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 Project #5700088 Total Project Budget: \$4,724,000 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' **Procurement Division** Date Received: 10 14 Date Reviewed by Analyst:_ Approved by:_ (Procurement Director/Designee) County Attorney's Office (Required for all CSA's) _____Date Reviewed: _/)/⊃⊘/ Date Received: Approved by: 4 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: $oldsymbol{\iota}$ (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	N/A
applicable)	
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	\$85,150 (Lump Sum)
Modification	
Revised total compensation	\$184,650 (Lump Sum)
Budget Source/Availability	Operating and 308 Funds

IN WITNESS WHEREOF, the parties hereto have exe	cuted this CSA Modification on this	
day of, 20		
Attest:	POLK COUNTY, a political subdivision	
STACY M. BUTTERFIELD	of the State of Florida	
By:	Ву:	
Deputy Clerk T.R. Wilson, C		an
Date Approved by County:	Board of County Commissioners	
	Review as to form and legal sufficien	су
	lichviller	10/20/25
	County Attorney's Office	Date
- CANADA CONTROL OF THE CONTROL OF T		

10/09/2025

Date

CONSULTANT COMPANY NAME:

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

Authorized Corporate Officer Daniel S. Kantor, Treasurer

[Printed Name and Title]

10/09/2025

Date

SEAL 7.27.20(MS)

Corporate Secretary

Attest:



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 foe environmental assessmentls. 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

- Complete specifications and materials associated the civil site development details.
- Supporting civit 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.

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 he sitate to contact me.

Regards,

Douglas Kleopin, AA

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	
Review Age No.2021-03 Generator St Electrical an	in detail):	nty High Voltage Switchgear and additional Architectural Services,
Please ind	licate any time limits involved and a ration.	ttach all necessary
Assign to:		Date: 10/23/25
Logged or	ttorney Project No.: 25 - 691 ut: 10/23/25 In Changes - N.M	