOR WORK

Design Construction Standards

CONSULTANT shall prepare the design, plans and specifications in accordance with current editions of the following:

- 2018 Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (aka "Florida Greenbook")
- 2024 FDOT Design Manual
- January 2023-24 FDOT Standard Specifications for Road and Bridge Construction, Divisions II and III (as applicable)
- 2009 FHWA Manual on Uniform Traffic Control Devices
- January 2012 FDOT Traffic Engineering Manual
- Polk County Technical Standards Manual, revised 10/2009

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

Plans Preparation

CONSULTANT shall prepare plans, specifications and other documents that are accurate, legible and complete in detail. Final Submittals shall be made to **COUNTY** in reproducible form and on disk for those items described in this Scope of Services.

Submittals and Design Reviews

CONSULTANT shall prepare plans, specifications and other documents that are accurate, legible and complete in detail. All submittals shall be made to **COUNTY** electronically and in reproducible form unless otherwise requested.

- Plan design review submittals shall occur at the 60%, 90% and 100%/Final phases.
- **CONSULTANT** shall submit a draft of the specifications with the 90% design review submittal and at the 100%/Final design review submittals.
- Bid quantities and construction cost estimates shall be submitted at the 60% (quantities only), 90% and 100%/Final submittal phases.
- **CONSULTANT** shall submit four (4) sets of (11 x 17) plans and a PDF plan set for each of the following submittals: 60%, 90% and 100%/Final.
- The final design submittal will consist of a digitally signed and sealed (11 x 17) plan set and one copy of digital design files in acceptable AUTOCAD format (Civil 3D 2022).
- **CONSULTANT** shall respond to the **COUNTY**'s design review comments in writing and incorporate revisions into the plans as appropriate. Written responses and plans revisions are to be included with the subsequent phase submittal.
- **CONSULTANT** shall respond to regulatory agencies review comments in the same manner.

Exhibit "A" Scope of Services

CSA #22-087-02

Country Club Rd. @ Buckeye Loop Rd. Intersection Improvements - Design & Plans

Final Design Project Schedule

CONSULTANT's services shall commence upon receipt of written notice to proceed issued by **COUNTY**. **CONSULTANT** shall complete the final design of improvements in accordance with the agreed upon project schedule.

- 24 months for delivery of all services following receipt of survey info and NTP.

Post Design Services

Post Design Services are support services that may be required to address changed conditions and other services not covered under the original contract or subsequent contract modifications in order to facilitate and satisfactorily complete construction.

These services are not intended to address any **CONSULTANT** errors and/or omissions that may occur. The hours required to complete these tasks may be increased or decreased by the **COUNTY** based on actual project requirements.

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

The **CONSULTANT** shall furnish the following services:

- Attend the pre-construction conference and assist the **COUNTY DESIGNEE** as needed.
- Construction Meetings: Assist the **COUNTY DESIGNEE** as needed.
- Review and approve shop drawings (anticipated for mast arm structures and selected signal equipment).
- Plan Interpretations and Requests for Additional Information: Provide written interpretations to the **COUNTY DESIGNEE** of the Contract Documents (Plans, Specifications, etc.) and respond to questions concerning unforeseen conditions affecting the projects' design and construction. The **CONSULTANT** shall not direct or infer changes to the construction contract. Changes shall be submitted through the **COUNTY'S** change order procedure.
- Site Visits: Respond to problems encountered during construction and conduct field investigations as requested by the **COUNTY DESIGNEE**. Based on information obtained during visits to the construction site, the **CONSULTANT** shall assist the **COUNTY** in providing potential solutions to the problem encountered including any plan modifications that may be required.
- Field Changes and Plan Revisions: From time to time during construction the **CONSULTANT** may be requested by the **COUNTY DESIGNEE** to review contractor proposed field changes or respond with a recommended solution to remedy specific field situations not covered by the plans and specifications. The **CONSULTANT** shall revise the plans to provide for changes that the **COUNTY** deems necessary after final plan acceptance.
- Meetings and Coordination: During the construction phase, the **CONSULTANT** shall attend weekly meetings held between the **CONTRACTOR** and **COUNTY DESIGNEE** as requested. Attendance and coordination with other County departments, adjacent property owners and utility representatives may also be required.
- Prepare Record Drawings for the roadway and utility improvements that are a compiled representation of the constructed project including changes made during construction and substantially depict the As-Built Survey provided by the **CONTRACTOR** and/or **COUNTY DESIGNEE**. In accordance with **COUNTY's** Record Drawing Review Checklist,

Exhibit "A" Scope of Services

CSA #22-087-02

Country Club Rd. @ Buckeye Loop Rd. Intersection Improvements - Design & Plans

CONSULTANT shall submit a draft Record Set and associated CADD files to **COUNTY** for review and approval prior to submitting a digitally signed & sealed Record Set.

V. CSA #22-087-02 EXCLUSIONS

This scope of services does not include:

- Traffic counts & analysis (provided by COUNTY)
- Signal warrant study (provided by COUNTY)
- Utility design or utility relocation design services
- Lighting analysis or design
- Survey services (to be provided by COUNTY)
- Right-of-Way acquisition services (provided by COUNTY)
- Public Involvement (provided by COUNTY)
- Construction Engineering Inspection (CEI) services

VI. CSA #22-087-02 FEES

CONSULTANT's not-to-exceed fee to perform this scope of services is **\$378,645.01**

TIERRA

September 15, 2023

HDR, Inc.
4830 West Kennedy Blvd., Suite 400
Tampa, Florida 33609

Attn: Mr. Reja E. Rabbi, P.E.

RE: Geotechnical Services Proposal
Polk County Roads and Drainage Division
Country Club Road and Buckeye Loop Road Improvements
Polk County, Florida
Tierra Proposal No.: 65-23-502

Mr. Rabbi:

Tierra, Inc. appreciates the opportunity to submit this proposal to provide geotechnical services for the referenced project. This project corresponds to the Continuing Professional Engineering Services for Roads and Drainage Contract between Polk County and HDR Engineering, Inc. and Tierra's active Project Number 6511-23-023.

Project Information

HDR, Inc. is currently working with Polk County to develop the design and construction plans for improvements to Country Club Road and Buckeye Loop Road in Polk County, Florida. Tierra's involvement will be to provide geotechnical engineering services to support the proposed improvements.

Geotechnical Engineering Scope of Services

Based on our understanding of the project, the following scope of services is anticipated:

1. Review soil information from the "Soil Survey of Polk County, Florida" published by the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS). Review topographic information obtained from the appropriate Quadrangle Map published by the United States Geological Survey (USGS). Review potentiometric information obtained from the "Potentiometric Surface of the Upper Floridan Aquifer in Florida" Maps also published by the USGS.
2. Conduct a visual reconnaissance of the project site and complete utility locate requests via Sunshine State One Call.
3. Develop a boring and pavement core location plan.
4. Obtain Polk County Right-of-Way Use Permit to complete the pavement and test borings.
5. Generate and coordinate a Maintenance of Traffic Plan as necessary to complete the geotechnical services.

6. Execute a program of subsurface exploration consisting of subsurface sampling and field testing consisting of the following:
 - Two (2) Mast Arm Signals (one double mast arm and one single mast arm): Perform two (2) Standard Penetration Test (SPT) borings to a depth of approximately 45 feet below the existing ground surface. One SPT boring will be completed as close as feasible to each of the mast arm foundations.
 - Minor roadway widening, swale regrading and pipe crossing: Perform up to six (6) Hand Auger Borings to a depth of approximately 5 feet below grade.
7. Perform six (6) pavement cores within travel lanes outside of intersections. Measurements of the pavement and base thickness will be recorded, and the pavement base and subgrade type will be identified. Measurements will be taken of crack depths, rut depths and cross-slopes at the core locations. Photos will be taken of the pavement cores for reporting purposes. The pavement conditions will be based on Tierra's visual observations only and will be described as good (negligible cracks and rutting) to fair (minimal isolated cracks) to poor (significant pronounced cracks), asphalt patchwork and increased frequency of pavement distress/cracks, depressions and/or undulated/corrugated pavement). All asphalt surfaces will be backfilled/patched following completion of the field coring operations.
8. Visually classify and stratify the soil samples in the laboratory using the Unified Soil Classification System (USCS).
9. Complete laboratory testing on select samples as verification of our visual classification and to estimate engineering properties.
10. Generate soil parameters for use by the Structural Engineer in evaluation and design of the mast arm signal foundations. Provide soil unit weights, internal angle of soil friction and cohesion values.
11. Identify subsurface materials encountered within the borings that may impact the design or construction.
12. Prepare a geotechnical report that summarizes the course of study pursued, the field and laboratory data generated, subsurface conditions encountered and our geotechnical recommendations.

Exclusions

This proposal does not include the following services:

- Survey
- Utility locating services.
- Pavement Evaluation Report
- Pavement Design
- Foundation Design

Geotechnical Engineering Service Fee

The estimated fee to perform the geotechnical engineering services is **\$18,846.01** as indicated in the attached Fee Schedule. This fee is based on the site being accessible utilizing standard truck or small track mounted drilling equipment with maintenance of traffic where needed and that no hazardous materials or conditions are on site that will impact our proposed geotechnical scope or schedule.

We appreciate the opportunity to offer our services to you and we look forward to working with you on this project. We will provide you with verbal results and immediately notify you should conditions impacting our scope, schedule or cost of services occur. Should you have any questions in regard to this proposal, please do not hesitate to contact our office.

Respectfully Submitted,

TIERRA, INC.



Joseph R. Antinori, P.E.
Senior Geotechnical Engineer



Kevin H. Scott, P.E.
Senior Geotechnical Engineer

Attachment:

Geotechnical Engineering Services Unit Rate Fee Schedule

September 13, 2023

Reja Rabbi, PE
HDR
4830 W Kennedy Blvd, Suite 400
Tampa, FL 33609

RE: Subsurface Utility Locations at the intersection of Buckeye Loop Rd and Country Club Rd, Polk County.

Dear Reja:

McKim & Creed is pleased to submit this proposal for subsurface utility location services for the above referenced project.

Scope of Services

The objective of the project is to perform utility designation, test holes and to perform utility coordination in support of the intersection improvement and installation of new signals at the intersection.

Our process is as follows.

Designation

- Request utility records from utility agency owners based on the Sunshine 811 design ticket.
- Designate the underground utilities along Buckeye Loop Rd, 700 feet south and 800' north of the intersection, from bottom of curb to right of way, and along Country Club Rd, 1,000' feet east of the intersection, from bottom of curb to right of way.
- Create field sketch of designated utilities.
- Survey designated utilities.

Locates

- Stake the location of two (2) mast arms, three (3) double post signs, and ten (10) drainage structures.

8875 Hidden River Pkwy.

Suite 115

Tampa, FL 33637

941.379.3404

www.mckimcreed.com

- Submit Sunshine 811 dig tickets.
- Perform test holes (VVH) by vacuum excavation, to clear two (2) mast arm foundations, assume 5 VVH per mast arm = 10 VVH, three (3) double post sign locations, assume 4 VVH per sign = 12 VVH, ten (10) drainage structures, assume 3 VVH per structure = 30 VVH, and allowance for utilities found in clearing locations, = 8 VVH. **Total = 60 VVH.**
- Survey completed test holes from existing onsite control provided by Polk County.
- We have included two (2) day of MOT, to be provided by a sub contractor. If not required this service will not be billed.

Utility Coordination

- Provide FDOT level Phase I, II, III and IV utility coordination
 - o Submitting design tickets to establish utility owners (UAO).
 - o Making initial contact with UAO's.
 - o Collecting as-builts and plan markups.
 - o Determining the location of utility conflicts to initial and final design.
 - Creating the Utility conflict matrix
 - o Coordinating the test hole locations with our SUE Division.
 - o Completing two scheduled meetings with UAO's identify problems, discuss solutions and providing schedules with anticipated completion dates of requests.
 - o Coordinating with the UAO's to provide relocations at critical points to the project.
 - o Resolving any issues that arise during the design process between the UAO's and the Engineer of Record (EOR)
 - o Ensuring constructability of project.
 - o Creating work schedules and ensuring they are certified between the EOR, UAO's and the County.
 - o Provide status reports to the EOR.
 - o Certify Work Schedules.

Buckeye Loop Rd at Country Club Rd

9/13/2023

Page 3 of 2

Deliverables

AutoCAD file and VVH spreadsheet, including completed test holes, completed utility coordination and services and certified work schedules.

Our Fee

Our fee is \$58,842.00 inclusive of all labor and materials.

We look forward to working with you on this project. If you have any questions or require additional information, please do not hesitate to call us.

Sincerely,

McKIM & CREED, Inc.

Neil Eppig

Neil L. Eppig
SUE Project Manager



EXHIBIT B

RFP No. 22-242: Professional Engineering Services for Roads and

Drainage HDR Engineering, Inc. Exhibit B

Classification	Range of Direct Labor Rates		Range of Hourly Billing Rates	
	From	To	From	To
Project Manager	\$86	\$99	\$272	\$313
Chief Engineer	\$99	\$114	\$313	\$361
Senior Engineer	\$77	\$89	\$244	\$282
Project Engineer	\$61	\$71	\$193	\$225
Engineer	\$44	\$51	\$140	\$162
Chief Designer	\$68	\$79	\$215	\$250
Senior Designer	\$49	\$57	\$155	\$181
CADD Technician	\$33	\$38	\$105	\$121
Engineering Intern	\$36	\$42	\$114	\$133
Chief Planner	\$98	\$113	\$310	\$357
Senior Planner	\$62	\$72	\$196	\$228
Planner	\$38	\$44	\$121	\$140
Chief Scientist	\$62	\$72	\$196	\$228
Environmental Specialist	\$33	\$38	\$105	\$121
GIS Analyst	\$54	\$63	\$171	\$200
Utility Coordinator	\$39	\$45	\$124	\$143
Administrative Assistant	\$32	\$37	\$102	\$117

HDR Labor Multiplier Calculation

Direct Labor	1.0000
Overhead (less FCCM and Direct Expenses)	1.5488
SUBTOTAL	2.5488
Operating Margin (22%)	0.5607
Direct Expenses	0.0496
TOTAL MULTIPLIER	3.1591

EXHIBIT "B"
ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

Name of Project: Country Club Rd. @ Buckeye Loop Rd. Intersection Improvements – Design (CSA 22-242-02)
 County: Polk
 Agreement: MSA 2022-087 – Professional Engineering Services for Roads and Drainage
 Consultant Name: HDR Engineering, Inc.
 Date: 1/22/2024
 Estimator: RR/B/AA

Staff Classification	Total Staff Hours From Firm	Project Manager	Senior Engineer	Project Engineer	Engineer	Engineer Intern	Chief Scientist	Senior Designer	CADD Technician	Admin. Assistant	SH By Activity	Salary Cost By Activity	Average Rate Per Task
3. Project General and Project Common Tasks	144	8	43	43	0	0	0	0	0	0	144	\$26,087	\$181.02
4. Roadway Analysis	488	49	49	98	122	146	0	24	0	0	488	\$81,642	\$167.30
5. Roadway Plans	291	29	29	29	58	58	0	58	29	0	290	\$47,328	\$163.20
6a. Drainage Analysis	141	28	0	35	71	0	0	7	0	0	141	\$25,396	\$180.11
6b. Drainage Plans	59	9	0	12	23	0	0	15	0	0	59	\$10,309	\$174.73
8. Environmental Permits, Compliance & Clearances	21	0	1	1	0	0	19	0	0	0	21	\$4,161	\$198.14
9. Structures - Misc. Tasks, Dwg. Non-Tech.	17	0	5	7	5	0	0	0	0	0	17	\$3,271	\$192.41
18. Structures - Miscellaneous	60	12	9	12	21	0	0	0	6	0	60	\$11,346	\$189.10
19. Signing & Pavement Marking Analysis	121	17	12	19	36	36	0	0	0	0	120	\$20,363	\$169.69
20. Signing & Pavement Marking Plans	60	8	6	10	18	18	0	0	0	0	60	\$10,142	\$169.03
21. Signalization Analysis	127	13	13	19	44	38	0	0	0	0	127	\$20,867	\$164.31
22. Signalization Plans	38	4	4	6	11	13	0	0	0	0	38	\$6,244	\$164.32
35. Post Design Services	131	85	39	0	0	0	0	7	0	0	131	\$33,721	\$257.41
Total Staff Hours	1,698	262	210	291	409	309	19	111	35	50	1,698	\$300,857.00	\$177.18
Total Staff Cost		\$71,284.00	\$51,240.00	\$56,163.00	\$57,260.00	\$35,226.00	\$3,724.00	\$17,205.00	\$3,675.00	\$5,100.00	\$0.00	\$300,857.00	\$177.18

Check = \$300,857.00

Survey Field Days by Subconsultant
 4 - Person Crew:

SALARY RELATED COSTS:
 OVERHEAD: 0%
 OPERATING MARGIN: 0%
 FCCM (Facilities Capital Cost Money): 0.00%
 EXPENSES: 4-man crew days \$ / day

SUBTOTAL ESTIMATED FEE: \$300,857.00
 Subconsultant: Tierra (Geotech) \$18,846.01
 Subconsultant: McKim&Creed (SUE) \$58,842.00
SUBTOTAL ESTIMATED FEE: \$378,545.01

SUBTOTAL ESTIMATED FEE: \$378,545.01
 Env. Permit Application Fee \$100.00
GRAND TOTAL ESTIMATED FEE: \$378,645.01

Item Description	Unit	Unit Price	Quantity	Total
Geotechnical Field Investigation				
209-Asphalt Pavement Coring – 4" dia with Base Depth Check	Each	\$ 250.00	6	\$ 1,500.00
603-Mobilization Asphalt Coring equipment	Each	\$ 300.00	1	\$ 300.00
612-Geo Mobilization Drill Rig Truck Mount	Each	\$ 410.00	1	\$ 410.00
MOT Maintenance of Traffic	Each	\$ 2,800.00	1	\$ 2,800.00
712-MOT Support Vehicle	Hour	\$ 155.00	1	\$ 155.00
805-Soils Corrosion Series (FM 5-550 through 5-553)	Test	\$ 305.00		\$ -
811-Soils Liquid Limit (AASHTO T 89)	Test	\$ 60.00	3	\$ 180.00
812-Soils Materials Finer than 200 Sieve (FM 1-T011)	Test	\$ 45.00	10	\$ 450.00
817-Soils Moisture Content Laboratory (AASHTO T 265)	Test	\$ 14.00	5	\$ 70.00
819-Soils Organic Content Ignition (FM 1 T-267)	Test	\$ 42.00	2	\$ 84.00
826-Soils Plastic Limit & Plasticity Index (AASHTO T 90)	Test	\$ 70.00	3	\$ 210.00
Drilling Permit Costs IE DEP	Each	\$ 250.00		\$ -
Geo Grout Boreholes- Truck 0-050 Ft	LF	\$ 5.25	90	\$ 472.50
Geo Grout Boreholes- Truck 50-100 Ft	LF	\$ 7.00		\$ -
Geo SPT Truck 0-50 Ft	LF	\$ 12.90	90	\$ 1,161.00
Geo SPT Truck 50-100 Ft	LF	\$ 17.00		\$ -
Geo Temp Casing 3" Truck 0-050 Ft	LF	\$ 8.50	40	\$ 340.00
Geo Temp Casing 3" Truck 50-100 Ft	LF	\$ 10.25		\$ -
Engineering and Technical Support Services				
Chief Engineer	Hour	\$ 221.77		\$ -
Senior Engineer	Hour	\$ 198.71	17	\$ 3,378.07
Project Manager	Hour	\$ 190.00		\$ -
Senior Project Engineer	Hour	\$ 161.00	13	\$ 2,093.00
Engineer	Hour	\$ 144.77		\$ -
Engineering Intern	Hour	\$ 91.30	34	\$ 3,104.20
Senior Engineering Technician	Hour	\$ 102.30	8	\$ 818.40
Engineering Technician	Hour	\$ 81.10	4	\$ 324.40
Senior Designer	Hour	\$ 124.43	8	\$ 995.44
Secretary / Clerical	Hour	\$ 123.78		\$ -
			Total Cost	\$ 18,846.01

ESTIMATE OF WORK EFFORT AND COST - SUBCONSULTANT

Name of Project: Country Club Rd @ Buckeye Loop Rd Intersection Improvements
 County: Polk
 FPN: 0
 FAP No.: 0
 Consultant Name: McKim & Creed
 Consultant No.: 0
 Date: 9/13/2023
 Estimator: McKim & Creed

Staff Classification	Total Staff Hours From -SH Summary Firm*	SUR Chief Surveyor	Senior SUE Analyst 3	SUE Analyst 2	SR Utility Coordinator	Clerical	Sr. Eng Technician	Engineering Technician	Senior Scientist	Staff Classification 9	Staff Classification 10	Staff Classification 11	Staff Classification 12	SH By Activity	Salary Cost By Activity	Average Rate Per Task
		\$200.00	\$170.00	\$100.00	\$150.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Activity	\$0	#DIV/0!
3. Project General and Project Common Tasks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
4. Roadway Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
5. Roadway Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
6. Drainage Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
7. Utilities	77	0	0	0	62	15	0	0	0	0	0	0	0	77	\$10,800	\$140.26
8. Environmental Permits, Compliance & Clearances	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
9. Structures - Misc. Tasks, Dwg. Non-Tech.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
10. Structures - Bridge Development Report	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
11. Structures - Temporary Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
12. Structures - Short Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
13. Structures - Medium Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
14. Structures - Structural Steel Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
15. Structures - Segmental Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
16. Structures - Moveable Span	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
17. Structures - Retaining Walls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
18. Structures - Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
19. Signing & Pavement Marking Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
20. Signing & Pavement Marking Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
21. Signalization Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
22. Signalization Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
23. Lighting Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
24. Lighting Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
25. Landscape Architecture Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
26. Landscape Architecture Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
27. Survey (Field & Office Support)	65	7	20	38	0	0	0	0	0	0	0	0	0	65	\$8,542	\$132.02
28. Photogrammetry	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
29. Mapping	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
30. Geotechnical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
31. Architecture Development	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
32. Noise Barriers Impact Design Assessment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
33. Intelligent Transportation Systems Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
34. Intelligent Transportation Systems Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
Total Staff Hours	142	7	20	38	62	15	0	0	0	0	0	0	0	142	\$19,342.00	\$136.80
Total Staff Cost		\$1,400.00	\$3,352.00	\$3,810.00	\$9,300.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$19,342.00	\$136.80

SALARY RELATED COSTS:
 OVERHEAD: \$19,342.00
 OPERATING MARGIN: 0%
 FCCM (Facilities Capital Cost Money): 0%
 EXPENSES: 0.00%
 SUBTOTAL ESTIMATED FEE: \$19,342.00
 SUE Survey Crew 4.50 Crew days @ \$ 1,600.00 / day
 SUE Designate Crew 3.50 Crew days @ \$ 1,600.00 / day
 SUE Vacuum Crew 10.00 Crew days @ \$ 2,300.00 / day
 Geotechnical Field and Lab Testing
 SUBTOTAL ESTIMATED FEE: \$55,842.00
 MOT performed by AWP 2.00 Crew days @ \$ 1,500.00 / day
GRAND TOTAL ESTIMATED FEE: \$58,842.00

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

6/1/2024

DATE (MM/DD/YYYY)

1/17/2024

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

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

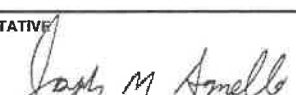
PRODUCER Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000 kcasu@lockton.com	CONTACT NAME: _____	
	PHONE (A/C, No, Ext): _____	FAX (A/C, No): _____
E-MAIL ADDRESS: _____		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Lloyd's of London		
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES * CERTIFICATE NUMBER: 20207848 REVISION NUMBER: XXXXXXXX

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX DAMAGE TO RENTED PREMISES (Ea occurrence) \$ XXXXXXXX MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ XXXXXXXX GENERAL AGGREGATE \$ XXXXXXXX PRODUCTS - COMP/OP AGG \$ XXXXXXXX \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXXX BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
	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 type="checkbox"/> N/A	NOT APPLICABLE			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX
A	ARCH & ENG PROFESSIONAL LIABILITY	N	N	P001412300	6/1/2023	6/1/2024	PER CLAIM: \$2,000,000 AGGREGATE: \$2,000,000.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: POLK COUNTY - CSA #22-087-02 - COUNTRY CLUB RD AT BUCKEYE LOOP RD INTERSECTION IMPROVEMENTS

CERTIFICATE HOLDER 20207848 POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA PROCUREMENT DEPARTMENT, ROOM 150 ATTENTION: WILLIAM G. LORENZO, PE 330 WEST CHURCH STREET BARTOW FL 33830	CANCELLATION See Attachment 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 
---	--

This endorsement, effective: 06/01/2023 - 06/01/2024

Forms a part of policy no.: P001412300

Issued to: HDR Engineering, Inc.

By: Lloyd's of London

NOTICE OF CANCELLATION TO CERTIFICATE HOLDERS ENDORSEMENT

Except respect cancellation non-payment premium (10 day notice cancellation), the **Insurer** shall give 30 day notice cancellation the Certificate Holder(s) set forth herein, provided that:

The **First Named Insured** is required by contract give notice cancellation the Certificate Holder, and

Prior the **Insurer** sending notice cancellation the **First Named Insured** the **First Named Insured** shall provide the **Insurer** in writing, either directly or through the **First Named Insured** broker record, the name each person or organization requiring notice cancellation and the corresponding address such person or other employee responsible receipt of notice of cancellation on behalf of such organization.

Notice cancellation be sent in accordance the terms and conditions the policy, except that the **Insurer** may provide written notice individually or collectively the Certificate Holders by email at the current email address given by the **First Named Insured** Proof sending the notice of cancellation by email shall be sufficient proof of notice.

Any failure provide notice cancellation the Certificate Holder due inaccurate or incomplete information provided by the **First Named Insured** shall remain the sole responsibility the **First Named Insured**

The following definitions apply to this endorsement:

- 1. First Named Insured** means the Named Insured shown in Item 1. of Declarations.
- 2. Insurer** means the insurance company shown in the header on the Declarations.

All other terms and conditions of the policy remain the same



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/17/2024

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

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


PRODUCER Willis Towers Watson Midwest, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com	
	INSURER(S) AFFORDING COVERAGE INSURER A: Liberty Mutual Fire Insurance Company INSURER B: Ohio Casualty Insurance Company INSURER C: Liberty Insurance Corporation INSURER D: INSURER E: INSURER F:	NAIC # 23035 24074 42404

COVERAGES **CERTIFICATE NUMBER:** W32466442 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	TB2-641-444950-033	06/01/2023	06/01/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY	Y	Y	AS2-641-444950-043	06/01/2023	06/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0	Y	Y	EVO (24) 57919363	06/01/2023	06/01/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	Y	WA7-64D-444950-013	06/01/2023	06/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder is named as Additional Insured on General Liability, Automobile Liability and Umbrella/Excess Liability on a Primary, Non-contributory basis where required by written contract. Waiver of Subrogation applies on General Liability, Automobile Liability, Umbrella/Excess Liability and Workers Compensation where required by written contract and as permitted by law. Umbrella/Excess policy is follow form over General Liability, Auto Liability and Employers Liability.

CERTIFICATE HOLDER Polk County, a Political Subdivision of the State of Florida Attn: William G. Lorenzo, PE Procurement Department Room 150 330 West Church Street Bartow, FL 33830	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 
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AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Willis Towers Watson Midwest, Inc.		NAMED INSURED HDR Engineering, Inc. 1917 South 67th Street Omaha, NE 68106	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance

Project Description: Polk County - CSA #22-087-02 - Country Club Rd at Buckeye Loop Rd Intersection Improvements
Master Agreement No. 22-087

CSA No. 22-087-02

Project Description: Design a new mast arm traffic signal system to control the intersection. Reconstruct intersection approaches to accommodate travel lanes and turn lanes.

Contractual Liability, Independent Contractors, XCU, Broad form Property damage are included under General Liability

Additional insured: County and Consultant