

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 #: 2021-031-03 Mod #1 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 9/29/25 Division: Facilities Management

Project Manager's Name: Mark Kithcart Phone: 534-5514/559-3077

Project Name: Polk County Courthouse High Voltage Switchgear and Generator Study

Total Project Budget: \$4,724,000 Project #5700088

Estimate of Construction Cost: \$3,000,000

Proposed Consultant: SLAM Collaborative Fee: \$ 99,500 + 85,150 (Mod 1)=Total
\$184,650

Master Consultant Agreement # 2021-031

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

Approved By: [Signature] Date 9/30/25
Division Director/Designee

Procurement Division

Date Received: 10/14/25 emailed Date Reviewed by Analyst: Tabatha Shirah

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

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

Date Received: _____ Date Reviewed: 10/20/2025

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

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

Date Received: 10/21/2025 Date Reviewed: 10/21/2025

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)).

Consultant Services Authorization-Modification

Firm Name:	The S/L/A/M Collaborative, Inc.
Master Agreement No.:	2021-031
CSA No.:	2021-031-03
CSA Modification No.:	2021-031-03-01
Project Name:	Polk County Courthouse High Voltage Switchgear and Generator Study
Project Description:	Electrical engineering study of the Bartow Courthouse to make recommendations and alternatives for replacement of the high voltage switchgear and installation of a generator to run the entire courthouse demand loads.
Project Exhibit Attachment	Exhibit "A"- Modified Scope of Services
Original # of days to complete project	Through completion of the study, design and construction
# of days increased by previous modification (if applicable)	N/A
Additional # of days for this Modification	N/A
Revised total # of days to complete project	Through completion of the study, design and construction
Original Compensation	\$99,500 (Lump Sum)
Net change by previous modifications	N/A
Compensation increase/decrease this Modification	\$85,150 (Lump Sum)
Revised total compensation	\$184,650 (Lump Sum)
Budget Source/Availability	Operating and 308 Funds

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:

T.R. Wilson, Chairman
Board of County Commissioners

Review as to form and legal sufficiency

 10/2/25
County Attorney's Office Date

CONSULTANT COMPANY NAME:

The S/L/A/M Collaborative, Inc.



Authorized Corporate Officer

Daniel S. Kantor, Treasurer

10/09/2025

[Printed Name and Title]

Date

Attest:




Corporate Secretary, ASS F

10/09/2025
Date

SEAL

7.27.20(MS)



September 5, 2025

Mr. Keith Tate AIA
Facilities Management Director
Facilities Management Division
2160 Marshall Edwards Drive
Bartow, Florida 33830

RE: Polk County Courthouse High Voltage Switchgear and Generator Study
Add Service Request No. 1
SLAM No. 24305.00

Dear Keith,

This letter defines the Scope of Services and associated fees for revised scope associated with Polk County's procurement of 222 E Main Street. This additional property allows the County to use this additional parcel for pad mounted generator, future central energy cooling towers, and secure staff parking. In addition, based on an agreement with the City of Bartow, Davidson Street will be revised to be one-way westerly traffic to incorporate a secure fenced transformer yard on the abandoned easterly drive lane to serve the Courthouse Central Energy Plant (CEP). A conceptual site plan illustrating this approach is attached.

SLAM is currently providing design services associated with an electrical engineering study to develop recommendations and alternatives for replacement of the primary high voltage switchgear and installation of new generators to run the entire courthouse demand loads. We have partnered with RTM Engineering Consultants for electrical engineering assessments and recommendations and Tierra for environmental assessment(s). SLAM will self-perform the architecture, civil engineering and landscape architecture.

Provided Additional Services Scope

1. Phase 1 Environmental

Tierra will perform a Phase I ESA to search for evidence of recognized environmental conditions (RECs) in connection with the subject property in general accordance with ASTM E 1527-21, Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process. RECs are defined by ASTM E 1527-21 as:

- The presence of hazardous substances or petroleum products in, on, or at the subject property due to a release to the environment,
- The likely presence of hazardous substances or petroleum products in, on, or at the subject property due to a release or likely release to the environment, or
- The presence of hazardous substances or petroleum products in, on, or at the subject property under conditions that pose a material threat of a future release to the environment.

2. Electrical Scope:

- Addition of electrical site construction documents, including site lighting design and specification.
- Additional utility coordination for 208V power at new site requirements.
- Additional fuel tank design and fuel piping design for updated generator location.

3. Civil Engineering Scope:

- Civil site construction documents (CDs) and ancillary site permits for:
 - New parking lot and associated stormwater retention to comply with City of Bartow development code.
 - An engineered geometry plan for the placement of voltage switchgear solution to comply with City of Bartow development code.

The S/L/A/M Collaborative, Inc.
150 N Orange Avenue, Suite 420, Orlando FL

o 407 992.6300 w slamcoll.com

- Complete specifications and materials associated the civil site development details.
- Supporting civil engineering reports to accompany CDs to acquire site permits.
- Coordination with architect and structural engineer for the placement of the new primary voltage switchgear and new parking area.
- Construction Administrative tasks and permit closeout.

4. Architectural Scope:

- Design Development, Construction Documents and Construction Administration for the following:
 - Demolition of existing building, curbing and parking surface at 222 E Main Street.
 - New perimeter security/screening wall with two vehicular access control gates.
 - New prefab control kiosk at judicial parking entry.
 - New pedestrian door/access point from new secured parking lot into existing parking garage
 - Weatherproof conduit pathway and access point for service connection between transformers and CEP switchgear
 - New secure staff parking lot.

5. Landscaping Scope:

- Design Development, Construction Documents and Construction Administration for the following:
 - Main Street right of way to comply with City of Bartow development code
 - New parking lot and associated planting areas to comply with City of Bartow development code.

Note that this proposal does not include the following activities and services.

- MEP surveys, data collection, equipment assessment outside of the project's scope.
- Assisting owner in obtaining competitive bids. Attending pre-bid conference with prospective bidders. Attending post-bid conference.
- Providing design modifications based on value engineering approvals.
- REVIT model updates during the construction phase to reflect changes related to field conditions, products used or installation techniques.
- Conformed, Record or As-builts drawings.
- Commissioning or assistance to the commissioning agent
- Architectural and Engineering Design required to upgrade the systems to latest building codes or correct existing code violations.
- Detailed equipment inventory.
- Acoustical or vibration design and engineering
- Survey, platting or easements.
- Design and permitting of underground exfiltration chambers.
- Design and permitting of traffic patterns outside of W. Division St.

Project Schedule

We anticipate that our schedule for completing additional scope for architectural and civil improvements will run concurrent with the high voltage switchgear design and procurement.

Fee		
	Phase 1 Environmental	\$3,850
	Electrical Engineering	\$ 15,500
	Civil Engineering	\$ 31,000
	Architecture	\$ 28,800
	Landscape Architecture	\$ 6,000
	TOTAL	\$ 85,150

The proposed lump sum fee for the proposed Scope of Services is **\$ 85,150.00**.

Thank you for the opportunity to assist you on this project! If you require further information, please do not hesitate to contact me.

Regards,

A handwritten signature in green ink, appearing to read 'Douglas Kleppin', is written over the printed name and title.

Douglas Kleppin, AIA

Principal, SLAM Collaborative



EXISTING SITE PLAN





PROPOSED CONCEPT SITE PLAN



REQUEST FOR LEGAL SERVICES

To: County Attorney's Office
Attention: Noah Milov

From: Mark Kithcart, Drawer No.

Dept: Facilities Management Ext. 5511

Date: 10/22/2025

Request (in detail): _____

Review Agenda Item Modification No. 01 to Consultant Services Authorization (CSA) No.2021-031-03 with SLAM Collaborative for the Polk County High Voltage Switchgear and Generator Study as a scope of services expansion to include additional Architectural Services, Electrical and Civil Engineering for property recently purchased at 222 East Main Street, Bartow, FL 33830 (\$85,150.00 one-time expense)

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

For County Attorney office use only:

Assign to: Moah Milov

Date: 10/23/25

County Attorney Project No.: 25-691

Logged out: 10/23/28

No changes - N.M