

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 #: _____ (Assigned by Procurement)

To be completed by the requesting Division:

Date: 03/06/2025 Division: Roads & Drainage Division

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

Project Name: CR 547 @ N 10th Street Intersection Improvements

Total Project Budget: \$1,500,000.00 Project # 5400198

Estimate of Construction Cost: \$ 1,262,420.75

Original \$243,945.67
Added #2 4,485.68

Proposed Consultant: Burgess and Niple Inc. Fee: \$ 248,431.35

Master Consultant Agreement # 17-051

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

Approved By: _____ Date: 3/7/25
Division Director/Designee

Procurement Division

Date Received: 3/12/25 Date Reviewed by Analyst: Feen M & G

Approved by: _____
(Procurement Director/Designee)

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

Date Received: 3/14/2025 Date Reviewed: 3/21/2025

Approved by: Loah Wilson
(County Attorney Office Signature)

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

Date Received: _____ Date Reviewed: 3/21/25

Approved by: _____
(County Manager Office Signature)

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

REQUEST FOR LEGAL SERVICES

TO: COUNTY ATTORNEY'S OFFICE (AT01)

ATTENTION: Noah Milov
(CHECK ONE) Heather Bryan

✓

FROM: William Lorenzo
(Name and Phone Number)

DATE: 02/26/25

RETURN TO: William Lorenzo (TR02)

DIVISION: Roads and Drainage

BOARD AGENDA DATE: April 1, 2025

COUNTY MANAGER ITEM: ☐

PROJECT: CR 547 @ N 10th Street Intersection Improvements

CSA/CONTRACT NUMBER: 17-051-07

MODIFICATION NUMBER: 1

CHANGE ORDER NUMBER: _____

TYPE OF AGREEMENT: CSA

NAME OF CONSULTANT/CONTRACTOR: Burgess and Niple, Inc

Please indicate any time limits and attach all necessary documentation.

REQUEST IN DETAIL: Contract Amendment No. 1 for review

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:

Noah

Log-In Date:

3/14/25

CAO Project Number:

25-227

Log-Out Date:

3/21/2025

Consultant Services Authorization - Modification

Firm	Burgess & Niple, Inc.
Master Agreement No.	17-051
CSA No. Modification No.	17-051-07 1
Project Name	CR547 (Davenport Boulevard) at North 10th Street Intersection
Project Description	Additional effort required to modify sidewalk that has recently been constructed by others.
Project Exhibits and Attachments (Ex. B, C & D not required)	Exhibit "A" – Scope of Services
Duration : (Original): Additional days:	Through completion of construction
Compensation (Original) Additional Compensation:	Total Cost Not to Exceed: \$ 243,945.67 Total Cost Not to Exceed: \$ 4,485.68
Special Contract Conditions	None in Modification
Insurance Requirements	Same requirement as original
Liquidated Damages	Same as original
Budget Source/Availability	10104.540541095.5666000.5400198

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
Noah Miller 3/21/2025
County Attorney's Office Date

Attest:

Corporate Secretary

SEAL

Date: March 6, 2025



Burgess & Niple, Inc.
CONSULTANT COMPANY NAME

Authorized Corporate Officer

Scott D. Perfater, PE, Executive Vice President
[Printed Name and Title]

Date: March 7, 2025

BURGESS & NIPLE

1800 Pembroke Drive | Suite 265 | Orlando, FL 32810 | 407.401.8527

Mr. William G. Lorenzo, PE, Project Manager
Polk County Board of County Commissioners
Roads & Drainage Division
PO Box 9005, Drawer TR05
Bartow, FL 33831-9005

Re: CR 547 (Davenport Boulevard) @
North 10th Street Intersection
Improvements
Professional Services Fee Proposal
CSA No. 17-051-07 (Modification #01)

February 28, 2025

Dear Mr. Lorenzo:

Burgess & Niple, Inc. (B&N) is pleased to submit this fee proposal for professional services for improvements to the CR 547 (Davenport Boulevard) at North 10th Street intersection. This proposed fee proposal was prepared based on additional effort required to harmonize with sidewalk that has recently been constructed by others. This additional effort includes updates to the plan and cross section views. This document will act as a scope of services with an attached proposed maximum not-to-exceed fee for this contract assigned under the authority of our continuing services contract with Polk County, Contract No. 17-051.

Section VII is amended to add the following:

SECTION VII (a) – PAYMENT FOR ADDITIONAL PROFESSIONAL SERVICES

The proposed maximum not to exceed fee for the professional engineering services described in this Modification No. 1 to CSA 17-051-07 is \$4,485.68. See Exhibit B for a staff hour breakdown of this proposed professional services fee. If there are any questions regarding the enclosed material or if we can provide additional information to assist the County with its review, please contact us.

Sincerely,

BURGESS & NIPLE, INC.



Scott D. Perfater, PE
Vice President

6. Schedule of Professional Rates:

B&N Staff Classification	Range of Direct Labor Rates	Range of Hourly Billing Rates
	(Rounded to the nearest dollar)	
Project Manager	\$71.00 - \$81.00	\$232.00 - \$265.00
Chief Engineer	\$79.00 - \$91.00	\$258.00 - \$298.00
Principal	\$82.00 - \$94.00	\$268.00 - \$307.00
Quality Control Reviewer	\$67.00 - \$77.00	\$219.00 - \$252.00
Senior Engineer	\$60.00 - \$69.00	\$196.00 - \$226.00
Senior Roadway Engineer	\$56.00 - \$64.00	\$183.00 - \$209.00
Roadway Engineer	\$36.00 - \$41.00	\$118.00 - \$134.00
Engineering Intern	\$30.00 - \$34.00	\$98.00 - \$111.00
Senior Drainage Engineer	\$65.00 - \$75.00	\$213.00 - \$245.00
Drainage Engineer	\$46.00 - \$53.00	\$150.00 - \$173.00
Senior Structural Engineer	\$65.00 - \$75.00	\$213.00 - \$245.00
Structural Engineer	\$60.00 - \$69.00	\$196.00 - \$226.00
Inspector	\$43.00 - \$49.00	\$141.00 - \$160.00
Senior Traffic Engineer	\$69.00 - \$79.00	\$226.00 - \$258.00
Traffic Engineer	\$54.00 - \$62.00	\$177.00 - \$203.00
Senior Utility Engineer	\$77.00 - \$88.00	\$252.00 - \$288.00
Utility Engineer	\$43.00 - \$49.00	\$141.00 - \$160.00
Designer/CADD Technician	\$40.00 - \$46.00	\$131.00 - \$150.00
Administrative/Secretary	\$27.00 - \$31.00	\$88.00 - \$101.00

BURGESS & NIPLE**7. Labor multiplier calculation:**

LABOR MULTIPLIER CALCULATION

Direct Labor	1.00
Overhead/General/Administrative	<u>1.77</u>
Subtotal	2.77
Profit (@12%)	<u>0.33</u>
Total Multiplier	3.10

EXHIBIT B

ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

Name of Project:
County:

CR 547 (Davenport Blvd) @ North 10th Street - MOD #01
Polk

Consultant Name: Burgess & Niple
Consultant No.: TBD

Date: 2/28/2025

Estimator: Janey Walls, PE

Staff Classification	Total Staff Hours From "SH"	Project Manager	Chief Engineer	Roadway Engineer	Drainage Engineer	Traffic Engineer	Engineering Intern	Designer	SH By Activity	Salary Cost By Activity	Average Rate Per Task
3. Project General and Project Common Tasks	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
4. Roadway Analysis	30	2	1	7	5	6	4	5	30	\$4,486	\$149.52
5. Roadway Plans	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
6a. Drainage Analysis	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
6b. Drainage Plans	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
8. Environmental Permits, Compliance & Clearances	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
9. Structures - Misc. Tasks, Dwgs, Non-Tech.	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	#DIV/0!
19. Signing & Pavement Marking Analysis	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	#DIV/0!
21. Signalization Analysis	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	#DIV/0!
23. Lighting Analysis	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	#DIV/0!
Total Staff Hours	30	2	1	7	5	6	4	5	30		
Total Staff Cost		\$464.00	\$263.89	\$892.43	\$750.00	\$1,062.00	\$398.36	\$655.00		\$4,485.68	

Check = \$4,485.68

SUE Field Days by Subconsultant
3-Person Crew 0.00

SALARY RELATED COSTS:

OVERHEAD:

OPERATING MARGIN:

FCCM (Facilities Capital Cost Money):

0%

0%

0.00%

4-person crew

days @

\$

/ day

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Notes:

1. This sheet to be used by Prime Consultant to calculate the EXPENSES:

2. Manually enter fee from each subconsultant. Unused sub Survey (Field - if by Prime)

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