

MASTER CONSULTING AGREEMENT

THIS AGREEMENT is entered into as of the Effective Date (defined in Section 1.1 below) by and between Polk County (the “County”), a political subdivision of the State of Florida, situated at 330 W. Church Street, Bartow, Florida 33830, Chastain-Skillman, LLC (the “Consultant”) a Delaware limited liability company located at 205 E Orange Street, Suite 110, Lakeland, FL 33801 and whose Federal Employer Identification Number is: 590619876.

WHEREAS, the County Land Development Division works with engineers, surveyors, attorneys, planners, and the public to ensure that land is developed in accordance with the Polk County Land Development Code, Comprehensive Plan, and Utility Code. The Land Development Division, Engineering Section provides site design review services for private commercial and residential development projects, as well as activities within County rights-of-way. Additionally, staff provides site construction inspection services, floodplain management services, and survey reviews, which includes, meetings with property owners, developers, the Florida Department of Transportation (FDOT), city staff, and various regional and state agencies; and,

WHEREAS, County requires certain professional services in connection with staff augmentation services, which includes surveyors, inspectors, floodplain management and engineers on a temporary basis; and

WHEREAS, the County has solicited for these services via RFP 25-625, an advertised request for proposals (the “RFP”), and has received numerous responsive proposals thereto; and

WHEREAS, pursuant to the RFP, the County has selected the Consultant and the Consultant remains agreeable to providing the County the professional services described herein, and the Consultant represents that it is capable and prepared to do so according to the terms and conditions stated herein;

NOW, THEREFORE, in consideration of the mutual understandings and covenants set forth herein, the parties hereby agree, as follows:

1.0 **Term**

1.1 This Agreement shall take effect on the date of its execution by the County (the “Effective Date”).

1.2 The term of this Agreement shall be for a five (5) year time period, commencing

upon the Effective Date and remaining in full force and effect thereafter, unless otherwise sooner terminated as provided herein.

2.0 **Services to Be Performed by Consultant**

2.1 Consultant shall perform the services as generally described in (i) the County's Request for Proposals RFP 25-625 to include all attachments and addenda, and (ii) the Consultant's responsive proposal thereto (collectively, (i) and (ii) are "RFP 25-625") all of which are incorporated into this Agreement by this reference, attached hereto as a composite Exhibit "A" and made a part of this Agreement, and as may be further specifically designated and authorized by the County, in writing (collectively, the "Services"). Such authorization will be referred to as a Consultant Services Authorization ("CSA") or a Contract Purchase Order ("CPO") and all provisions of this Agreement apply to the CSA/CPO with full force and effect as if appearing in full within each CSA/CPO. Each CSA/CPO will set forth a specific Scope of Services, maximum limit of compensation, schedule, liquidated damages and completion date, and shall become effective upon the due execution.

2.2 The Consultant is not authorized to undertake any project without a duly executed CSA/CPO, which shall specify the work to be performed and the time to be completed. Consultant recognizes that the County may employ several different Consultants to perform the work described and that the Consultant has not been employed as the exclusive agent to perform any such services.

2.3 When the Consultant and the County enter into a CSA/CPO where the term of the CSA/CPO expires on a date that is later than the date that the Master Consulting Agreement (MCA) expires, the Consultant and the County agree that the terms of the MCA and any amendments, attachments or provisions thereof are automatically extended until the expiration (including any extension or amendment thereto) or full completion of the requirements of the CSA/CPO have been performed. Cancellation by the County of any remaining work prior to the full completion of the requirements of the CSA/CPO shall cause the terms of the MCA to terminate at the same time. This provision only applies when the expiration of the CSA/CPO extends beyond the expiration of the MCA. It does not apply when a CSA/CPO expires or is cancelled prior to the expiration of the MCA.

3.0 Compensation

3.1 General

3.1.1 County shall pay Consultant in accordance with Exhibit "B", "Fee Schedule", which is attached hereto and incorporated by reference as part of this Agreement. The fee schedule identifies all job classifications, which will perform billable services pursuant to this Agreement and the fee for each job classification. Performance of work by personnel in job classifications not listed on the fee schedule will result in nonpayment for such services.

3.1.2 Upon the mutual agreement of the parties, the Fee Schedule, as set out in Exhibit "B" may be adjusted by a written Amendment to the Master Consulting Agreement annually beginning one year from the Effective Date of this Agreement. Such amendment must be executed by both parties and shall operate prospectively only and shall not alter fee schedules for CSA's/CPO's in effect at the time of the amendment.

3.1.3 Compensation may be negotiated as a not to exceed price or a lump sum amount on a per-project basis, on each individual CSA/CPO.

3.1.4 In the event a not to exceed price is negotiated, compensation shall be billed and paid based on and in accordance with the Hourly Rate Schedule attached hereto and incorporated herein as Exhibit "B". The Hourly Rate Schedule identifies all job classifications which will perform billable services pursuant to this Agreement and the fee for each job classification. Performance of work by personnel in job classifications not listed on the fee schedule will result in nonpayment for such services.

3.1.5 Invoices must reference the applicable CSA/CPO number, using an invoice form approved by the County Auditor.

3.1.6 Each individual invoice shall be due and payable forty-five (45) days after receipt by the County of correct, fully documented, invoice, in form and substance satisfactory to the County with all appropriate cost substantiations attached. All invoices shall be delivered, as applicable based on the particular project:

Polk County Land Development Division
330 W. Church Street, Bartow, FL 33830
Attention: Director

3.1.7 In order for both parties herein to close their books and records, the Consultant will clearly state "Final Invoice" on the Consultant's final/last billing to the County. This certifies that all services have been properly performed and all charges and costs have been invoiced to the County. Since this account will thereupon be closed, any and other further charges if not properly included on this final invoice are waived by the Consultant.

3.1.8 Payment of the final invoice shall not constitute evidence of the County's acceptance of the work

3.1.9 Invoices shall be accompanied by time and task records for all billable hours appearing on the invoice. Additional documents may be requested by County and, if so requested, shall be furnished by Consultant to County Auditor's satisfaction.

3.1.10 By submission of an invoice, the project manager or designated payroll officer is deemed to be attesting to the correctness and accuracy of time charges and requested reimbursements.

3.1.11 Pursuant to Section 3.1.4, if a not to exceed fee is negotiated, invoices shall be accompanied by time and task records for all billable hours appearing on the invoice. Alternatively, if a lump sum amount is negotiated, invoices shall be made upon the completion of each phase of the work in proportion to the Services performed, as specifically set forth in the applicable CSA or CPO. Additional documentation may be requested by the County and, if so requested, shall be furnished by the Consultant to the County Auditor's satisfaction.

3.2 Reimbursable

3.2.1 All requests for payment of out-of-pocket expenses eligible for reimbursement per the negotiated CPO or CSA shall be reimbursed in accordance with the County's Reimbursable Schedule, Exhibit "C", and include copies of paid receipts, invoices or other documentation acceptable to the County's Auditor. Such documentation shall be sufficient to establish that the expense was actually incurred and necessary in the performance of the Scope of Work described in this Agreement, CSA, or CPO.

3.2.2 Reimbursable Expenses are the actual, pre-approved, expenses incurred directly in connection with the applicable CSA or CPO, and include:

Sub-Consultant

3.2.3 Mileage and associated travel costs shall be reimbursed in accordance with F.S. 112.061 and County policy for pre-approved out-of-county travel only (excluding travel from home offices located outside of Polk County to the Polk County line).

3.2.4 All assets, i.e. durable goods, purchased as reimbursable expenses become the property of the County upon completion of the work for which the asset was utilized. All such assets must be surrendered by delivery to the Polk County Land Development Division offices upon demand, termination of the Agreement, or the conclusion of the project, whichever occurs first.

3.2.5 Consultant shall maintain a current inventory of all such assets.

4.0 **Insurance**

4.1 **General Provisions**

4.1.1 Consultant shall maintain, at all times, the following minimum levels of insurance and shall, without in any way altering their liability, obtain, pay for and maintain insurance for the coverages and amounts of coverage not less than those set forth below and provide the County with a Certificate of Insurance and an opportunity to inspect a certified copy of each policy applicable to this Agreement followed thereafter by an annual Certificate of Insurance satisfactory to the County to evidence such coverage before any work commences.

4.1.2 The County shall be named as an additional insured on all Consultant policies related to the project, excluding professional liability and worker's compensation. The Commercial General Liability and Worker's Compensation Liability policies shall contain a waiver of subrogation in favor of Polk County. All insurance coverage shall be written with an insurer having an A.M. Best Rating of a least the "A" category and size category of VIII.

4.1.3 The Consultant's self-insured retention or deductible per line of coverage shall not exceed \$25,000.00 without the permission of the County.

4.1.4 If there is any failure by the Consultant to comply with the provisions of

this section, the County may, at its option, on notice to the Consultant, suspend the work for cause until there is full compliance.

4.1.5 County may, at its sole discretion, purchase such insurance at Consultant's expense provided that the County shall have no obligation to do so and if the County shall do so, it shall not relieve Consultant of its obligation to obtain insurance.

4.1.6 The Consultant shall not be relieved of or excused from the obligation to obtain and maintain such insurance amount and coverages.

4.1.7 All Consultants' subconsultants shall be required to include County and Consultant as additional insured on their General Liability Insurance policies.

4.1.8 In the event that subconsultants used by the Consultant do not have insurance, or do not meet the insurance limits, Consultant shall indemnify and hold harmless the County for any claim in excess of the subconsultants' insurance coverage.

4.1.9 The Consultant shall not commence work under this Agreement until all insurance required as stated herein has been obtained and such insurance has been approved by the County.

4.2 Comprehensive Automobile Liability Insurance. \$1,000,000.00 combined single limit of liability for bodily injuries, death and property damage resulting from any one occurrence, including all owned, hired, and non-owned vehicles.

4.3 Commercial General Liability. \$1,000,000.00 combined single limit of liability for bodily injuries, death and property damage, and personal injury resulting from any one occurrence, including the following coverages:

4.3.1 Premises and Operations:

Broad Form Commercial General Liability Endorsement to include Blanket Contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm); Personal Injury (with employment and contractual exclusions deleted); and Broad Form Property Damage coverage.

4.3.2 Independent Contractors:

Delete Exclusion relative to collapse, explosion and underground; Property Damage Hazards; Cross Liability Endorsement; and Contractual liability (specifically covering, but not limited to, the

contractual obligations assumed by the Firm)

4.4 Umbrella (Excess) Liability Insurance. Umbrella Liability with limits of not less than \$1,000,000.00, exclusive of defense costs, to be in excess of all other coverages. Such coverage shall be at least as broad as the primary coverages above, with any excess umbrella layers written on a strict following form basis over the primary coverage. All such policies shall be endorsed to provide defense coverage obligations.

4.5 Professional Liability Insurance. \$2,000,000.00 for design errors and omissions, inclusive of defense costs. Consultant shall be required to provide continuing Professional Liability Insurance to cover each project for a period of two (2) years after the project is completed. Insurance requirements may vary depending on projects as determined by the County Director of Risk Management and Insurance. The County may require the Consultant to provide a higher level of coverage for a specific project and time frame.

4.6 Performance, Payment and Other Bonds. Consultant shall furnish Performance and Payment Bonds specific to each project if required and agreed to under the CSA or CPO for the project.

4.7 Worker's Compensation. The Consultant shall provide, pay for, and maintain worker's compensation insurance on all employees, its agents or subcontractors as required by Florida Statutes.

5.0 **Standard of Care**

5.1 Consultant has represented to the County that it has the personnel and experience necessary to perform the work in a professional and workmanlike manner.

5.2 Consultant shall exercise the same degree of care, skill, and diligence in the performance of the Services as is provided by a professional of like experience, knowledge and resources, under similar circumstances.

5.3 Consultant shall, at no additional cost to County, re-perform services which fail to satisfy the foregoing standard of care or otherwise fail to meet the requirement of this Agreement.

5.4 The Consultant warrants that all services shall be performed by skilled and competent personnel to the professional standards in the field.

6.0 Indemnification

6.1 General. Having considered the risks and potential liabilities that may exist during the performance of the Services and in consideration of the promises included herein, County and Consultant agree to allocate such liabilities in accordance with this Section.

6.2 Indemnification.

6.2.1 Consultant, to the extent permitted by law, shall indemnify, defend (by counsel reasonably acceptable to County) protect and hold County, and its officers, employees and agents harmless from and against any and all, claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses and expenses (including, without limitation, attorney's fees costs and expenses incurred during negotiation, through litigation and all appeals therefrom) whatsoever including, but not limited, to those pertaining to the death of or injury to any person, or damage to any property, arising out of or resulting from (i) the failure of Consultant to comply with applicable laws, rules or regulations, (ii) the breach by Consultant of its obligations under this Agreement, (iii) any claim for trademark, patent or copyright infringement arising out of the scope of Consultant's performance or nonperformance of this Agreement, or (iv) the negligent acts, errors or omissions, or intentional or willful misconduct, of Consultant, its professional associates, its subcontractors, agents, and employees provided, however, that Consultant shall not be obligated to defend or indemnify the County with respect to any such claims or damages arising out of the County's sole negligence.

6.2.2 County review, comment and observation of the Consultant's work and performance of this Agreement shall in no manner constitute a waiver of the indemnification provisions of this Agreement.

6.2.3 Consultant agrees that it bears sole legal responsibility for its work and work product, and the work and work product of subconsultants and their employees, and/or for Consultant's performance of this Agreement and its work product(s).

6.3 Survival. Upon completion of all Services, obligations and duties provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Agreement shall survive as if the Agreement were in full force and effect.

7.0 **Independent Contractor**

7.1 Consultant undertakes performance of the Services as an independent contractor and shall be wholly responsible for the methods of performance.

7.2 County shall have no right to supervise the methods used, but County shall have the right to observe such performance.

7.3 Consultant shall work closely with County in performing Services under this Agreement.

7.4 The Consultant shall not pledge the County's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien or any form of indebtedness and shall have no right to speak for or bind the County in any manner.

7.5 Consultant further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

8.0 **Authority to Practice**

8.1 The Consultant hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner.

9.0 **Public Records Law**

(a) The Consultant acknowledges the County's obligations under Article I, Section 24, of the Florida Constitution and under Chapter 119, Florida Statutes, to release public records to members of the public upon request and comply in the handling of the materials created under this Agreement. The Consultant further acknowledges that the constitutional and statutory provisions control over the terms of this Agreement. In association with its performance pursuant to this Agreement, the Consultant shall not release or otherwise disclose the content of any documents or information that is specifically exempt from disclosure pursuant to all applicable laws.

(b) Without in any manner limiting the generality of the foregoing, to the extent applicable, the Contractor acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

(1) keep and maintain public records required by the County to perform the services required under this Agreement;

(2) upon request from the County's Custodian of Public Records or his/her designee, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration

of the term of this Agreement and following completion of this Agreement if the Consultant does not transfer the records to the County; and

(4) upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the service. If the Consultant transfers all public records to the County upon completion of this Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's Custodian of Public Records, in a format that is compatible with the information technology systems of the County.

(c) IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT:

**RECORDS MANAGEMENT LIAISON OFFICER
POLK COUNTY
330 WEST CHURCH ST.
BARTOW, FL 33830
TELEPHONE: (863) 534-7670
EMAIL: RMLO@POLKFL.GOV**

10.0 Compliance with Laws

10.1 In performance of the Services, Consultant shall comply with applicable regulatory requirements including federal, state, special district, and local laws, rules, regulations, orders, codes, criteria and standards, including those now in effect and hereafter adopted.

11.0 Subcontracting

11.1 The County reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractor.

11.2 If a subcontractor fails to perform or make progress, as required by this Agreement, and it is necessary to replace the subcontractor to complete the work in a timely fashion, the Consultant shall promptly do so, subject to acceptance of the new subcontractor by the County. Failure of a Subcontractor to timely or properly perform its obligations shall not relieve Consultant of its obligations hereunder.

12.0 **Federal and State Taxes**

12.1 The County is exempt from Federal Tax and State Sales and Use Taxes. Upon request, the County will provide an exemption certificate to Consultant. The Consultant shall not be exempted from paying sales tax to its suppliers for materials to fulfill contractual obligations with the County, nor shall the Consultant be authorized to use the County's Tax Exemption Number in securing such materials.

13.0 **Public Entity Crimes**

13.1 The Contractor declares and warrants that neither the Contractor nor any of the Contractor's affiliates, as that term is defined in Section 287.133, Florida Statutes, are subject to the restrictions in Section 287.133, Florida Statutes, regarding the commission of a public entity crime. If during the term of this Agreement, the Contractor or any affiliate is convicted of a public entity crime or is otherwise prohibited from performing work for or transacting business with the County pursuant to Section 287.133, Florida Statutes, then the Contractor shall be in material default of this Agreement, and in such case, the County shall have the rights and remedies as provided herein.

14.0 **County's Responsibilities**

14.1 County shall be responsible for providing access to all County project sites, and providing information in the County's possession that may reasonably be required by Consultant, including; existing reports, studies, financial information, and other required data that are available in the files of the County.

15.0 **Termination of Agreement**

15.1 This Agreement may be terminated by the Consultant upon thirty (30) days prior written notice to the County in the event of substantial failure by the County to perform in accordance with the terms of the Agreement through no fault of the Consultant.

15.2 This Agreement may be terminated by the County with or without cause immediately upon written notice to the Consultant.

15.3 Unless the Consultant is in breach of this Agreement, the Consultant shall be paid for services rendered to the County's satisfaction through the date of termination.

15.4 After receipt of a Termination Notice, as described in this Article 15.0, and except as otherwise directed by the County, the Consultant shall:

15.4.1 Stop work on the date and to the extent specified.

15.4.2 Terminate and settle all orders and subcontracts relating to the performance of the terminated work.

15.4.3 Transfer all work in process, completed work, and other material related to the terminated work to the County.

15.4.4 Continue and complete all parts of the work that have not been terminated.

16.0 **Uncontrollable Forces (Force Majeure)**

16.1 Either party hereunder may be temporarily excused from performance if an Event of Force Majeure directly or indirectly causes its nonperformance. An “Event of Force Majeure” is defined as any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions. Neither party shall be excused from performance if non-performance is due to forces which are reasonably preventable, removable, or remediable and which the non-performing party could have, with the exercise of reasonable diligence, prevented, removed, or remedied prior to, during, or immediately after their occurrence. Within five (5) days after the occurrence of an Event of Force Majeure, the non-performing party shall deliver written notice to the other party describing the event in reasonably sufficient detail, along with proof of how the event has precluded the non-performing party from performing its obligations hereunder, and a good faith estimate as to the anticipated duration of the delay and the means and methods for correcting the delay. The non-performing party’s obligations, so far as those obligations are affected by the Event of Force Majeure, shall be temporarily suspended during, but no longer than, the continuance of the Event of Force Majeure and for a reasonable time thereafter as may be required for the non-performing party to return to normal business operations. If excused from performing any obligations under this Agreement due to the occurrence of an Event of Force Majeure, the non-performing party shall promptly, diligently, and in good faith take all reasonable action required for

it to be able to commence or resume performance of its obligations under this Agreement. During any such time period, the non-performing party shall keep the other party duly notified of all such actions required for it to be able to commence or resume performance of its obligations under this Agreement.

17.0 **Governing Law and Venue**

17.1 This Agreement shall be governed in all respects by the laws of the State of Florida and any litigation with respect thereto shall be brought only in the courts of Polk County, Florida or the United States District Court, Middle District of Florida located in Hillsborough County, Florida. Each party shall be responsible for its own attorneys' fee and other legal costs and expenses.

18.0 **Non-Discrimination**

18.1 The Consultant warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, gender, age or national origin.

19.0 **Waiver**

19.1 A waiver by either County or Consultant of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach. The making or acceptance of a payment by either party with knowledge of the existence of a default or breach shall not operate or be construed to operate as a waiver of any subsequent default or breach.

20.0 **Severability**

20.1 The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way affect the validity or enforceability of any other portion or provision of the Agreement.

20.2 Any void provision shall be deemed severed from the Agreement and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain the particular portion or provision held to be void.

20.3 The parties further agree to reform the Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision.

20.4 The provisions of this section shall not prevent the entire Agreement from being

void should a provision which is of the essence of the Agreement be determined to be void.

21.0 **Entirety of Agreement**

21.1 The County and the Consultant agree that this Agreement sets forth the entire Agreement between the parties, and that there are no promises or understandings other than those stated herein.

21.2 This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters or other communications between the County and Consultant pertaining to the Services, whether written or oral.

21.3 None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered except by written instrument executed by the parties hereto.

22.0 **Modification**

22.1 This Agreement may not be modified unless such modifications are evidenced in writing signed by both County and Consultant. Such modifications shall be in the form of a written Amendment executed by both parties.

23.0 **Successors and Assigns**

23.1 County and Consultant each binds itself and its partners, successors, permitted assigns, and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, permitted assigns, and legal representatives of such other party.

23.2 Consultant shall not assign this Agreement without the express written approval of the County by executed amendment, which approval may be withheld in the County's sole discretion.

23.3 In the event of a merger, the surviving corporation shall be substituted for the contracting party to this agreement and such substitution shall be affirmed by the County by executed amendment.

24.0 **Contingent Fees**

24.1 The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this

Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than bona fide employee working solely for the Consultant, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Agreement.

25.0 **Truth-In-Negotiation Certificate**

25.1 Execution of this Agreement by the Consultant shall act as the execution of a Truth-in-Negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this Agreement are accurate, complete, and current as of the Effective Date of this Agreement.

25.2 The said rates and costs shall be adjusted to exclude any significant sums should the County determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates or due to inaccurate representations of fees paid to outside consultants. The County shall exercise its rights under this "Certificate" within one (1) year following payment.

26.0 **Ownership of Documents**

26.1 Consultant shall be required to cooperate with other consultants relative to providing information requested in a timely manner and in the specified form. Any and all documents, records, disks, original drawings, or other information shall become the property of the County for its use and/or distribution as may be deemed appropriate by the County. Consultant is not liable for any damages, injury or costs associated with the County's use or distribution of these documents for purposes other than those originally intended by Consultant.

27.0 **Access and Audits**

27.1 Consultant shall maintain adequate records to justify all charges and costs incurred in performing the work for at least three (3) years after completion of this Agreement. The County shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours at the Consultant's place of business.

27.2 Misrepresentations of billable time or reimbursable expenses as determined by the Auditor to the Polk County Board of County Commissioners shall result in the recovery of any resulting overpayments. The County's cost of recovery shall be the sole expense of the Consultant, including

accounting and legal fees, court costs and administrative expenses.

27.3 Intentional misrepresentations of billable hours and reimbursable expenses will be criminally prosecuted to the fullest extent of the law.

27.4 All invoices submitted are subject to audit and demand for refund of overpayment up to three (3) years following completion of all services related to this Agreement.

28.0 **Notice**

28.1 Any notice, demand, communication, or request required or permitted hereunder shall be in writing and delivered in person or sent by Federal-Express or by Certified Mail, postage prepaid as follows:

As to County: Polk County Land Development Division
330 West Church Street
Bartow, FL 33830
Attention: Director

As to Consultant: Chastain-Skillman, LLC
205 East Orange Street, Suite 110
Lakeland, FL 33801
Attention: W. Ronald Cauthan, PE

28.2 Notices shall be effective when received at the addresses as specified above. Changes in the respective addresses to which such notice is to be directed may be made from time to time by either party by written notice to the other party. Facsimile transmission is acceptable notice effective when received, however, facsimile transmissions received (i.e.; printed) after 5:00 p.m., or on weekends or holidays, will be deemed received on the next business day. The original of the notice must additionally be mailed as required herein.

28.3 Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of Consultant and County.

29.0 **Service of Process**

As to County: County Attorney
County Administration Building
330 W. Church Street, 4th Floor
Bartow, Florida 33830

As to Consultant: Chastain-Skillman, LLC
205 East Orange Street, Suite 110
Lakeland, FL 33801

30.0 **Contract Administration**

30.1 Services of Consultant shall be under the general direction of the Land Development Division Director, or their successor, who shall act as the County's representative during the term of this Agreement.

31.0 **Key Personnel**

31.1 Consultant shall notify County in the event of key personnel changes, which might affect this Agreement. To the extent possible, notification shall be made within ten (10) days prior to changes. Consultant at County's request shall remove without consequence to the County any Subcontractor or employee of the Consultant and replace him/her with another employee having the required skill and experience. County has the right to reject proposed changes in key personnel. The following personnel shall be considered key personnel:

Name: Ron Cauthan, PE

Name: Jeff Ammermann

Name: James Dickerson

Name: Drew Morson, PE

Name: Doug Forni, PE

32.0 **Annual Appropriations**

32.1 Consultant acknowledges that the County, during any fiscal year, shall not expend money, incur any liability, or enter into any agreement which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any agreement, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such agreement. Nothing herein contained shall prevent the making of agreements for a period exceeding one year, but any agreement so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. Accordingly, the County's performance and obligation to pay under this agreement is contingent upon annual appropriation.

33.0 **Liquidated Damages**

33.1 The parties hereto agree that liquidated damages, in the amount specified in the applicable CSA/CPO, will be assessed against the Consultant for Consultant's failure to meet the final deliverable date in the Performance Schedule in the Scope of Work, but only to the extent and in proportion to

Consultant's fault in causing the delay as compared to other causes, and to the extent the Consultant is not delayed by reasons beyond Consultant's reasonable control.

34.0 Employment Eligibility Verification (E-VERIFY)

A. Unless otherwise defined herein, terms used in this Section which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

B. Pursuant to Section 448.095(5), Florida Statutes, the contractor hereto, and any subcontractor thereof, must register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. The contractor acknowledges and agrees that (i) the County and the contractor may not enter into this Agreement, and the contractor may not enter into any subcontracts hereunder, unless each party to this Agreement, and each party to any subcontracts hereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of this Agreement, and the County may treat a failure to comply as a material breach of this Agreement.

C. By entering into this Agreement, the contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of this Agreement. Failure to comply will lead to termination of this Agreement, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If this Agreement is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of Section 448.095, Fla. Stat., by the contractor, the contractor may not be awarded a public contract for a period of 1 year after the date of termination. The contractor shall be liable for any additional costs incurred by the County as a result of the termination of this Agreement. Nothing in this Section shall be construed to allow intentional discrimination of any class protected by law.

35.0 Limitation of Liability.

IN NO EVENT, SHALL THE COUNTY BE LIABLE TO THE CONSULTANT FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES OF ANY KIND OR NATURE, INCLUDING LOSS OF PROFIT, WHETHER FORESEEABLE OR NOT, ARISING OUT OF OR RESULTING FROM THE NONPERFORMANCE OR BREACH OF THIS CONTRACT BY THE COUNTY WHETHER BASED IN CONTRACT, COMMON LAW, WARRANTY, TORT, STRICT LIABILITY, CONTRIBUTION, INDEMNITY OR OTHERWISE.

36.0 Scrutinized Companies and Business Operations Certification; Termination.

A. Certification(s).

(i) By its execution of this Agreement, the Vendor hereby certifies to the County that the Vendor is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, nor is the Vendor engaged in a boycott of Israel, nor was the Vendor on such List or engaged in such a boycott at the time it submitted its bid, proposal, quote, or other form of offer, as applicable, to the County with respect to this Agreement.

(ii) Additionally, if the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000), then the Vendor further certifies to the County as follows:

(a) the Vendor is not on the Scrutinized Companies with Activities in Sudan List, created pursuant to Section 215.473, Florida Statutes; and

(b) the Vendor is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; and

(c) the Vendor is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and

(d) the Vendor was not on any of the Lists referenced in this subsection A(ii), nor engaged in business operations in Cuba or Syria when it submitted its proposal to the County concerning the subject of this Agreement.

(iii) The Vendor hereby acknowledges that it is fully aware of the penalties that may be imposed upon the Vendor for submitting a false certification to the County regarding the foregoing matters.

B. Termination. In addition to any other termination rights stated herein, the County may immediately terminate this Agreement upon the occurrence of any of the following events:

(i) The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(i) above, or the Vendor is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

(ii) The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(ii) above, or the Vendor is found to have been placed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, and the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000).

37. No Construction Against Drafter

37.1 The Parties acknowledge that this Agreement and all the terms and conditions contained herein have been fully reviewed and negotiated by the Parties. Accordingly, any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this

Agreement.

38. Unauthorized Alien(s)

The Consultant shall not employ or utilize unauthorized aliens in the performance of the Services provided pursuant to this Agreement. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a) and a cause for the County's unilateral termination of this Agreement. When delivering executed counterparts of this Agreement to the County, the Consultant shall also deliver a completed and executed counterpart of the attached "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS" form.

(THE REMAINDER OF THE PAGE LEFT INTENTIONALLY BLANK)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

ATTEST:

STACY M. BUTTERFIELD

Polk County, a political subdivision
of the State of Florida

By: _____
Deputy Clerk

By: _____
Martha Santiago, Ed. D., Chair
Board of County Commissioners



Date Signed by County: _____

Review as to form and legal sufficiency

W. R. Cauthan 5/19/2026
County Attorney's Office Date

ATTEST:

Chastain-Skillman, LLC
a Delaware limited liability company

By: [Signature]
Corporate Secretary

By: Andy Mason

W. R. CAUTHAN
[Print Name]

Andrew G. Mason
[Print Name]

DATE: 5/19/2026

CFO
[Title]

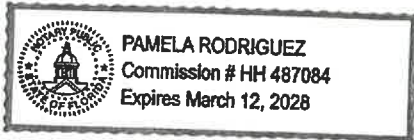
DATE: 5/18/2026

SEAL



ACKNOWLEDGEMENT OF FIRM IF A LIMITED LIABILITY COMPANY

STATE OF Florida County OF Polk
The foregoing instruments was acknowledged before me by means of physical presence or online notarization
this May 18, 2020 (Date) by Andy Mason (Name of officer or agent) as
CFO (title of officer or agent) of the Company on behalf of the Company, pursuant to
the powers conferred upon him/her by the Company. He/she personally appeared before me at the time of
notarization, and is personally known to me or has produced _____ as identification
and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true
in all respects. Subscribed and sworn to (or affirmed) before me this May 18, 2020 (Date) _____
Pamela Rodriguez (Official Notary Signature and Notary Seal)
Pamela Rodriguez (Name of Notary typed, printed or stamped)
Commission Number #HH 487084 Commission Expiration Date March 12, 2028



AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: RFP 25-625, Engineering Staff Augmentation Services for Land Development

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONSULTANT WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) (SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONSULTANT OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.

PROPOSER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: Chastain-Skillman, LLC

Signature: Andy Mason

Title: CFO

Date: 5/18/2026

State of: Florida

County of: polk

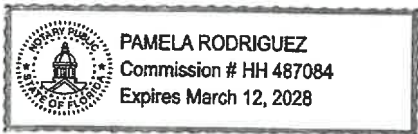
The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 18 day of May, 2026, by Andy Mason (name) as CFO (title of officer) of chastain-Skillman, LLC (entity name), on behalf of the company, who is personally known to me or has produced _____ as identification.

Notary Public Signature: Pamela Rodriguez

Printed Name of Notary Public: Pamela Rodriguez

Notary Commission Number and Expiration: #HH487084, March 12, 2028

(AFFIX NOTARY SEAL)



Affidavit Regarding the Use of Coercion for Labor or Services

In compliance with Section 787.06(13), Florida Statutes, this attestation must be completed by an officer or representative of a nongovernmental entity that is executing, renewing, or extending a contract with Polk County, a political subdivision of the State of Florida.

The undersigned, on behalf of the entity listed below (the "Nongovernmental Entity"), hereby attests under penalty of perjury as follows:

1. I am over the age of 18 and I have personal knowledge of the matters set forth herein.
2. I currently serve as an officer or representative of the Nongovernmental Entity.
3. The Nongovernmental Entity does not use coercion for labor or services, as those underlined terms are defined in Section 787.06, Florida Statutes.
4. This declaration is made pursuant to Section 92.525, Fla. Stat. and Section 787.06, Fla. Stat. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I Andrew G. Mason (Signatory Name and Title), declare that I have read the foregoing Affidavit Regarding the Use of Coercion for Labor and Services and that the facts stated in it are true.

Further Affiant sayeth naught.

Chastain-Skillman, LLC
NONGOVERNMENTAL ENTITY

Andrew G. Mason
SIGNATURE

Andrew G. Mason
PRINT NAME

CFO
TITLE

5/18/2026
DATE

Client#: 189537

DCCMLLC

ACORDTM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/15/2026

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Propel Insurance 1201 Pacific Avenue; Suite 1000 COM Middle Market Tacoma, WA 98402-4321	CONTACT NAME: Michelle Wolfe
	PHONE (A/C, No, Ext): 800 499-0933 FAX (A/C, No): 866 577-1326 E-MAIL ADDRESS: michelle.wolfe@propelinsurance.com
INSURED Chastain-Skillman, LLC DCCM, LLC 205 E Orange St Lakeland, FL 33801	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A : American Guarantee and Liability Ins.Co 26247
	INSURER B : Zurich American Insurance Company 16535
	INSURER C :
	INSURER D :
	INSURER E :

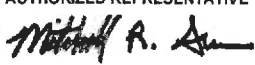
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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 INSR	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"/> BI/PD Ded:2,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GLO872027302	06/30/2025	06/30/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BAP872027402	06/30/2025	06/30/2026	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			SXS808437602	06/30/2025	06/30/2026	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) <input checked="" type="checkbox"/> N N/A If yes, describe under DESCRIPTION OF OPERATIONS below			WC872027202	06/30/2025	06/30/2026	<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)

Polk County, a political subdivision of the State of Florida, is named as an additional insured.
 Additional Insured Status applies per attached form(s).
 Waiver of Subrogation applies per attached form(s).

CERTIFICATE HOLDER Polk County , a Political Subdivision of the State of FL 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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RFP NOTICE

Polk County, a political subdivision of the State of Florida, requests the submittal proposals from firms that are interested in providing professional services of surveyors, inspectors, floodplain management and engineering on a temporary basis to support the operational needs of the Land Development Division, here as described herein. Sealed proposals must be received in the Procurement Division, prior to the due date and time listed below.

RFP Number and Title: 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

Receiving Period: Prior to 2:00 p.m., Wednesday, October 8, 2025

Bid Opening: Wednesday, October 8, 2025, at 2:00 p.m. or as soon as possible thereafter..

Special Instructions: A **NON-MANDATORY** pre-proposal meeting will be held Tuesday, September 16, 2025, 2:00 p.m. at the Polk County Administration building, Procurement Conference Room 150 (1st Floor) located at 330 W. Church St, Bartow, FL 33830. Those attending via video conference will be added to the sign-in sheet by the Procurement office during the video conference. The Zoom Meeting ID: 876 0813 0810.

Questions regarding this RFP must be in writing and must be sent to Tabatha Shirah, Procurement Analyst, via email at tabathashirah@polk-county.net. All questions must be received by Wednesday, September 24, 2025, 5:00 p.m.

Bid Opening: Proposers may attend the Bid Opening in person or via conference call by dialing (646) 558-8656 and enter Meeting ID: 327 647 2818. A listing of all proposers will be posted to Procurement's website as soon as possible after bid opening.

RFP REGISTRATION

You **MUST** register using this form in order to receive notice of any addenda to these documents. Please fax the completed form to the Polk County Procurement Division as soon as possible. It is the firm's responsibility to verify if any addenda have been issued.

RFP Number: 25-625

RFP Title: Staff Augmentation Services for Engineers, Surveyors, Inspectors, and Flood Plain Management (CCNA)

This form is for RFP registration. Please scroll down for additional information.

This form is for proposal registration only. Please scroll down for additional information.

Carefully complete this form and return it to the Procurement Division via e-mail to procurement@polk-county.net or fax (863) 534-6789. You must submit one form for each solicitation that you are registering for.

Company Name: _____

Contact Name: _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

Phone Number: _____

Email: _____

Proposal Submittal instructions

Proposers must submit their proposal prior to 2:00 p.m. on the receiving date. Proposals must be submitted in a “sealed” parcel or electronically through Polk County’s secure website, Kiteworks. Proposals will be publicly opened at 2:00 p.m. on the receiving date.

Sealed Parcel Submittal:

If you are submitting a sealed parcel proposal submit one (1) original marked ORIGINAL and five (5) copies marked COPY of the proposal in a sealed parcel to the Procurement Division. The parcel should be labeled “RFP #25-625 Engineering Staff Augmentation Services for Land Development Request for Professional Services” and marked with the proposer’s name and address. The Proposals may be mailed or delivered to:

**Polk County Procurement Division
330 West Church Street, Room 150
Bartow, FL 33830**

To assist with labeling the sealed parcel, please cut along the outer border and affix this label. Be sure to include the name of the company submitting the proposal where requested.

Sealed Proposal. DO NOT OPEN	
RFP Number	25-625
RFP Title	Staff Augmentation Services for Engineers, Surveyors, Inspectors, and Flood Plain Management (CCNA)
Due Date/Time:	October 8, 2025, prior to 2:00 pm
Submitted by:	
Deliver To:	Polk County Procurement Division 330 West Church Street, Room 150, Bartow, Florida 33830

Proposals may be mailed, express mailed or hand delivered. It is the Proposers responsibility to ensure their package is delivered to the Procurement Division prior to

2:00 p.m. on the Receiving date and time referenced above. Proposals delivered at 2:00 p.m. or later will not be accepted.

Electronic Proposals Submittal:

All prospective Proposers that are interested in submitting their proposals electronically can do so via the County's secure electronic submittal website, Kiteworks. Proposers must email tabathashirah@polk-county.net at least 48 hours prior to opening to receive a link to upload their submittal. Please only upload your documents as a PDF or Excel file for the Cost Tab, if applicable. Please use the name convention of your files as follow:

“RFP 25-625 Tab 1”

“RFP 25-625 Tab 2”

“RFP 25-625 Tab 3”

“RFP 25-625 Tab 4”

“RFP 25-625 Tab 5”

“RFP 25-625 Tab 6”

“RFP 25-625 Tab 7”

“RFP 25-625 Submittal Documents”

For more instructions, a video tutorial has been produced to further explain the electronic solicitation submittal process. It can be found by clicking here for RFP Submittals: https://youtu.be/vkn_7AHgioE. If you need assistance accessing this website due to ADA or any other reason, please email Tabatha Shirah at tabathashirah@polk-county.net.

Procurement recommends that Proposers submitting electronically double check the documents submitted into Kiteworks to ensure all requested tab information has been uploaded. Failure to upload the requested tab information may result in the proposal being deemed nonresponsive.

**POLK COUNTY
Procurement Division
Fran McAskill
Procurement Director**

REQUEST FOR PROPOSAL # 25-625

Staff Augmentation Services for Engineers, Surveyors, Inspectors, and Flood Plain Management (CCNA)

Sealed proposals will be received in the Procurement Division, **Wednesday, October 8, 2025, prior to 2:00 p.m.**

Attached are important instructions and specifications regarding responses to this Request for Proposal (the "RFP"). The failure of a responding proposer (a "Proposer") to follow these instructions could result in Proposer disqualification from consideration for a contract to be awarded pursuant to this RFP.

This document is issued by Polk County (the "County") which is the sole distributor of this RFP and all addenda and changes to the RFP documents. The County shall record its responses to inquiries and provide any supplemental instructions or additional documents pertaining to this RFP in the form of written addenda to the RFP. The County shall post all such addenda, together with any other information pertaining to this RFP, on the County's website at <https://www.polk-county.net/business/procurement/>. It is the sole responsibility of each Proposer to review the website prior to submitting a responsive proposal (a "Proposal") to this RFP to ensure that that the Proposer has obtained all available instructions, addenda, changes, supporting documents, and any other information pertaining to this RFP.

The County is not responsible for any solicitations issued through subscriber, publications, or other sources not connected with the County and the Proposer should not rely on such sources for information regarding the RFP solicitation.

Questions regarding this RFP must be in writing and must be sent to Tabatha Shirah, via email at tabathashirah@polk-county.net. All questions must be received by September 24, 2025, 4:00 p.m.

Proposers and any prospective Proposers shall not contact, communicate with or discuss any matter relating in any way to this RFP with any member of the Polk County Board of County Commissioners or any employee of Polk County other than the County Procurement Director or the individual designated above. This prohibition begins with the issuance of the Request for Proposal and ends upon execution of a contract. Any such communication initiated by a Proposer or prospective proposer shall be grounds for disqualifying the offender from consideration for a contract to be awarded pursuant to this RFP and for contracts to be awarded pursuant to RFPs or Requests for Proposal that the County may issue in the future.

A Proposer's responsive Proposal to this RFP may be mailed, express mailed, or hand delivered to:

**Polk County Procurement Division
330 West Church Street, Room 150
Bartow, Florida 33830
(863)534-6757**

INTRODUCTION

Polk County, a political subdivision of the State of Florida, seeks professional service of firm(s) to pv.

Polk County's Selection Process for consultants' services is in accordance with Section 287.055, Florida Statutes, the Consultants' Competitive Negotiations Act ("CCNA"). The Professional Services Selection Committee will review the qualifications of all submitting firms.

All personnel assigned to the work shall be fully qualified and licensed as necessary.

It is the intent of the County to select and negotiate a Master Consulting Agreement with one (1) or more firm(s). The County may employ several different consultants to perform the work described. No consultant shall be employed as the exclusive consultant. Consultants will be chosen based upon the expertise and experience listed as pertains to the work described. Selection of a qualified firm under this RFP is not a guarantee of work.

The County will negotiate a fee schedule as part of "Selection Process", Elevation Level 4 Contract Negotiations.

Services under this contract will be in compliance with Section 287.055 of the Florida Statutes referred to as the "Consultants' Competitive Negotiation Act" (CCNA). Polk County's Procurement Procedure's Manual outlines the Procedures for Contracting for Professional Services Covered by CCNA. These procedures outline the process used for the selection of a consulting firm awarded through this RFP process.

The Successful Proposer must register in our Vendor Database if you have not already done so prior to award of this RFP. A purchase order cannot be issued to a firm until they have registered. You may register by going to the following link: <https://www.polk-county.net/business/procurement/vendor-information/>. It is the responsibility of all firms to update their firm information. Only registered firms will receive notifications of future RFP's.

All services must be performed in accordance with applicable Federal, State and Local regulations.

BACKGROUND, PURPOSE AND SCOPE

Background & Purpose:

The Land Development division works with engineers, surveyors, attorneys, planners and the public to ensure land is developed in accordance with the Polk County Land Development Code, Comprehensive Plan, and Utility Code. As part of the Land Development Division, the County Engineering Section's staff provides site design review services for private commercial and residential development projects, as well as activities within County rights-of-way. Staff also provide site construction inspection services, floodplain management services, and surveying review. Staff members coordinate meetings with property owners, developers, the Florida Department of

Transportation (FDOT), city staff, regional and state agencies. The goal is to ensure safe portals and best management practices consistent with Polk County policy.

Polk County has been experiencing significant population growth and rapid development and urbanization. As a result of this growth and demand the County requires temporary staff to assist Land Development staff with these roles.

The purpose of this proposal is to establish an hourly billing rate for the job classifications described below. The obligation of the County will be solely to compensate the Firm(s) for the number of hours provided in accordance with the fee schedule negotiated with the awarded firm(s). The fee schedule for each job classification shall be inclusive of all costs including but not limited to, overhead, profit, mileage, background checks, screenings, etc., there will be no reimbursables.

SCOPE OF SERVICES

The scope of services shall include, but will not be limited to the following types of work:

SURVEYORS

The scope of services shall include, but not be limited to, review of subdivision plats, site plan boundary review, survey field work, photogrammetric surveys, light detection and ranging (LiDAR) surveys, boundary surveys, right of way map preparation, survey drafting (including all software necessary to produce required plans, documents, etc.), design surveys, writing of legal descriptions and recording of easements, easements and right-of-way, parcel and plat research, easement sketches, easement staking, easement encroachments, "as built" surveys and topographic surveys, aerial topographic survey (survey approximating the contour of the land), surveying and mapping, ordinary high water line, bathymetric survey, volumetric calculations, ground based surveying, and GPS support services, sovereign boundaries, Federal Emergency Management Agency (FEMA) flood zone boundaries. These services may also be used by any division within the County and, may be required to meet Southwest Florida Water Management District (SWFWMD), South Florida Water Management District (SFWMDC), Florida Department of Transportation (FDOT), US Army Corps of Engineers, or Florida Department of Environmental Protection (FDEP) survey protocol, along with having the survey to be certified to that agency, in addition to the County.

The services will support a number of projects including, but not limited to; wetland delineation for state and federal agencies, wetland mitigation design and permitting, design and permitting of infrastructures including stormwater management, roads, land reclamation, construction management, borrow site development, geotechnical and hydrogeological services, title searches, wetland delineation, jurisdictional wetland delineation, endangered species survey, environmental sciences, environmental right-of-way, geotechnical, historical, archaeological, wetland and hazardous material operations.

The information gathered in these types of services may need to be mapped and certified.

Surveyors' Specifications

1. Plat and Plan Review - Review both commercial and public subdivision plats for conformance with FSS chapter 177- "The making of plats". Assist Land Development division by reviewing submitted documents to ensure compliance with both State and County standards. Written comments are to be provided within appropriate review times as determined by Polk County Land Development Code.
2. Topographic services in paper and electronic format - Work must be rectified and meet the State of Florida surveying requirements for topographic maps. Work must be completed under the supervision of a Professional Surveyor and Mapper (PSM) licensed in the State of Florida.
3. Volumetric Calculations – Complete volumetric calculations of material stockpiles, borrow material, and in place earthmoving to support annual reports and construction administration. Provide hydrographic and bathymetric survey data to support volumetric calculations involving areas of standing and flowing water of variable depth. Work must be completed under the supervision of a PSM licensed in the State of Florida.
4. Deliverables may include, but are not limited to; sealed, certified copies of the final survey, certified to County Divisions, AutoCAD drawing file of the completed survey in digital format in current version of AutoCAD, ArcMap drawing of completed survey in digital format(i.e. Shape file & Digital Elevation Model), all supporting documentation and computations organized and annotated to allow review of adjustments and conclusions. This data should be printed or scanned into PDF format, digital copy of all data (drawing file, Adobe PDF file, custom font, line types, plot styles, color tables), ASCII text file of the DEM points, (N,E,Z), with an accompanying surveyor's report and files need to be in a format accessible directly into GIS without any conversion steps (i.e. polyline shapefile), Final report shall be certified and sealed, dated, and signed by a Professional Florida Licensed Surveyor and Mapper, Data deliverables shall be made available to client in electronic format. The report should be Adobe PDF format and the DEM an ASCII text file and files need to be in format accessible directly into GIS without any conversion steps (i.e. polyline shapefile). Files shall be sent by email or ftp download, or on a flash drive, CD or DVD of the data.
5. All Surveying and Mapping will be performed per "The Florida Standards of Practice for Surveying and Mapping" and signed and sealed by a Florida Licensed Surveyor and Mapper.
6. Consultant shall establish horizontal and vertical control(s) for the site/project.
7. Consultant shall establish LiDAR check points for calibration.
8. Horizontal datum will be NAD 1983 Florida West zone state plane coordinates (latitude/longitude), U.S. survey feet and the vertical datum will be NAVD 88, U.S. survey feet, unless client specifies otherwise in writing.

9. Topography acquired by remote sensing methodology will be produced per the “ASPRS Positional Accuracy Standards for Digital Geospatial Data”.

10. Create a digital elevation model (DEM) from Airborne LiDAR data. The DEM density will be based on project specific needs.

INSPECTORS

As part of the Land Development Division, the County Engineering Section’s inspection staff provides site construction inspection services for private commercial and residential development projects, as well as activities within County rights-of-way. Staff members coordinate pre-construction meetings with engineers and contractors. During construction, Land Development inspection staff work in the field to ensure that projects are constructed in accordance with approved plans, Land Development Code and Polk County Utilities Standards and Specifications Manual. Occasionally the County requires temporary staff to assist Land Development with field inspections.

Land Development Inspectors will perform utility (water, wastewater, reclaimed water), roadway, pavement, culvert, drainage system, and related site development construction inspections to ensure compliance with the approved construction plans, specifications, and related permits.

The scope of services shall include, but not be limited, the following duties to be performed:

1. Interpret design plans and specifications.
2. Observe construction activity and inspect workmanship, materials, and techniques to ensure compliance.
3. Inspection of installation of underground utility lines.
4. Oversight and inspection of backfill and compaction work.
5. Inspection of storm sewer and surface water management facilities.
6. Site grading, soil stabilization/erosion prevention.
7. Ensure proper pavement construction including depths, materials, installation, mix and temperature testing for asphalt pavements.
8. Verifies material quantities and product types.
9. Inspection of lift station construction.
10. Inspect installation of signage and traffic control devices.
11. Makes record of project progress.
12. Interacts with contractors, consultants, and other related parties.

13. Identifies project issues and coordinates with County Engineer staff regarding resolutions.

14. Makes recommendations to County Engineer regarding final release of projects at completion of construction.

FLOODPLAIN MANAGEMENT

As part of the Land Development Division, the County Floodplain Management Section's staff provides a range of services necessary for ensuring compliance with the National Flood Insurance Program (NFIP) and the Florida Building Code, as well as maintaining activities and records for participation in the Community Rating System (CRS). Staff members coordinate with property owners, developers, county emergency management, the Florida Division of Emergency Management, the Federal Emergency Management Agency (FEMA) and other community staff, as well as a range of regional and state agencies.

The scope of services of the floodplain management activities may include but are not limited to the following duties:

1. Assist in the coordination of the County's Floodplain Management Program, ensuring that the County meets FEMA's minimum NFIP participation requirements.
2. Provide technical information and assistance to the Building Official and other County staff in the interpretation and application of floodplain management requirements.
3. Assist in coordination of the County's FEMA Community Rating System (CRS) Program.
4. Assist in the application of the County's floodplain ordinance, regulations, policies, and procedures, and inspection processes as related to floodplain management.
5. Promote public awareness of the County's Floodplain Management Program through attending community meetings, including the Board of County Commissioners, Planning Commission, Code Enforcement, and Special Magistrate; or conducting public outreach.
6. Conduct site visits, respond to specific complaints, and document observations related to floodplain management enquiries.
7. Assist in mediating floodplain management related complaints.
8. Explain floodplain development requirements to community leaders, citizens, and the general public.
9. Maintain records and documents that keep the County a participant in FEMA's NFIP and CRS programs.

10. Maintain the Community Floodplain Management Reference Library.
11. Provide assistance to FEMA and State Floodplain Management Office representatives during Community Assistance Visits (CAV) and Community Rating System (CRS) Program reviews.
12. Monitor, coordinate, and collaborate with other federal and state Floodplain Management programs.
13. Appear as a witness involving floodplain violations.
14. Assist in coordination of disaster response and recovery efforts.
15. Assist in coordination of hazard mitigation grants.
16. Performs other related job duties as assigned.

ENGINEERING SERVICES

As part of the Land Development Division, the County Engineering Section's staff provides site design review services for private commercial and residential development projects, as well as activities within County rights-of-way. Staff members coordinate pre-design meetings with property owners, developers, the Florida Department of Transportation (FDOT), city staff, regional and state agencies. The goal is to ensure safe portals and best management practices consistent with Polk County policy.

The scope of services of the Engineering services may include but are not limited to the following duties:

1. Provide comprehensive review of land development projects to ensure compliance with the Polk County Land Development Code, Polk County Utility Code, and other applicable design standards. This may include stormwater design review, transportation system design review, traffic study analysis, subdivision design review, water/wastewater system design review, planning/zoning review, landscape design review, flood plain management, wetland/natural resource impacts, or any other component of Land Development review.
2. Provide technical information and assistance to the Utility or Roads and Drainage Divisions as it relates to Land Development projects.
3. Oversee and provide project management services for Land Development related improvement projects to public infrastructure.
4. Provide technical information and assistance to the Building Official and other County staff in the interpretation and application of Land Development Code requirements.
5. Assist in the application of the County's floodplain ordinance, regulations, policies, and procedures, and inspection processes related to floodplain management.

6. Review and evaluate impacts on natural resources such as wetlands. May include site visits for delineation and functionality review, interagency coordination, and compliance review.
7. Conduct site visits, respond to specific complaints, and document observations related to land development enquiries.
8. Assist in mediating land development related complaints.
9. Meet with and explain land development requirements to community leaders, citizens, and the general public.
10. Appear as a witness involving floodplain violations.
11. Assist in coordination of disaster response and recovery efforts.
12. Assist in coordination of hazard mitigation grants.
13. Performs other related job duties as assigned.

The County shall request the services on an as-needed basis. There is no guarantee that any or all of the services described in the agreement will be assigned during the term of the agreement. Further, the Consultant is providing these services on a nonexclusive basis. The County, at its option, may elect to have any of the services set forth herein performed by other consultants or County staff.

SPECIFICATIONS

1. Regular work hours will be performed Monday through Friday excluding County holidays. Official operating hours (in most cases) will be 8:00 a.m. to 5:00 p.m. for most positions or 7:00 a.m. to 4:00 p.m. for inspector staff, with a one-hour break for lunch. The User Division requesting the staff will determine the number of hours worked daily, the length of time the staff is required, and the total number of staff required. The County will only pay for hours worked; the County will not pay holiday pay.

The following is a listing of those holidays:

- a. New Year's Day
- b. Martin Luther King Jr., Day
- c. Memorial Day
- d. Independence Day
- e. Labor Day
- f. Veteran's Day
- g. Thanksgiving Day and the day after

- h. Christmas Eve and Christmas Day (unless otherwise directed by the Board of County Commissioners)
2. Firm(s) shall provide certification verification to the County Engineer or designee prior to start of employment of all temps.
3. Staff shall report to work equipped with a cell phone and computer. The County will not provide communications equipment or reimburse for equipment usage. All costs shall be included in the billing rate.
4. Staff may be required to report to work at the County Administration Building, Office of Land Development, 330 W Church Street, 2nd Floor, Bartow, FL, or a future construction site located within Polk County.
5. Firm(s) shall be responsible for providing necessary and adequate transportation for staff. The County will not provide vehicles. Mileage will not be reimbursed. All costs shall be included in the billing rate.
6. Staff may be asked to work remotely or from a location collectively decided upon between the firm(s) and county staff. Travel time to and from the designated reporting location will not be paid. The designated reporting location is subject to change.
7. The County reserves the right to keep the staff engaged for as long as the need continues.
8. If the County determines the staff sent to any job site is/are not qualified to do the required work within the first four (4) hours after reporting to work, the County will dismiss the staff and notify the Firm at no cost to the County.
9. Staff will be dismissed from their assignment at the sole discretion of the County Engineer or designee for the use of alcohol or controlled substances while on duty, using profanity or being verbally abusive, disobedience of reasonable directions given by the County's personnel, violation of safety rules and regulations and misuse of the County's property.
10. Any work products such as reports, drawings or charts or other intellectual property that are produced by staff as part of the services provided shall be the sole property of the County. All reports, correspondence and any other information is subject to the Florida Public Records Law.
11. Protection of County Information – Due to the sensitive nature of the information maintained by the County, the Firm(s) or any of their employees shall not disclose or release in any manner, any and all information the County deems private, privileged or confidential transmitted/handled during the performance of the contract service. At no time shall any information be disclosed without the County's prior written consent.

12. Time sheets must detail out the time worked with a deduction for lunch. The County will pay only in 15-minute increments, not less. If time is not posted on the quarter hour, it will be rounded up or down to the nearest quarter hour. If the time falls under seven (7) minutes of the quarter hour, it will be rounded down; if it is seven (7) minutes or more of the quarter hour, it will be rounded up. Time sheets must accompany all invoices and be billed at the negotiated billing rates.
13. Firms must possess the capability of providing background checks for any staff requested by the County.
14. The firm will be responsible for performing and verifying all background checks before a Temp can be provided to the County.
15. The County will request confirmation of such background checks/screening and the documented results. The County may request additional background or other checks including criminal background checks and fingerprinting of all staff being provided. The Firm shall not be required to re-screen existing staff assigned to a project. Background checks will be provided to the Human Resources office and shall include but not limited to the following:
 - a. Pre-employment drug screening
 - b. Authorization to work in the United States
 - c. Statewide criminal check (going back at least 10 years)
 - d. Nationwide criminal check/discovery (checks state criminal records and sexual predator databases for all states)
 - e. Motor Vehicle/Driving Record
16. Staff must notify the Land Development Representative immediately if the assignment given to them is a conflict of interest. A conflict of interest includes, but is not limited to, the project being inspected, or plans being reviewed is being developed, designed, and/or constructed by the staff's employer, family member, or will result in a direct/indirect financial gain or any other type of gain to the Temp, a family member, and/or employer.

AGREEMENT

The Master Consulting Agreement will be for five (5) years unless otherwise terminated in accordance with the master service agreement.

EVALUATION CRITERIA

Proposals should not contain information in excess of that requested, must be concise, and must specifically address the issues of this RFP. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this RFP are not desired and may be construed as an indication of

the Proposer's lack of cost consciousness. Elaborate artwork, expensive visual aids, and other presentation aids are neither necessary nor desired unless specifically requested. The Proposal responses shall be contained within a three-ring binder (original and each copy in separate binders). For the purposes of this RFP, one page equals a single sided page. It is requested that the responses be in the same order as the selection and evaluation procedures. The submittals should include the following:

Tab 1 Executive Summary

(Items a-c: Maximum of two (2) pages)

- a) Name, company name, address, telephone number, and email address.
- b) State the number of years in business, as the same company/firm.
- c) State the number of full time employees.
- d) Provide documentation showing proper incorporation by the Secretary of State.
- e) Provide a copy of the firm's applicable certification(s) from the State of Florida allowing them to provide the services as outlined in the Scope of Service as well as compliance with F.S. 287.055
- f) Provide a list of the trades you are proposing to provide staff augmentation for. (Proposers should be able to provide staff for a minimum of two trades)

Tab 2 Approach to the Project (35 points)

(Maximum of four (4) pages)

- a) Describe the specific abilities of the firm/ personnel to be assigned to these services in regard to this approach. Include any additional information not directly cited in the scope of services.
- b) Describe in detail the components of how your firm proposes to manage assigned project(s), based upon the scope of services. Please identify the services your firm provides which make you qualified to perform the required services.
- c) Describe how the firm plans to maintain the project team and manage the project team members' time in order to ensure sufficient time to complete a project.
- d) Describe the firm's Quality Assurance and Quality Control program as it pertains to engineering services.

Tab 3 Experience, Expertise, Personnel and Technical Resources (40 points)

- Provide four (4) projects in which the proposer has performed within the past five (5) years as the prime proposer, which best illustrate the experience of the firm and current staff as related to the desired professional services. Proposers should provide a minimum of (1) one project for (2) two of the (4) four types of trades (surveyor, inspector, flood plain management and engineer) and one of the projects identified should be projects performed for public entities. (Maximum of one (1) page only per project).
 - For each project please provide:
 - a) Name and location of the project;
 - b) Size and cost of the project;

- c) Project representative name, address, phone number, and email address
 - d) Date project was completed or is anticipated to be completed, if completed provide the actual completion date;
 - e) The nature of the firm's responsibility on the project;
 - f) List of change orders, including dollar amount, which were the result of unforeseen circumstances or design errors/oversights; and
 - g) List of any time extensions created by item "f" above.
- Provide an organizational chart of the team highlighting the key individuals who will work on this contract.
- Provide brief resumes of the firm's key personnel to be assigned to the master service agreement including the trade they will be augmenting, but not limited to, the items in the list below (One (1) page maximum per resume):
 - a) Name and current position held by the person
 - b) Name, title and project assignment
 - c) Experience:
 - 1) Types of projects.
 - 2) Size of projects (dollar value of project).
 - 3) What were their specific project involvements?
- Identify any sub-consultants that may be involved throughout the duration of the agreement. For each sub consultant identified please provide:
 - A brief description of their experience outlining their qualifications to perform the intended services
 - A brief resume for each key personnel that will be assigned to perform the intended services

Tab 4 Is the Firm a "Polk County Entity"? (5 Points)

- There will be a maximum of five (5) points allocated for this Tab. If the Proposer is a Polk County Entity, then five (5) points will be allocated. If the Proposer is not a Polk County Entity but is utilizing one or more sub-consultants that are a Polk County Entity to assist in performing the scope of work, then the Proposal will be allocated one (1) point for each sub-consultant which is a Polk County Entity up to a maximum of five (5) points. The Polk County Entity sub-consultant(s) must have been identified under Tab 3, Experience, Expertise, Personnel and Technical Resources in order to qualify for point allocation.
- Provide documentation of the Proposers' or sub-consultant's headquarters and local offices, if any, and the amount of time the firm has been located at each such local office. Please also indicate the number of employees at the local office.
- Proposers or sub-consultants will be allocated points if they meet the following Polk County Government definition of Polk County Entity.
 - The term "Polk County Entity" means any business having a physical location within the boundaries of Polk County, Florida, at which employees

are located, and business activity is managed and controlled on a day to day basis. Additionally, the business must have been located within the boundaries of Polk County for a minimum of 12 months prior to the date the applicable solicitation is issued. This requirement may be evidenced through a recorded deed, an executed lease agreement, or other form of written documentation acceptable to the County. The County shall have the right, but not the obligation, to verify the foregoing requirements.

- In the event a Proposer lists one or more sub-consultants in Tab 4 which is a Polk County Entity and receives point(s) as a result, and after the Proposer is awarded the project, if successful, it is determined that the listed sub-consultant does not assist in the performance of the scope of work (and is not replaced with an alternative sub-consultant which is a Polk County Entity), then the Proposer acknowledges and agrees that it may be suspended or debarred by the Procurement Director for failure to comply with the conditions, specifications or terms of a proposal or contract with the County or for committing a fraud or misrepresentation in connection with a proposal or contract with the County, in accordance with the Polk County Purchasing Ordinance and Procedures Manual.

Tab 5 Is the Firm a “Certified Woman or Minority Business Enterprise” (5 Points)

- Polk County Board of County Commissioners has a long standing commitment to encouraging the utilization of Women and Minority Businesses that do business with the County as firms. To that end we encourage all of our prime and professional services firms to utilize W/MBE firms where at all possible, irrespective of a company’s certification status. Please explain how the submitting firm will encourage minority participation in the project. (Limit response to one page)
- There will be a maximum of five (5) points allocated for this tab. If the Proposer is a Woman or Minority owned business then five (5) points will be allocated. If the Proposer is not a Woman or Minority owned business but is utilizing one or more sub-consultants that are a Women or Minority owned business to assist in performing the scope of work, then the Proposal will be allocated one (1) point for each sub-consultant which meets the County’s certification criteria of Women or Minority owned, up to a maximum of five (5) points. The Woman or Minority owned business sub-consultant(s) must have been identified under Tab 3, Experience, Expertise, Personnel and Technical Resources in order to qualify for point allocation.
- Proposers or sub-consultants will be allocated points if they are a certified W/MBE as evidenced by providing the documentation described below.
 - If the Proposer or sub-consultant has a certified W/MBE status, provide documentation of the firms’ certified W/MBE status as defined by the Florida Small and Minority Business Act and as defined in Polk County’s Purchasing Procedures. Polk County’s Purchasing Procedures recognize the following to meet the requirement of a certified W/MBE status:

- Valid W/MBE Certification from one of the following
 - Florida Minority Supplier Development Council
 - Women Business Enterprise National Council
 - The State of Florida Office of Supplier Diversity
 - Florida Department of Transportation
 - U. S. Small Business Administration
 - Federal Aviation Authority
 - Other Florida governmental agencies

Certifications from other governmental agencies will be considered on a case-by-case basis.

- In the event a Proposer lists one or more sub-consultants in Tab 5 which is a Women or Minority owned business and receives point(s) as a result, and after the Proposer is awarded the project, if successful, it is determined that the listed sub-consultant does not assist in the performance of the scope of work (and is not replaced with an alternative sub-consultant which is a Women or Minority owned business), then the Proposer acknowledges and agrees that it may be suspended or debarred by the Procurement Director for failure to comply with the conditions, specifications or terms of a proposal or contract with the County or for committing a fraud or misrepresentation in connection with a proposal or contract with the County, in accordance with the Polk County Purchasing Ordinance and Procedures Manual.

Tab 6 Interactions with County and Regulatory Agency Staff (5 Points)

- Provide documentation supporting the specialized qualifications of the proposed staff in terms of meeting this scope of service. Qualifications should highlight experience with regulatory agencies, identifying specific agencies and the items being addressed, including construction permitting, water use permitting, consent orders, consultation, governing regulations; and other related activities. Describe the firm’s ability to work with Land Development or other Division staff in order to successfully fulfill the scope of service. Demonstrate the firm’s knowledge of permitting process, as well as local regulatory agencies, including, but not limited to SWFWMD, FDEP, FDOT, SFWMD, FEMA, US Army Corps and local municipalities if applicable. (Limit response to one (1) page)

Tab 7 Surveys of Past Performance (10 Points)

- Provide reference surveys from past clients for the projects identified under Tab 3.
- Completed surveys. (See Exhibit 1) Procurement will take the average of all surveys and score as follows:
 - Average Score between 9-10 (10 Points)
 - Average Score between 7-8 (8 Points)
 - Average Score between 5-6 (6 Points)
 - Average Score between 3-4 (4 Points)

- Average Score between 1-2 (2 Points)
- Average Score of 0 (0 Points)

Selection Process

Proposals will be evaluated in accordance with this section and all applicable County procurement policies and procedures.

The County shall appoint a selection committee (the “Selection Committee”) that will be responsible for evaluating and scoring/ranking the Proposals in accordance with this Section.

The County will use a competitive selection process based on the Elevation Levels described in this Section. At Elevation Levels 2 and 3, the Selection Committee will score and/or rank the Proposals as applicable.

Selection of a final Proposal will be based upon the following steps and factors:

Elevation Level 1 (Procurement Requirements Assessment):

- The County Procurement Division shall review all Proposals for conformance with RFP guidelines and detailed submittal requirements. At the County’s discretion, non-conforming Proposals may be eliminated from further consideration and conforming Proposals shall be elevated to Elevation Level 2. Procurement will distribute Proposals and evaluation criteria to the Selection Committee.
- Procurement will also ensure all firms meet the requirement of certification as outlined in Florida Statute 287.055(3)(c).
- The Selection Committee may convene to review questions that arise during individual member review of submitted Proposals before Elevation Level 2 to allow for questions, clarifications, explanations, or other discussion to be held before the review of Proposals is completed.

Elevation Level 2 (Scoring)

- Procurement shall score each Proposal on the following evaluation criteria:
 - Local (Tab 4) 5 points
 - W/MBE Certification (Tab 5) 5 points
 - Surveys of Past Performance (Tab 7) 10 points

Subtotal Points: 20 points

by the process stated under each corresponding Tab description as set forth on Pages 16-19.

- Each Selection Committee member shall score each Proposal on the following evaluation criteria:
 - Approach to the Project (Tab 2) 35 points
 - Experience, Expertise, Personnel & Technical Resources (Tab 3) 40 points

- Interaction w/ County &
 - Regulatory Agencies (Tab 6) 5 points
- Subtotal Points: 80 points

by the following process:

- 1) Each Selection Committee member shall determine which of the following descriptions applies to each of the foregoing evaluation criteria:
 - EXCELLENT (1.0): Of the highest or finest quality; exceptional; superior; superb; exquisite; peerless.
 The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited an exceptional and superior degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer’s ability to perform and deliver far beyond expectation.
 - VERY GOOD (0.8): To a high degree; better than or above competent and/or skillful.
 The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited a very high degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer’s ability to perform and deliver beyond expectation.
 - GOOD (0.6): Having positive or desirable qualities; competent; skilled; above average.
 The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited a skillful and above-average degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer’s ability to perform and deliver at the expected level.
 - FAIR (0.4): Average; moderate; mediocre; adequate; sufficient; satisfactory; standard.
 The Proposer provided information for a given criteria that satisfied the requirements and described sufficiently how and what will be accomplished in a manner that exhibited an adequate and average degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting

documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver at a level slightly below expectation.

- POOR (0.2): Inadequate; lacking; inferior in quality; of little or less merit; substandard; marginal.

The Proposer provided information for a given criteria that did not satisfy the requirements and described in an inadequate manner how and what will be accomplished. The information provided simply reiterated a requirement, contained inaccurate statements or references, lacked adequate information, or was of inferior quality. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver at a substandard and inferior level.

- UNACCEPTABLE (0.0):

The Proposer failed to provide any information for a given criteria, provided information that could not be understood, or did not provide the information for a given category as requested.

- 2) After a Selection Committee member has determined the description applicable for each evaluation criterion, the total points available for such criterion shall be multiplied by the factor associated with the applicable description to produce the number of points allocated for that evaluation criterion. For example, a Selection Committee member classifies the "Experience and Expertise" criterion (which shall be worth 25 points for the purpose of this example) as "Very Good" (which is a description factor multiplier of 0.8). The points that Selection Committee member allocated for that evaluation criterion would be 20, calculated as follows: 25 available points x 0.8 applicable description factor multiplier = 20 points.
- 3) A Selection Committee member's total score for each Proposal shall equal the sum of the total points allocated for each evaluation criteria.
- 4) When all Selection Committee members have completed their Proposal evaluations, the individual Selection Committee member's total scores for each Proposal will be added together to produce a final score for each Proposal.
- 5) Procurement will confirm the calculations for the final score for each Proposal. Then, Procurement shall publish a rank-ordered listing of the Proposals to the Selection Committee with the Proposal receiving the highest point as the highest-ranked Proposal.
- 6) In accordance with Section 287.055(4)(a), Florida Statutes, if there are three (3) or more Proposers in Elevation Level 2, the Selection Committee must elevate no fewer than the three highest scored of such Proposers to Elevation Level 3 for interviews. If there are only two Proposers in Elevation Level 2, the Selection Committee must elevate those two Proposers to Elevation Level 3 for interviews. If there is only one Proposer in Elevation Level 2, then the Selection Committee may collectively decide if they would like to elevate the Proposer to Elevation Level 3 for interviews or if they would like to recommend the Board authorize

staff to enter into Contract Negotiations with the Proposer. In the latter case, after Board approval to authorize staff to negotiate a contract, the Proposer will then be elevated to Elevation Level 4 for contract negotiations.

Elevation Level 3 (Proposer Interviews)

The Selection Committee are required to conduct interviews of the Proposers that it has elevated from Elevation Level 2 to Elevation Level 3.

During an interview, elevated Proposers may be requested to make a presentation focusing on their qualifications, approach to the project and the ability to furnish the required services. The Selection Committee members will have an opportunity to inquire about any aspect of the RFP and the Proposer's Proposal. After all elevated Proposer interviews, each Selection Committee member will individually rank the Proposers in numerical order beginning at number 1 for the Proposer deemed to be the most highly qualified to perform the required services. In accordance with Section 287.055(4)(b), Florida Statutes, in determining whether a Proposer is qualified, each Selection Committee member shall consider such factors as:

- Ability of Personnel
- Whether a Proposer is a certified minority business enterprise
- Past performance
- Willingness to meet time and budget requirements
- Location
- Recent, current, and projected workloads
- Volume of work previously awarded to each Proposer by the County

Procurement shall receive and compile each Selection Committee member's ranking of each Proposer, and then publish a rank-ordered listing of Proposers to the Selection Committee, based on the combined average rankings given each Proposer. The Selection Committee members will then collectively decide if they would like to recommend the Board authorize staff to enter into Contract Negotiations with all Proposers elevated to Proposer Interviews, starting with the highest-ranked Proposer(s). After Board approval to authorize staff to negotiate a contract, said Proposer(s) will then be elevated to Elevation Level 4 for contract negotiations.

Elevation Level 4 (Contract Negotiations)

If a Proposer is elevated to this level, the User Division, with the assistance of Procurement and the County Attorney's Office, shall negotiate an Agreement with the elevated Proposer(s) in accordance with Section 287.055(5), Florida Statutes.

If after negotiating for a reasonable time period the parties cannot agree on a contract, the County shall, in its sole discretion, terminate further contract negotiations with that Proposer(s). Procurement shall notify the Selection Committee that contract negotiations with the elevated Proposer(s) have terminated. The Selection Committee shall then determine whether to recommend to the Board to approve contract

negotiations with the next-highest-ranked Proposer, and so on. If the Selection Committee decides not to recommend contract negotiations with the next-highest-ranked Proposer, or if the County determines there is no other Proposer with whom the County can successfully negotiate a contract, then the RFP Selection Process shall terminate.

After contract negotiations with a Proposer(s) are successfully completed pursuant to Elevation Level 4, the Selection Committee shall recommend to the Board of County Commissioners that it selects such Proposer(s) to provide the services as outlined in the Agreement. The Board of County Commissioners shall make the final decision whether to enter into an Agreement with a Proposer(s).

GENERAL CONDITIONS

CONTACT

After the issuance of any Request for Proposal, prospective proposers shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposal with the Board of County Commissioners, and any employee of Polk County, other than the Procurement Director or as directed in the cover page of the Request for Proposal. This prohibition begins with the issuance of any Request for Proposal and ends upon completion execution of a contract. Such communications initiated by a proposer shall be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal.

INSURANCE REQUIREMENTS

The selected firm, if any, shall maintain, at all times, the following minimum levels of insurance and; shall, without in any way altering their liability, obtain, pay for and maintain insurance for the coverages and amounts of coverage not less than those set forth below. Provide to the County original Certificates of Insurance satisfactory to the County to evidence such coverage before any work commences. Polk County, a political subdivision of the State of Florida, shall be an additional named insured on all policies related to the project; excluding workers' compensation and professional liability. The Workers' Compensation and General Liability policies shall contain a waiver of subrogation in favor of Polk County. All insurance coverage shall be written with a company having an A.M. Best Rating of at least the "A" category and size category of VIII. The firm's self-insured retention or deductible per line of coverage shall not exceed \$100,000 without the permission of the County. In the event of any failure by the firm to comply with the provisions; the County may, at its option, on notice to the firm suspend the project for cause until there is full compliance. Alternatively, the County may purchase such insurance at the firm's expense, provided that the County shall have no obligation to do so and if the County shall do so, the firm shall not be relieved of or excused from the obligation to obtain and maintain such insurance amounts and coverages.

Worker's Compensation and Employer's Liability Insurance providing statutory benefits, including those that may be required by any applicable federal statute:

Admitted in Florida	Yes
Employer's Liability	\$100,000
All States Endorsement	Statutory
Voluntary Compensation	Statutory

Commercial General Liability Insurance. \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including the following coverages:

Premises and Operations and Products/Completed Operations;

Broad Form Commercial General Liability Endorsement to include blanket contractual liability (specifically covering, but not limited to, the contractual obligations assumed by

the Firm); Personal Injury (with employment and contractual exclusions deleted) and Broad Form Property Damage coverages;

Independent Consultants; Policy must include Separation of Insureds Clause.

Comprehensive Automobile Liability Insurance. \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including all owned, hired and non-owned vehicles and shall be primary to any other available insurance.

Professional Liability Insurance. \$2,000,000 to include, but not limited to, design, surveys, and engineering errors and omissions, inclusive of defense costs. The selected firm shall be required to provide continuing Professional Liability Insurance to cover the project for a period of two (2) years after the projects are completed.

INDEMNIFICATION

To the maximum extent permitted by law, the Consultant shall indemnify, protect and hold the County, and its officers, employees and agents, harmless from and against any and all, claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses, and expenses whatsoever (including, without limitation, reasonable attorneys' fees, costs, and expenses incurred during negotiation, through litigation and all appeals therefrom) including, without limitation, those pertaining to the death of or injury to any person, or damage to any property, to the extent arising out of or resulting from (i) the failure of Consultant to comply with applicable laws, rules or regulations, (ii) the breach by Consultant of its obligations under this Agreement, (iii) any claim for trademark, patent, or copyright infringement arising out of the scope of Consultant's performance or nonperformance of this Agreement, or (iv) the negligent acts, errors or omissions, or intentional or willful misconduct, of Consultant or any persons or entities employed or utilized by Consultant in the performance of this Agreement. The obligations imposed by this Section shall survive the expiration or earlier termination of the Agreement.

PUBLIC ENTITY CRIMES STATEMENT

The Consultant declares and warrants that neither the Consultant nor any of the Consultant's affiliates, as that term is defined in Section 287.133, Florida Statutes, are subject to the restrictions in Section 287.133, Florida Statutes, regarding the commission of a public entity crime. If during the term of this Agreement, the Consultant or any affiliate is convicted of a public entity crime or is otherwise prohibited from performing work for or transacting business with the County pursuant to Section 287.133, Florida Statutes, then the Consultant shall be in material default of this Agreement, and in such case, the County shall have the rights and remedies as provided herein.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

The County is an equal opportunity/affirmative action employer. The County is committed to equal opportunity employment effort; and expects firms that do business with the County to have a vigorous affirmative action program.

WOMEN/MINORITY BUSINESS ENTERPRISE OUTREACH

The County hereby notifies all Proposers that W/MBEs are to be afforded a full opportunity to participate in any request for proposal by the County and will not be subject to discrimination on the basis of race, color, sex or national origin.

AFFIRMATION

By submitting their proposal, the Proposer affirms that the proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; the Proposer has not directly or indirectly induced or solicited any other person to submit a false or sham proposal; the Proposer has not solicited or induced any person, firm or corporation to refrain from submitting a proposal; and the Proposer has not sought by collusion to obtain for him/herself any advantage over other persons or over the County.

DEVELOPMENT COSTS

Neither the County nor its representative(s) shall be liable for any expenses incurred in connection with preparation of a response to the RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the RFP.

ADDENDA

The County may record its responses to inquiries and any supplemental instructions in the form of written addenda. The addenda will be posted on the County's website at <https://www.polk-county.net/business/procurement/> . It is the sole responsibility of the proposers to check the website to ensure that all available information has been received prior to submitting a proposal.

CODE OF ETHICS

If any proposer violates or is a party to a violation of the code of ethics of Polk County or the State of Florida, with respect to this proposal, such proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from proposing on any future proposals for work, goods, or services for the County.

DRUG FREE WORKPLACE

Preference shall be given to businesses with Drug Free Workplace (DFW) programs. Whenever two or more proposals, which are equal with respect to price, quality and service, are received by the County for the procurement of commodities or contractual services, a proposal received from a business that has provided a statement that it is a DFW shall be given preference in the award process.

APPLICABLE LAWS AND COURTS

This RFP and any resulting agreements shall be governed in all respects by the laws of the State of Florida and any litigation with respect thereto shall be brought only in the courts of Polk County, Florida or the United States District Court, Middle District of

Florida, located in Hillsborough County, Florida. The proposer shall comply with all applicable federal, state and local laws and regulations.

CONTRACTUAL MATTERS

All contracts are subject to final approval of the Polk County Board of County Commissioners. Persons or firms who incur expenses or change position in anticipation of a contract prior to the Board's approval do so at their own risk.

PROPOSAL ACCEPTANCE PERIOD

A proposal shall be binding upon the offeror and irrevocable by it for one hundred and twenty (120) calendar days following the proposal opening date. Any proposal in which offeror shortens the acceptance period may be rejected.

ADDITION/DELETION

The County reserves the right to add to or delete any item from this proposal or resulting agreements when deemed to be in the best interest of the County.

PROPRIETARY INFORMATION

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Request for Proposals and the responses thereto are in the public domain. However, the proposers are required to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. Proposers should provide a redacted copy of the proposal with their submittal, or must provide within thirty (30) days from the Proposal due date.

All proposals received from proposers in response to this Request for Proposal will become the property of the County and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the County.

REVIEW OF PROPOSAL FILES

In accordance with Chapter 119.071 of the Florida Statutes, the responses received for this Request for Proposal are exempt from review for thirty (30) days after the Proposal Opening Date or at Recommendation of Award, whichever event occurs first.

Should the RFP be cancelled and re-solicited for any reason, proposal responses shall remain exempt from disclosure for a period not to exceed twelve (12) months or at Recommendation of Award of the subsequent solicitation.

RFP PROTEST: Any proposer desiring to file a protest, with respect to a recommended award of any RFP, shall do so by filing a written protest. The written protest must be in the possession of the Procurement Division within three (3) working days of the Notice of Recommended Award mailing date. All proposers who submitted a proposal will be sent a Notice of Recommended Award, unless only one proposal was received.

A copy of the protest procedures may be obtained from the Polk County Procurement Division or can be downloaded from the County's website at <https://www.polk-county.net/business/procurement/protest-procedures/>.

FAILURE TO FOLLOW PROTEST PROCEDURE REQUIREMENTS WITHIN THE TIME FRAMES PRESCRIBED HEREIN AS ESTABLISHED BY POLK COUNTY, FLORIDA, SHALL CONSTITUTE A WAIVER OF THE PROPOSER'S RIGHT TO PROTEST AND ANY RESULTING CLAIM.

UNAUTHORIZED ALIEN(S) The Consultant agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, the successful consultant will complete and submit the form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

EMPLOYMENT ELIGIBILITY VERIFICATION (E-Verify)

A. Unless otherwise defined herein, terms used in this Section which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

B. Pursuant to Section 448.095(5), Florida Statutes, the consultant hereto, and any subcontractor thereof, must register with and use the E-Verify system to verify the work authorization status of all new employees of the consultant or subcontractor. The consultant acknowledges and agrees that (i) the County and the consultant may not enter into this Agreement, and the consultant may not enter into any subcontracts hereunder, unless each party to this Agreement, and each party to any subcontracts hereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of this Agreement, and the County may treat a failure to comply as a material breach of this Agreement.

C. By entering into this Agreement, the consultant becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The consultant shall maintain a copy of such affidavit for the duration of this Agreement. Failure to comply will lead to termination of this Agreement, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If this Agreement is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of Section 448.095, Fla. Stat., by the consultant,

the consultant may not be awarded a public contract for a period of 1 year after the date of termination. The consultant shall be liable for any additional costs incurred by the County as a result of the termination of this Agreement. Nothing in this Section shall be construed to allow intentional discrimination of any class protected by law.

LIMITATIONS

This request does not commit Polk County to award a contract. Proposers will assume all costs incurred in the preparation of their response to this RFP. The County reserves the right to: 1) accept or reject qualifications and/or proposals in part or in whole; 2) request additional qualification information; 3) limit and determine the actual contract services to be included in a contract; 4) obtain information for use in evaluating submittals from any source and 5) reject all submittals.

ATTORNEY'S FEES AND COSTS: Each party shall be responsible for its own legal and attorney's fees, costs and expenses incurred in connection with any dispute or any litigation arising out of, or relating to this Agreement, including attorney's fees, costs and expenses incurred for any appellate or bankruptcy proceedings.

Prohibition Against Considering Firm Interests: In accordance with Section 287.05701, Florida Statutes, the County may not (i) request documentation of or consider a Firm's social, political, or ideological interests when determining if the Firm is a responsible firm; or (ii) give preference to a Firm based on the Firm's social, political, or ideological interests.

PUBLIC RECORD LAWS

(a) The Consultant acknowledges the County's obligations under Article I, Section 24, of the Florida Constitution and under Chapter 119, Florida Statutes, to release public records to members of the public upon request and comply in the handling of the materials created under this Agreement. The Consultant further acknowledges that the constitutional and statutory provisions control over the terms of this Agreement. In association with its performance pursuant to this Agreement, the Consultant shall not release or otherwise disclose the content of any documents or information that is specifically exempt from disclosure pursuant to all applicable laws.

(b) Without in any manner limiting the generality of the foregoing, to the extent applicable, the Consultant acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

(1) keep and maintain public records required by the County to perform the services required under this Agreement;

(2) upon request from the County's Custodian of Public Records or his/her designee, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of this Agreement if the Consultant does not transfer the records to the County; and

(4) upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the service. If the Consultant transfers all public records to the County upon completion of this Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's Custodian of Public Records, in a format that is compatible with the information technology systems of the County.

(c) IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT:

**RECORDS MANAGEMENT LIAISON OFFICER
POLK COUNTY
330 WEST CHURCH ST
BARTOW, FL 33830
TELEPHONE: (863) 534-7527
EMAIL: RMLO@POLK-COUNTY.NET**

Scrutinized Companies and Business Operations Certification; Termination.

A. Certification(s).

- i. By its execution of this Agreement, the Firm hereby certifies to the County that the Firm is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, nor is the Firm engaged in a boycott of Israel, nor was the Firm on such List or engaged in such a boycott at the time it submitted its proposal, proposal, quote, or other form of offer, as applicable, to the County with respect to this Agreement.
- ii. Additionally, if the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000), then the Firm further certifies to the County as follows:
 - a) the Firm is not on the Scrutinized Companies with Activities in Sudan List, created pursuant to Section 215.473, Florida Statutes; and
 - b) the Firm is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; and
 - c) the Firm is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and
 - d) the Firm was not on any of the Lists referenced in this subsection A(ii), nor engaged in business operations in Cuba or Syria when it

submitted its proposal to the County concerning the subject of this Agreement.

- iii. The Firm hereby acknowledges that it is fully aware of the penalties that may be imposed upon the Firm for submitting a false certification to the County regarding the foregoing matters.

B. Termination. In addition to any other termination rights stated herein, the County may immediately terminate this Agreement upon the occurrence of any of the following events:

- i. The Firm is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(i) above, or the Firm is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.
- ii. The Firm is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(ii) above, or the Firm is found to have been placed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, and the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000).

Proposers Incorporation Information

(Submittal Page)

The following section should be completed by all proposers and submitted with their proposal submittal:

Company Name: _____

DBA/Fictitious Name (if applicable): _____

TIN #: _____

Address: _____

City: _____

State: _____

Zip Code: _____

County: _____

Note: Company name must match legal name assigned to the TIN number. A current W9 should be submitted with your proposal submittal.

Contact Person: _____

Phone Number: _____

Cell Phone Number: _____

Email Address: _____

Type of Organization (select one type)

- Sole Proprietorship
- Partnership
- Non-Profit
- Sub Chapter
- Joint Venture
- Corporation
- LLC
- LLP
- Publicly Traded
- Employee Owned

State of Incorporation: _____

The Successful firm must complete and submit this form prior to award. The Successful firm must invoice using the company name listed above.

EXHIBIT 1

DETAILED INSTRUCTIONS ON HOW TO PREPARE AND SEND PERFORMANCE SURVEYS

The objective of this process is to identify the past performance of the Consultant submitting a proposal package. This is accomplished by sending survey forms to past customers. The customers should return the forms directly to the Consultant. The Consultant is to include all surveys in their proposal package.

Sending the Survey

The surveys shall be sent to all clients for whom the Consultant has identified under Tab 3. Surveys should correlate to all projects identified under Tab 3.

If more surveys are included, then Procurement will only use those identified under Tab 3.

1. The Consultant shall complete the following information for each customer that a survey will be sent

CLIENT NAME	Name of the company that the work was performed for (i.e. Hillsborough County).
FIRST NAME	First name of the person who will answer customer satisfaction questions.
LAST NAME	Last name of the person who will answer customer satisfaction questions.
PHONE NUMBER	Current phone number for the reference (including area code).
EMAIL ADDRESS	Current email address for the reference.
PROJECT NAME	Name of the project (Professional Services for Hillsborough County Land Development), Etc.
COST OF SERVICES	Cost of services (\$20,000)
DATE COMPLETE	Date when the services were completed. (i.e. 5/31/2020)

2. The Consultant is responsible for verifying that their information is accurate prior to submission for references.

3. The survey must contain different services/projects. You cannot have multiple people evaluating the same job. However, one person may evaluate several different jobs.

4. The past projects can be either completed or on-going.

5. The past client/owner must evaluate and complete the survey.

Preparing the Surveys

1. The Consultant is responsible for sending out a performance survey to the clients that have been identified under Tab 3. The survey can be found on the next page.
2. The Consultant should enter the past clients' contact information, and project information on each survey form for each reference. The Consultant should also enter their name as the Consultant being surveyed.
3. The Consultant is responsible for ensuring all references/surveys are included in their submittal under Tab 7
4. Polk County Procurement may contact the reference for additional information or to clarify survey data. If the reference cannot be contacted, there will be no credit given for that reference.

Survey Questionnaire – Polk County

RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

To: _____ (Name of Person completing survey)

_____ (Name of Client Company/Consultant)

Phone Number: _____ Email: _____

Subject: Past Performance Survey of Similar work:

Project name: _____

Name of Firm being surveyed: _____

Cost of Services: Original Cost: _____ Ending Cost: _____

Contract Start Date: _____ Contract End Date: _____

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	
3	Quality of workmanship	(1-10)	
4	Professionalism and ability to manage	(1-10)	
5	Close out process	(1-10)	
6	Ability to communicate with Client's staff	(1-10)	
7	Ability to resolve issues promptly	(1-10)	
8	Ability to follow protocol	(1-10)	
9	Ability to maintain proper documentation	(1-10)	
10	Appropriate application of technology	(1-10)	
11	Overall Client satisfaction and comfort level in hiring	(1-10)	
12	Ability to offer solid recommendations	(1-10)	
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	

Printed Name of Evaluator _____

Signature of Evaluator: _____

Please fax or email the completed survey to: _____

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONSULTANT WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONSULTANT OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.

PROPOSALDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature: _____

Title: _____

Date: _____

State of: _____

County of: _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 20____, by _____ (name) as _____ (title of officer) of _____ (entity name), on behalf of the company, who is personally known to me or has produced _____ as identification.

Notary Public Signature: _____

Printed Name of Notary Public: _____

Notary Commission Number and Expiration: _____

(AFFIX NOTARY SEAL)

EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION

(Florida Statutes, Section 448.095)

PROJECT NAME: 25-625, Engineering Staff Augmentation Services for Land Development
(CCNA)

The undersigned, as an authorized officer of the consultant identified below (the “**Consultant**”), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the “**County**”), by and on behalf of the Consultant in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Consultant and the County on or about the date hereof, whereby the Consultant will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the “**Contract**”), as follows:

1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

2. Pursuant to Section 448.095(5), Florida Statutes, the Consultant, and any subcontractor under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Consultant or subcontractor. The Consultant acknowledges and agrees that (i) the County and the Consultant may not enter into the Contract, and the Consultant may not enter into any subcontracts thereunder, unless each party to the Contract, and each party to any subcontracts thereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security’s E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of the Contract, and the County may treat a failure to comply as a material breach of the Contract.

3. By entering into the Contract, the Consultant becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Consultant shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Consultant, the Consultant may not be awarded a public contract for a period of 1 year after the date of termination. The Consultant shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

Executed this _____ day of _____, 20__.

ATTEST:

CONSULTANT:

By: _____
PRINTED NAME: _____
Its: _____

By: _____
PRINTED NAME: _____
Its: _____

September 17, 2025

**POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA
ADDENDUM #1**

RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

This addendum is issued to clarify, add to, revise and/or delete items of the RFP Documents for this work. This Addendum is a part of the RFP Documents and acknowledgment of its receipt should be noted on the Addendum.

Contained within this addendum: Questions and answers.

Tabatha Shirah

Tabatha Shirah
Sr. Procurement Analyst
Procurement Division

This Addendum sheet should be signed and returned with your submittal. This is the only acknowledgment required.

Signature: _____

Printed Name: _____

Title: _____

Company: _____

RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

Addendum #1

Question 1: Can the County allow us to submit Polk County Survey Questionnaires that were solicited and completed by our clients for previous Polk County RFP's?

Answer 1: 1) Yes, surveys from prior RFP submittals may be used if they meet the following criteria.

- i. The survey questions are the same
- ii. The scope of work of the prior RFP survey you are submitting is similar to the scope of the work of this RFP.
- iii. The survey submitted is for one of the projects identified under Tab 3.
- iv. If submitting a survey from a prior RFP, please manually strike through the RFP number and name on the top of the survey and write in the appropriate RFP number and name that matches the RFP you are submitting a proposal for.

Question 2: Can firms provide staff to cover all trades even if we're not submitting on all trades?

Answer 2: Firms are only required to submit resumes for staff or subconsultants for the trades they are proposing to perform. Evaluation and selection will be based solely on the experience submitted in the proposal. Trades for which a firm does not submit experience will not be considered for staff augmentation services.

October 2, 2025

**POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA
ADDENDUM #2**

RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

This addendum is issued to clarify, add to, revise and/or delete items of the RFP Documents for this work. This Addendum is a part of the RFP Documents and acknowledgment of its receipt should be noted on the Addendum.

Contained within this addendum: Questions and answers.

Tabatha Shirah

Tabatha Shirah
Sr. Procurement Analyst
Procurement Division

This Addendum sheet should be signed and returned with your submittal. This is the only acknowledgment required.

Signature: _____

Printed Name: _____

Title: _____

Company: _____

RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

Addendum #2

- Q1:** Could you confirm the process for submitting the Cost Tab? The RFP refers to uploading it as an Excel file, but I would like to verify if there are any additional content instructions or formatting requirements?
- A1:** Not applicable, there is no Cost Tab for this RFP. RFP Package, page 4 states *“Please only upload your documents as a PDF or Excel file for the Cost Tab, **if applicable.**”*
- Q2:** Who does Polk County recognize as an approved criminal background checks/fingerprinting, and drug screening company for completing Specifications Item 15? Does such company only need to be approved by the State of Florida or does Polk County have an approved list of companies for these services?
- A2:** The Proposer must have the capability to conduct background checks; however, the County does not require the Proposer to use an approved vendor list.

October 3, 2025

**POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA
ADDENDUM #3**

RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

This addendum is issued to clarify, add to, revise and/or delete items of the RFP Documents for this work. This Addendum is a part of the RFP Documents and acknowledgment of its receipt should be noted on the Addendum.

Contained within this addendum: Question and answer.

Tabatha Shirah

Tabatha Shirah
Sr. Procurement Analyst
Procurement Division

This Addendum sheet should be signed and returned with your submittal. This is the only acknowledgment required.

Signature: _____

Printed Name: _____

Title: _____

Company: _____

RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

Addendum #3

- Q1:** As currently worded, we believe that the indemnity provision located on page 25 of your RFP is not in compliance with FL Statute 725.08 and is unenforceable. Would the County consider rewording same to conform with the statute? Suggested language per FL Statute 725.08: *“The design professional shall indemnify and hold harmless the County, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the design professional and other persons employed or utilized by the design professional in the performance of the contract.”*
- A1:** The RFP indemnity language will remain unchanged at this time. Minor adjustments may be made to the indemnity language during negotiations with the elevated consultants.



REQUEST FOR PROPOSAL

POLK COUNTY

RFP 25-625, Engineering Staff Augmentation
Services for Land Development (CCNA)

October 8, 2025

TAB 1

Executive Summary

October 8th, 2025

Polk County Procurement Division
330 West Church Street, Room 150
Bartow, FL 33830

RE: RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

Dear Selection Committee,

ChastainSkillman | DCCM is pleased to submit our qualifications for professional engineering services in response to RFP 25-625. As a Polk County-based firm with extensive experience in civil infrastructure and a strong history of delivering complex engineering projects, we understand the County's growing need for qualified professionals to support the Land Development Division in managing the increasing demands of population growth and urbanization.

With a proud legacy of serving as a trusted consultant to numerous cities and counties across Florida — including a long-standing partnership with Polk County dating back to 1985 — ChastainSkillman | DCCM has consistently supported local governments through comprehensive master planning and infrastructure development initiatives.

Our experience spans a wide range of disciplines including Utilities, Water & Wastewater Engineering, Hydrology & Hydraulics, Program & Construction Management, Survey, Land & Site Development, and Transportation Engineering, all of which directly align with the four trades outlined in the RFP: **Survey, Inspection, Floodplain Management, and Engineering Services**. This multidisciplinary expertise enables us to deliver integrated solutions that are both technically sound and tailored to the unique needs of public sector clients, ensuring regulatory compliance, operational efficiency, and long-term community benefit.

We also bring strong partnerships with firms that complement our capabilities and share our commitment to quality:

- Rochester | DCCM – Aerial LiDAR, GIS Mapping, and additional Land Surveying services
- Madrid CFTL – Construction and Engineering Inspection
- Environmental Science Associates (ESA) – Floodplain Management and Environmental Permitting

As a proud local firm, we are deeply invested in the continued growth and resilience of Polk County. We welcome the opportunity to support the County and look forward to the potential for continued collaboration.

Sincerely,
ChastainSkillman | DCCM



W. Ronald "Ron" Cauthan, PE
Project Manager

ChastainSkillman



PRIMARY POINT OF CONTACT

Ron Cauthan, PE
 Project Manager
 863.646.1402
 rcauthan@dccm.com

ENTITY STRUCTURE

State of Florida Foreign Limited Liability Company - M24000002015
 Engineering License #: 262
 Survey License #: LB262

FOUNDING DATE

February 28, 1950

NO. OF FULL-TIME EMPLOYEES

52

OFFICES

LAKELAND (HQ)*

205 E Orange Street, Suite 110
 Lakeland, FL 33801
 863.646.1402
 chastainskillman.dccm.com
***Primary office where work will be performed and where core team will be assembled**

ORLANDO

4301 Vineland Road, Suite E7
 Orlando, FL 32811
 407.919.6620

BRENTWOOD (NASHVILLE)

215 Centerview Drive, Suite 113
 Brentwood, TN 37027
 629.777.3706

IN-HOUSE SERVICE OFFERINGS

- Utilities
- Water & Wastewater Engineering
- Hydrology & Hydraulics
- Program & Construction Management
- Survey
- Land & Site Development
- Transportation Engineering

LEGAL STRUCTURE

Chastain-Skillman, LLC dba ChastainSkillman | DCCM is headquartered in Lakeland, FL and maintains additional offices in Orlando, FL and Brentwood, TN. ChastainSkillman | DCCM was established in 1950, marking 2025 as its 75th anniversary in operation. Our staff of professionals are licensed to perform a variety of civil engineering, water and wastewater engineering, and land surveying services across 10 states. In 2024, Chastain-Skillman, LLC joined the DCCM family of divisions, which utilizes the skills of over 1,200 employees across 46 offices nationwide to tackle large, complex projects.

FIRM OVERVIEW

ChastainSkillman | DCCM's innovative concepts and advanced design work have played a major role in the growth and development of Florida for over 75 years. Our firm has worked diligently to provide an integrated approach to planning and design that benefits both our clients and their surrounding communities.

ChastainSkillman | DCCM's professionals have delivered thousands of projects across Florida, Tennessee, and other states throughout the Southeastern United States. We partner with clients across public and private sectors, tackling projects that range widely in scope and complexity, including municipal and county infrastructure, airports, parks and trails, sports complexes, streetscapes, roadways, hospitals, office buildings, educational facilities, industrial, residential, commercial and mixed-use developments, power plants, and utility system expansions.

PROPOSED TRADES FOR STAFF AUGMENTATION

ChastainSkillman | DCCM has qualified staff available to support the **Surveyors, Inspectors, Floodplain Management,** and **Engineering Services** trades. Additional details about our team's expertise and relevant experience are included in this proposal.

License Type	License#	Issued	Expires	Status
Surveyor Business	LB262	05/10/77	02/28/27	Active
Surveyor of Record	LS7388	02/09/22	02/28/27	Active

**State of Florida
Department of State**



I certify from the records of this office that CHASTAIN-SKILLMAN, LLC is a Delaware limited liability company authorized to transact business in the State of Florida, qualified on February 15, 2024.

The document number of this limited liability company is M24000002015.

I further certify that said limited liability company has paid all fees due this office through December 31, 2025, that its most recent annual report was filed on March 27, 2025, and that its status is active.

I further certify that said limited liability company has not filed a Certificate of Withdrawal.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Twenty-seventh day of March, 2025.


Secretary of State

Tracking Number: 150229066CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Files/CertificateOfStatusCertificateAuthentication>

THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION



Department of Business & Professional Regulation

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LICENSEE DETAILS

Licensee Information

Name: CHASTAIN-SKILLMAN, LLC (Primary Name)
 Main Address: 205 E. ORANGE STREET SUITE 110 LAKELAND Florida 33801
 County: POLK

License Information

License Type: Engineering Business Registry
 Rank: Registry
 License Number: 262
 Status: Current
 Licensure Date: 05/10/1977
 Expires:

Special Qualifications Qualification Effective

Alternate Names

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[View License Complaint](#)

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Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850-487-1385. Pursuant to Section 689.27(1), Florida Statute, effective October 1, 2012, business hours are 9:00 AM to 5:00 PM. All requests must provide the Department with an email address if they have one. The emails provided may be used for official communication with the licensee. However, email addresses are public records. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public. Please see our [Chapter 455](#) page to determine if you are affected by this change.

TAB 2

Approach to Project

PROJECT APPROACH

SPECIFIC ABILITIES

Our experienced team has provided the services outlined in this solicitation to a wide range of clients throughout our 75-year legacy. We offer specialized expertise in engineering, land surveying, floodplain management, and inspection services — each backed by decades of hands-on experience. Our deep familiarity with Polk County, a region undergoing rapid population growth and urban development, positions us to deliver thoughtful, site-sensitive solutions tailored to the community’s evolving needs. With many of our engineers living and working in Polk County every day, we have a vested interest in helping our community thrive.

Some of our specific capabilities include:

CHASTAINSKILLMAN | DCCM

- Over 75 years of engineering and surveying expertise to support Polk County Land Development staff.
- Access to a comprehensive database of County survey data to inform design and permitting.
- Proven experience managing infrastructure development across Central Florida.
- Integrates core program management elements: quality management, scheduling, labor resourcing, procurement, cost controls, and budget oversight.
- Headquartered in Polk County, ensuring quick responsiveness and deep regional familiarity.

ROCHESTER | DCCM

- Advanced aerial LiDAR capabilities support accurate terrain modeling and hydrologic/hydraulic analysis essential for wetland restoration and stormwater planning.
- Provides topographic, boundary, and construction surveying to document site conditions and support project design and permitting.
- Experienced in producing geospatial data critical for FEMA compliance and permitting documentation.

MADRID CFTL

- Offers CEI (Construction Engineering and Inspection) services to ensure quality control and compliance throughout project phases.
- Operates FDOT-qualified laboratories and employs certified inspectors to deliver reliable testing and documentation for FEMA and permitting requirements, if needed.
- Headquartered in Polk County, ensuring quick responsiveness and deep regional familiarity.

ESA

- Brings over 50 years of experience in environmental assessments, permitting, and regulatory compliance for complex restoration projects.
- Offers deep expertise in biology, water resources, ecosystem restoration, and water quality—key to enhancing the wetland treatment system and supporting FEMA documentation.
- Florida-based team provides responsive support for permitting, monitoring, and habitat restoration, with offices positioned to serve Polk County efficiently.



METHOD OF APPROACH AND PROJECT MANAGEMENT

Each project performed under this Engineering Staff Augmentation Services for Land Development contract will have unique characteristics and constraints. However, our general approach remains consistent: delivering technically sound and economically effective solutions within defined budget and schedule parameters.

BEGIN WITH THE RIGHT PEOPLE

Our Lakeland office will serve as the primary hub for providing professional engineering services to the County. This office is fully equipped to deliver the range of services outlined in the RFQ. We’ve partnered with highly specialized firms whose expertise complements our in-house capabilities and enhances our service delivery across Polk County:

- **Rochester | DCCM** – Aerial LiDAR, GIS Mapping, and additional Land Surveying services

- Madrid CFTL – Construction and Engineering Inspection
- Environmental Science Associates (ESA) – Floodplain Management and Environmental Permitting



UNDERSTANDING THE PROJECT

Assigning the right people ensures that questions are clarified and suggestions are offered to refine the scope and define success. We collaborate closely with County staff to maximize project value, including thorough evaluations of site conditions, permitting constraints, and other limiting factors. This always includes a comprehensive site inspection and, when appropriate, conceptual design alternatives to assess costs, benefits, and potential challenges.

EMPLOY THE RIGHT PROCESSES

Effective project management begins with clearly defined processes. As outlined in our Method of Approach, we employ a robust communication protocol—internally and externally—to develop strategies that support project goals. Our schedule and budget management processes are integral to our success and are reinforced by our Quality Management Program, detailed later in this section.

EXECUTE

Execution is a hallmark of our work throughout Polk County and Central Florida. We utilize innovative technologies and engineering best practices to create efficient roadmaps for proposed solutions. Our team ensures alignment with industry standards and client objectives, maintaining constant communication to report progress, address challenges, and celebrate milestones. We proactively mitigate risks and adjust plans as needed to ensure smooth implementation.

PROJECT CLOSEOUT / FOLLOW-UP

This phase is critical from financial, warranty, and historical perspectives. It provides an opportunity to measure final outcomes against initial project definitions

and identify lessons learned. We support the transition from capital projects to operational teams — an essential step for long-term success, especially for operations staff who may not have been involved in earlier phases.

QUALITY ASSURANCE/QUALITY CONTROL (QA/QC)

ChastainSkillman | DCCM's Quality Management Program guides each project from inception through completion by utilizing our proven Quality Assurance and Quality Control methodologies. The Quality Management Program is built into every element of the project life cycle to produce seamless and concise projects that accurately represent the objectives of each client and stakeholder.

Our Quality Assurance process enables the project team to set roles and responsibilities, identify milestones, and brainstorm design elements to create a project work plan that will guide the overall project.

The following processes will be utilized for this project:

- Brief weekly coordination meetings will be held with the design team, with County staff welcome to participate. These meetings will cover project status, schedule updates, and deliverables, with design documents shared via Teams. A bi-weekly “pencil down” review will help identify progress and potential conflicts. Bluebeam will be used to organize and post the latest planning documents for team-wide access.
- The week prior to each review submittal, we will conduct a page-by-page walkthrough with County staff. This collaborative redline session allows for early feedback and helps staff step away from other tasks to focus on the review in a structured setting.
- A senior staff member — familiar with the project but not involved in daily tasks — will provide a “fresh set of eyes” to review all planning documents and deliverables for accuracy, consistency, and completeness.

These reviews reflect our commitment to delivering high-quality work and maintaining excellence across all engineering disciplines for every client and community we serve.

TAB 3

Experience, Expertise, Personnel &
Technical Resources

CEI SERVICES FOR MELENDY STREET RESURFACING

CITY OF WAUCHULA | WAUCHULA, FL

CITY OF WAUCHULA

MELENDY STREET IMPROVEMENTS

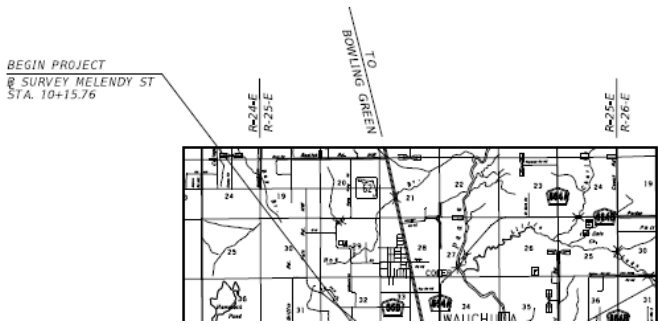
ALONG MELENDY STREET BETWEEN S 10TH AVE AND S 7TH AVE

PROJECT PLANS COMPONENTS

PLANS

ROADWAY PLANS

- SHEET DESCRIPTION
- KEY SHEET
- SIGNATURE SHEET
- SUMMARY OF PAY ITEMS
- PROPOSED DRAINAGE MAP
- TYPICAL SECTIONS
- SUMMARY OF DRAINAGE STRUCTURES
- PROJECT LAYOUT
- GENERAL NOTES
- ROADWAY PLAN AND PROFILE
- CROSS SECTIONS
- DRIVEWAY HALF SECTIONS
- TEMPORARY TRAFFIC CONTROL PLAN
- EROSION CONTROL CONTROL PLAN



ChastainSkillman | DCCM was contracted by the City of Wauchula and provided construction engineering and inspection services for the Melendy Street Resurfacing project. The Engineer of Record for this project is Kimley Horn and Associates.

ChastainSkillman | DCCM was responsible for reviewing and approving shop drawings, the Contractor’s monthly draw requests, preparing change orders, and conducting monthly construction progress meetings. ChastainSkillman | DCCM coordinated with Madrid CFTL (formerly Madrid CPWG) to provide the on-site construction observation.

FIRM

ChastainSkillman | DCCM

TYPE(S) OF TRADE

Inspectors

PROJECT SIZE

.25 mile

PROJECT COST

Engineering: N/A - Firm only provided CEI services for construction phase
Construction: \$639,616

PROJECT REPRESENTATIVE

Kyle Long
Community Development Director
863-773-9193
klong@cityofwauchula.com

PROJECT COMPLETION

Original Completion Date:

Design: N/A
Construction: 4/2025

Final Completion Date:

Design: N/A
Construction: 05/2025

FIRM’S RESPONSIBILITY

Prime (for CEI)

KEY STAFF INVOLVED

Ron Cauthan, PE (Project Manager)
James Dickerson (Construction Engineering Inspector)

PROJECT BUDGET

Original Budget:

Engineering: N/A
Construction: \$639,616

Final Budget:

Engineering: N/A
Construction: \$663,038

TIME EXTENSIONS

Yes, a month was added to the project completion date due to unforeseen conditions on the project site.



THE RUTHVENS PARKWAY CORPORATE CENTER LETTER OF MAP REVISION (LOMR)

THE RUTHVENS | LAKELAND, FL



FIRM

ChastainSkillman | DCCM

TYPE(S) OF TRADE

Floodplain Management

PROJECT SIZE

Approx. 50 Acres

PROJECT COST

\$9,545

PROJECT REPRESENTATIVE

Brandon Clark
 President, The Ruthvens
 41 Lake Morton Dr
 Lakeland, FL 33801
 863-686-3173
 bclark@ruthvens.com

PROJECT COMPLETION

Original Completion Date:

07/2022

Final Completion Date:

07/2022

FIRM'S RESPONSIBILITY

Prime

KEY STAFF INVOLVED

Drew Morson, PE, CFM (Project Engineer)

PROJECT BUDGET

Original Budget:

\$9,545

Final Budget:

\$9,545

Permitting services only – no engineering or construction services were included.

TIME EXTENSIONS

None

ChastainSkillman | DCCM was tasked with revising the floodplain map for a site owned by The Ruthvens, with the goal of removing existing onsite buildings from the designated floodplain. This effort involved the preparation and submission of a **FEMA Letter of Map Revision (LOMR)** application package.

The process included:

- Development of a comprehensive LOMR application package.
- Coordination with the City of Lakeland to obtain community review and approval.
- Management of the FEMA review process, which involved two rounds of comments from FEMA staff.
- Final approval of the LOMR following a public appeals period, during which no objections were raised.

Upon completion of the review and appeals process, the revised floodplain map became officially effective, successfully removing the buildings from the floodplain designation.

LAKE ELBERT TRAIL

CITY OF WINTER HAVEN | WINTER HAVEN, FL



ChastainSkillman | DCCM was contracted by the City of Winter Haven in 2016 to provide surveying services for the Lake Elbert Trail project. These services included boundary and right-of-way surveys, topographic surveys, and legal descriptions.

In 2017, the Lake Elbert Trail Master Plan was developed, proposing an 8-foot-wide asphalt trail along Lake Elbert Drive NE, spanning approximately 8,828 feet on the lakeside of the road. Due to limited existing right-of-way, 62 parcels were identified for acquisition, and a preliminary construction budget was prepared.

To support continued planning, the City requested that ChastainSkillman | DCCM conduct field verification of the proposed trail route to identify surface features or improvements that could impact construction or require route adjustments. This included reevaluating right-of-way needs and updating the acquisition budget. A revised Opinion of Probable Construction Cost and a visual exhibit of the trail were also prepared for public presentation.

The City later tasked ChastainSkillman | DCCM with compiling project changes into a 30% design set to support utility layout, trail development, and road modifications. Services provided included route planning, field verification, right-of-way exhibits, parcel value estimates, photomorph exhibits for public engagement, updated master plans (including the SR 542 Trail), and revised cost estimates.

In November 2022, ChastainSkillman | DCCM was awarded the final design phase for the Lake Elbert Trail. The scope includes surveying, geotechnical investigation, utility coordination, engineering design, permitting, bid phase support, and limited construction and inspection services.

FIRM

ChastainSkillman | DCCM

TYPE(S) OF TRADE

Surveyors, Inspectors, Engineering Services

PROJECT SIZE

8,828 LF

PROJECT COST

Engineering: \$337,052
Construction: \$10,749,962

PROJECT REPRESENTATIVE

Andy Palmer, CPRE
Parks Planning and Strategic Initiatives Manager
863.327.5931
apalmer@mywinterhaven.com

PROJECT COMPLETION

Original Completion Date:

Design: 01/2024
Construction: 03/2025

Final Completion Date:

Design: 01/2024
Construction: 09/2025

FIRM'S RESPONSIBILITY

Prime

KEY STAFF INVOLVED

Ron Cauthan, PE (Engineer-of-Record)
Drew Morson, PE (Project Engineer)
Jennifer Schroyer, EI (Project Engineer)
Jeff Ammermann, PSM (Survey Project Manager)

PROJECT BUDGET

Original Budget:

Engineering: \$310,561
Construction: \$10,061,226

Final Budget:

Engineering: \$337,052
Construction: \$10,749,962

+ Addendum No. 1 - \$688,735
(City-Requested Additional Services)

TIME EXTENSIONS

102 days

CITY OF WINTER HAVEN PLAT REVIEW CONTRACT

CITY OF WINTER HAVEN | WINTER HAVEN, FL



ChastainSkillman | DCCM’s Survey Department has maintained an ongoing contract with the City of Winter Haven to provide professional plat review services.

Over the course of several years, the team has completed reviews for a wide range of residential, commercial, and mixed-use developments. This long-term engagement reflects the department’s reliability, technical expertise, and commitment to supporting the City’s planning and development efforts.

This ongoing contract began in August 2021, with 33 plat reviews completed to date. ChastainSkillman | DCCM’s Survey Department has provided consistent and professional support to the City of Winter Haven, reviewing a wide range of residential and commercial developments. Notable projects include The Preserve at Lake Ashton, Peace Creek Reserve, Harmony on Lake Eloise (multiple phases), Villamar (Phases 4–7), and Shoppes at Country Club. The contract remains active, with additional reviews continuing through 2025.

FIRM

ChastainSkillman | DCCM

TYPE(S) OF TRADE

Surveyors

PROJECT SIZE

Variable

PROJECT COST

Engineering: There is no fixed cost for this contract; pricing is determined on an as-needed basis. To date, the total cost incurred is \$133,412.

Construction: N/A

PROJECT REPRESENTATIVE

Sean Byers
 Planning Manager
 863-298-7932
 sbyers@mywinterhaven.com

PROJECT COMPLETION

Original Completion Date:

Design: Ongoing
 Construction: N/A

Final Completion Date:

Design: Ongoing
 Construction: N/A

FIRM’S RESPONSIBILITY

Prime

KEY STAFF INVOLVED

Jeff Ammermann, PSM (Project Manager)

PROJECT BUDGET

Original Budget:

Engineering: N/A
 Construction: N/A

Final Budget:

Engineering: N/A
 Construction: N/A

There is no fixed budget for this contract; pricing is determined on an as-needed basis. To date, the total cost incurred is \$133,412.

TIME EXTENSIONS

None

Polk County Land Development Division

Project Manager

Ron Cauthan, PE ^{CS}

Project Team

Surveying

Jeff Ammermann, PSM ^{CS}
 Harley Davidson, PSM ^{CS}
 Sean Childs ^{CS}
 Jarrod Black, PLS RD
 Daniel Hulsey, GISP, UAV Pilot RD

Inspections

James Dickerson ^{CS}
 Chris Plowman ^{CS}
 Marcus Grant ^{MC}
 Anthony Brown ^{MC}

Floodplain Management

Drew Morson, PE, CFM ^{CS}
 Craig Stout, PWS ^{ESA}
 Doug Skurski, SPWS ^{ESA}

Engineering Services

Doug Forni, PE ^{CS}
 Jason Blankenship, PE, PSM ^{CS}

Firm Key

^{CS} ChastainSkillman | DCCM
RD Rochester | DCCM
^{MC} Madrid CFTL
^{ESA} Environmental Science Associates (ESA)



PROJECT ASSIGNMENT
 Project Manager

EXPERIENCE
 With firm: 45 years (4/4/1980)
 Total: 50 years

EDUCATION
 BS Engineering, The Citadel
 FDOT Bridge Inspection Training
 FDOT Advanced Maintenance of
 Traffic Certification (MOT)

LICENSES/REGISTRATIONS
 Professional Engineer (Florida
 #27563, North Carolina #013081,
 Georgia #015837)

BACKGROUND
 Mr. Cauthan is a Civil Engineer and Project Manager with extensive experience in roadway, stormwater, and park design throughout Central Florida. He has led projects from planning through permitting, working with multiple Water Management Districts and addressing environmental and drainage challenges. He also served as Highlands County's Consulting Engineer for 15 years and has designed a variety of recreational facilities, including nature preserves and sports complexes.

LAKE ELBERT TRAIL

CITY OF WINTER HAVEN | WINTER HAVEN, FL

Engineer-of-Record for the Lake Elbert Trail Project in Winter Haven, FL, supporting the City's long-term vision for trail connectivity and community enhancement. Oversaw surveying, route planning, engineering design, permitting, and public engagement for an 8,828-foot asphalt trail along Lake Elbert Drive NE. Led efforts from initial boundary and topographic surveys through master planning, right-of-way acquisition strategy, and phased design development. Coordinated utility layout, geotechnical investigation, and cost estimating, and provided bid phase support and limited construction services. The project is a key component of the Lake Elbert Trail Master Plan and aligns with the City's broader infrastructure and mobility goals. Project Fee: \$337,052

LAKE HOWARD TRAIL PHASE II

CITY OF WINTER HAVEN | WINTER HAVEN, FL

Project Manager for the Lake Howard Trail Extension in Winter Haven, FL, a 7,000-foot trail improvement project funded through FDOT's Local Agency Program (LAP). Managed surveying, engineering design, permitting, and construction observation services, including coordination with FDOT District One, SWFWMD, and the U.S. Fish & Wildlife Service for environmental clearance. Led public engagement efforts throughout the design phases and collaborated with the City to evaluate multiple trail alignments. The final design prioritized accessibility and aesthetics, minimizing structural elements. Oversaw construction support, including CEI services averaging 20 hours per week, and successfully navigated challenges such as uncharted utility conflicts. Project Fee: \$193,880

LOYCE HARPE PARK GRAND PAVILION

POLK COUNTY BOCC | LAKELAND, FL

Project Manager responsible for site design and permitting for a 3,500-square-foot pavilion at Loyce Harpe Park in Polk County. Additionally, ChastainSkillman | DCCM provided design services for an 80-foot pedestrian bridge spanning a drainage ditch and connecting to an existing playground. Project Fee: \$50,307

NEW JERSEY TRAIL

CITY OF LAKELAND | LAKELAND, FL

Project Manager provided civil engineering design and permitting services for the construction of the New Jersey Trail from Edgewood Drive on the south to Crystal Lake Drive on the north, approximately one mile in length. Environmental permitting on this project was complicated by having to address/verify the absence of the sand skink and the wood stork within the project limits. This project was funded and permitting through the FDOT LAP program and was constructed using City of Lakeland forces. Project Fee: \$86,180



PROJECT ASSIGNMENT

Civil Engineer – Stormwater/
Drainage Engineer and FEMA
Specialist

EXPERIENCE

With firm: 8 years (6/20/2016)
Total: 11 years

EDUCATION

BSCE, Virginia Tech, 2013
OSHA 10-Hr Training

LICENSES/REGISTRATIONS

Certified Floodplain Manager
(CFM)

BACKGROUND

Mr. Morson has 11 years of experience working for both Municipal and Private sector clients in the areas of Civil and Environmental Engineering. His project experience includes design and permitting for commercial developments, industrial developments, roadway projects, stormwater retention facilities, and recreational parks with his main area of expertise being stormwater management/permitting. He has also performed project management and preventative maintenance for reverse osmosis water purification systems projects and water sampling for wastewater discharge permits for federal government agencies.

THE RUTHVENS PARKWAY CORPORATE CENTER LOMR

THE RUTHVENS | LAKELAND, FL

Project Engineer for a FEMA Floodplain Map Revision in Lakeland, FL, supporting The Ruthvens in removing existing buildings from the designated floodplain. Led the preparation and submission of a comprehensive FEMA Letter of Map Revision (LOMR) application package, coordinated with the City of Lakeland for community approval, and managed the FEMA review process through two rounds of comments. The LOMR was approved following a public appeals period with no objections, resulting in an officially updated floodplain map. Project Fee: \$9,545

LAKE ELBERT TRAIL

CITY OF WINTER HAVEN | WINTER HAVEN, FL

Project Engineer for the Lake Elbert Trail Project in Winter Haven, FL, a multi-phase trail initiative spanning approximately 8,828 feet along Lake Elbert Drive NE. Managed surveying, route planning, right-of-way analysis, and public engagement to support the City's long-term trail connectivity goals. Led development of the Lake Elbert Trail Master Plan, including parcel acquisition strategy, cost estimating, and visual exhibits. Oversaw the 30% design phase and was later awarded the final design phase, which includes surveying, geotechnical investigation, utility coordination, engineering design, permitting, bid support, and limited construction services. Project Fee: \$337,052

CRYSTAL LAKE NORTH SIDE TRAIL

CITY OF LAKE WALES | LAKE WALES, FL

Project Engineer for the Crystal Lake Trail Project in Lake Wales, FL, supporting the City's downtown revitalization efforts. Led the development of construction documents for a new walking trail along the north side of Crystal Lake, connecting to the Park Avenue Connector Trail. Scope included a 5-foot-wide sidewalk along Sessoms Avenue, decorative lighting, and benches to enhance user experience. Oversaw topographic surveying, stormwater design, permitting, bid support, and limited construction services. Collaborated with Catalyst Design Group for site planning and utilized existing city mapping to streamline design development. Project Fee: \$126,857

SE7EN WETLANDS PHASE 3 TRAILS

CITY OF LAKELAND | LAKELAND, FL

Project Manager for Phase 3 of the Se7en Wetlands Project in Lakeland, FL, a passive recreation facility within the City's 1,600-acre wetlands water treatment site. Oversaw surveying, preliminary engineering, civil site design, permitting, and construction documentation for the addition of three boardwalks (two constructed), walkways, and site furnishings. Supported NEPA documentation and limited construction services. Also contributed to Phase I as a subconsultant, providing engineering design and permitting for multi-use pathways, pavilions, and restroom facilities to enhance public access and educational programming. Project Fee: \$51,435

DOUG FORNI, PE
SENIOR PROJECT MANAGER

ChastainSkillman | **DCCM**



PROJECT ASSIGNMENT

Civil Engineer – Land Development & Site Design

EXPERIENCE

34 years

EDUCATION

BSCE, West Virginia University
BSLA, West Virginia University

LICENSES/REGISTRATIONS

Professional Engineer (Florida #86696, Maryland #32775, Pennsylvania #63091, West Virginia #16133,)

Registered Landscape Architecture (Kentucky #874, Maryland #3700, Texas #3709, Virginia #1862, West Virginia #250)

PROFESSIONAL MEMBERSHIPS

Florida Recreation & Park Association (FRPA), Member, 2023

BACKGROUND

Mr. Forni has 34 years of experience in multi-discipline engineering and landscape architecture for both public and private sector clients. His project experience includes securing funding, project management, design, permitting, specification writing and construction management for municipal, county, state and federal projects, commercial, residential and industrial developments, mixed-use developments, parks and recreational facilities, and educational facilities. His areas of expertise include civil engineering, landscape architecture, utility design, site planning, stormwater management, and streetscape and roadway design.

BRIDGEWATER VILLAGES 12, 13, AND 14

WILLIAM RYAN HOMES | LAKELAND, FL

Project Manager for the Villages at BridgeWater, a 620-acre residential development in Lakeland, FL. ChastainSkillman | DCCM provided boundary and topographic surveys, civil site design, permitting, and construction services. The project included comprehensive civil site design, extensive survey tasks, and coordination with multiple regulatory agencies for permitting and zoning support. Project Fee: \$153,910

CRYSTAL LAKE NORTH SIDE TRAIL

CITY OF LAKE WALES | LAKE WALES, FL

Project Manager for the Crystal Lake Trail Extension, contracted by the City of Lake Wales to develop construction documents for a new walking trail connecting to the Park Avenue Connector Trail. Led efforts including topographic surveying, stormwater design, permitting, bid support, and limited construction services. The project featured a 5-foot-wide sidewalk along Sessoms Avenue, decorative lighting, and amenities such as benches to enhance user experience. Collaborated with Catalyst Design Group for site planning and utilized existing city mapping to streamline design development. Project Fee: \$126,857

LAKE ARIANA PARK MASTER PLAN

CITY OF AUBURNDALE | AUBURNDALE, FL

Project Manager for the development of a master plan for the renovation of the existing 8-acre Lake Ariana Park. The master plan includes a new, two-story, 20,000-square-foot civic center; an event lawn; a wedding/small event garden; new boat ramp and docks; a picnic pavilion; waterfront concession/restroom building; a canoe/kayak launch; shoreline restoration and rain gardens. The streetscape portion of the project includes the addition of a roundabout, a multipurpose trail and on-street parking. Project Fee: \$338,000

NW NEIGHBORHOOD CDBG

CITY OF LAKE WALES | LAKE WALES, FL

Project Manager for the NW Neighborhood CDBG Sidewalk Project in Lake Wales, FL, supporting the City's Lake Wales Connected – Downtown Revitalization Plan. Led survey and civil design services for ADA-accessible sidewalks across multiple streets, including topographic survey, right-of-way analysis, permitting, and limited construction observation. This project builds on a previous sidewalk and tree planting initiative completed in December 2021, which spanned approximately 30 streets. Played a key role in multiple revitalization efforts, including the Park Avenue Streetscape, Park Avenue Connector Trail, and 1st Street Streetscape projects. Project Fee: \$153,660

JASON BLANKENSHIP, PE, PSM
SENIOR PROJECT MANAGER

ChastainSkillman | **DCCM**



PROJECT ASSIGNMENT

Civil Engineer – Land Development & Site Design

EXPERIENCE

26 years

EDUCATION

BS, Geomatic Engineering – Florida Atlantic University, 2016

MS, Civil Engineering – Florida Atlantic University, 2017

LICENSES/REGISTRATIONS

Professional Engineer, Florida No. 94486 – Exp. 02/28/2027, Alabama No. PE53600 – Exp. 12/31/2025

Professional Surveyor and Mapper, Florida No. LS7187 – Exp. 02/28/2027

PROFESSIONAL MEMBERSHIPS

Florida Surveying and Mapping Society (FSMS), American Society of Civil Engineers (ASCE)

BACKGROUND

Jason Blankenship brings over 25 years of experience in civil engineering and land surveying for public and private clients. His expertise includes pavement and drainage design, storm surge protection, airfield engineering, and advanced surveying techniques such as photogrammetry and LIDAR. Skilled in construction methods, cost estimating, and quality control, Jason excels in managing projects from design through construction. His specialties include civil site design, utility coordination, stormwater management, and technical documentation.

***SOUTHERN HILLS PLANTATION**

WILLIAM RYAN HOMES | HERNANDO COUNTY, FL

Design Engineer for the Southern Hills Plantation, a large-lot golf course residential community in Hernando County, FL. Provided civil site design, stormwater modeling, permitting coordination, and construction support. The project included preparation of roadway, grading, drainage, and utility plans, along with SWFWMD permitting and field visits during construction. Project Fee: N/A

***SHOPPES AT NEW TAMPA**

RPM REALTY MANAGEMENT, LLC | WESLEY CHAPEL, FL

Design Engineer for the Shoppes at New Tampa, a commercial retail center in Wesley Chapel, FL. Delivered civil site design for grading, access, utilities, and stormwater systems. Coordinated with FDOT for driveway and turn lane improvements, addressed permitting comments, and supported construction implementation. Project Fee: N/A

***VALIDUS SUBDIVISION**

VALIDUS GROUP PROPERTIES | PASCO COUNTY, FL

Design Engineer for the Validus Subdivision, a medium-density residential development in Pasco County, FL. Delivered site layout, utility design, stormwater planning, and permitting support. Responsibilities included CAD production, technical calculations, client coordination, and construction observations to ensure compliance with approved plans. Project Fee: N/A

***NORTH AIR CARGO PARKING EXPANSION, TRUCK COURT REPAIRS, AND SERVICE ROAD RELOCATION**

TAMPA INTERNATIONAL AIRPORT (TPA) | TAMPA, FL

Project Manager. Managed design and construction administration for a dual landside and airside improvement project. Landside scope included pavement evaluation, selective concrete panel replacement, spall repairs, and slurry sealcoat application, along with expansion of the cargo parking area through SWFWMD permit modification. Airside improvements involved relocating and expanding a service road for enhanced safety and operations, integrating new lighting with existing airfield electrical systems. Late-stage scope additions included extensive joint routing and sealing. Oversight included utility coordination, permitting, and full construction documentation. Project Fee: N/A

***AIRFIELD DRAINAGE REHABILITATION**

TAMPA INTERNATIONAL AIRPORT (TPA) | TAMPA, FL

Project Manager. Jason led a multi-faceted airfield drainage rehabilitation project involving more than 3 miles of ditch work. The project included mangrove trimming, vegetation removal, installation of revetment mat, regrading and realignment of existing ditches, and tree removal to restore proper drainage function. The project required significant phasing and coordination with multiple other active projects to minimize operational disruption. Jason’s team handled design and oversight through construction. Services provided included drainage design, permitting coordination, vegetation and tree removal planning, erosion control, and construction support. Project Fee: N/A

**Indicates experience with previous employer*

JEFFREY AMMERMANN, PSM
 ASSISTANT SURVEY DIRECTOR

ChastainSkillman | **DCCM**



PROJECT ASSIGNMENT
 Survey Project Manager

EXPERIENCE
 19 years

- EDUCATION**
 BS, Geomatics, University of Florida, 2019
 Florida Phosphate Council Mine Safety Training
 Contractor Safety and Health Training
 CF Industries Site Specific Training

LICENSES/REGISTRATIONS
 Surveyor & Mapper (Florida #LS7388), 2022

PROFESSIONAL ORGANIZATION/ MEMBERSHIPS
 Florida Surveying & Mapping Society, Ridge Chapter Member

BACKGROUND
 Mr. Ammermann brings 18 years of surveying experience, specializing in topographic, corridor, and environmental surveys. He has supported major construction projects, including phosphate mining and gypsum stack developments, with precise construction layout services. His expertise also includes boundary surveys for parcels ranging from small tracts to over 100 acres, as well as environmental assessments to delineate wetlands, habitats, and contamination zones.

WINTER HAVEN PLAT REVIEWS
 CITY OF LAKE WALES | LAKE WALES, FL

Project Manager for ChastainSkillman | DCCM’s ongoing contract with the City of Winter Haven, providing professional plat review services since August 2021. Under Jeff’s leadership, the Survey Department has completed 33 reviews for residential, commercial, and mixed-use developments, including notable projects like The Preserve at Lake Ashton, Peace Creek Reserve, and Harmony on Lake Eloise. Jeff’s oversight ensured consistent, high-quality support for the City’s planning and development efforts. **Project Fee: \$133,412 (Job-to-Date)**

LAKE ELBERT TRAIL
 CITY OF WINTER HAVEN | WINTER HAVEN, FL

Survey Project Manager for the Lake Elbert Trail Project in Winter Haven, FL, supporting the City’s long-term vision for trail connectivity and community enhancement. Oversaw surveying for an 8,828-foot asphalt trail along Lake Elbert Drive NE. Led efforts from initial boundary and topographic surveys through right-of-way acquisition strategy. The project is a key component of the Lake Elbert Trail Master Plan and aligns with the City’s broader infrastructure and mobility goals. **Project Fee: \$337,052**

PARK AVENUE CONNECTOR TRAIL
 CITY OF LAKE WALES | LAKE WALES, FL

Survey Project Manager for the Park Avenue Connector Trail System, a key element of the Lake Wales Connected – Downtown Revitalization Plan. Oversaw surveying for a 2,200-foot shared-use trail that repurposed a one-way street to accommodate bicycle and pedestrian traffic while maintaining vehicular access. The project enhanced connectivity to the Lake Wales Trail System and supported broader community goals of improving access and encouraging downtown activity. **Project Fee: \$130,678**

BONNET SPRINGS PARK
 BONNET SPRINGS PARK, INC. | LAKELAND, FL

Assistant Survey Project Manager to provide all land surveying services for Bonnet Springs Park, a 180-acre site, located between West Memorial Boulevard and George Jenkins Boulevard in Lakeland. Performed boundary survey, topographic survey, and a tree assessment survey. The park’s urban elements include a nature center, event center, playground, and children’s museum. The park’s natural elements include a nature preserve, canopy walk, lagoon, and botanical gardens. Grand opening was October 22, 2022. **Project Fee: \$47,050**

MOSAIC PARK SOCCER FIELDS
 CITY OF BARTOW | BARTOW, FL

Surveying Manager responsible for overseeing field staff in the preparation of a topographical survey to support the design of two new soccer fields at Mosaic Park in Lake Wales, Florida. The survey included locating and documenting above-ground features near the existing soccer fields and parking area that could influence the design. Key elements within the survey area included the band shell, adjacent sidewalks, fencing, and trees, all of which were accurately depicted to inform the engineering and planning process. **Project Fee: \$62,460**



PROJECT ASSIGNMENT

Assistant Survey Project Manager

EXPERIENCE

8 years

EDUCATION

BS, Geomatics, University of Florida

AA, Hillsborough Community College

LICENSES/REGISTRATIONS

Professional Surveyor & Mapper (Florida, #LS7429), 2022

BACKGROUND

Harley Davidson is an Assistant Project Manager at ChastainSkillman | DCCM, specializing in land surveying services for infrastructure and development projects across Florida. With over 8 years of expertise in route surveys, right-of-way control, boundary and topographic surveys, construction layout, legal descriptions, and elevation certificates, Harley plays a key role in delivering accurate and compliant survey data to support engineering and permitting efforts. His attention to detail and collaborative approach make him a valuable asset in managing complex survey operations.

BONNET SPRINGS PARK

BONNET SPRINGS PARK, INC. | LAKELAND, FL

Drafting Designer responsible for managing all land surveying services for Bonnet Springs Park, a 180-acre site located between West Memorial Boulevard and George Jenkins Boulevard in Lakeland, FL. Services included boundary and topographic surveys, as well as a comprehensive tree assessment survey. The park features a blend of urban and natural elements, including a nature center, event center, playground, children’s museum, nature preserve, canopy walk, lagoon, and botanical gardens. The grand opening was held on October 22, 2022. Project Fee: \$47,050

ALTA/NSPS LAND TITLE SURVEY FOR 117 N. MASSACHUSETTS AVENUE

CITY OF LAKELAND | LAKELAND, FL

Assistant Project Manager and Surveyor-In-Training responsible for delivering an ALTA/NSPS Land Title Survey for the property located at 117 N. Massachusetts Avenue in Lakeland, FL, on behalf of the City of Lakeland. Deliverables included an electronic survey file prepared in AutoCAD Civil 3D, along with six signed and sealed hard copies of the final survey. Project Fee: \$3,750

COUNTY LINE ROAD WATER MAIN EXTENSION

CITY OF LAKELAND | LAKELAND, FL

Assistant Project Manager and Surveyor-In-Training responsible for project management and QA/QC of fieldwork and drafting services for the topographic survey supporting the extension of the existing City of Lakeland water main. The extension was designed to accommodate new development along County Line Road and resulted in the construction of approximately 11,000 linear feet of 12-inch water main, including 700 feet of horizontal directional drilling and three 24-inch diameter jack-and-bore casings. Project Fee: \$243,880

SUMMIT OFFICE BUILDING

SUMMIT CONSULTING | LAKELAND, FL

Assistant Project Manager, Drafting Designer, and Surveyor-In-Training. Assisted in surveying and drafting services for Summit Consulting’s new office building and parking garage in Downtown Lakeland. Contributed to boundary and right-of-way surveys, site grading, drainage design, utility layout, and erosion control planning. Supported preparation of construction documents and coordinated permitting with local and state agencies for a 135,000 SF facility with 450 parking spaces. Project Fee: \$83,515

HERITAGE PLAZA PARKING GARAGE

BKP FIVE LLC | LAKELAND, FL

Assistant Project Manager. Supported surveying and drafting services for the Heritage Plaza Parking Garage in downtown Lakeland, which included 12,860 SF of office/retail space and a 45,000 SF parking structure. Contributed to topographic survey preparation, site grading plans, erosion control design, and utility modifications. Collaborated with multidisciplinary teams and assisted in permitting coordination with local and state agencies to facilitate project approvals. Project Fee: \$48,525



PROJECT ASSIGNMENT
CAD Technician

EXPERIENCE
17 years

EDUCATION
High School Diploma

- LICENSES/REGISTRATIONS**
 Florida Phosphate Council
 Mine Safety Training
 OSHA Training
 Mine Safety and Health
 Administration Training
 CF Industries Site Specific
 Training
 Hazwoper Certified
 TWIC Certified
 Port of Tampa Access

BACKGROUND
 Sean Childs is a seasoned professional with 17 years of experience in the surveying industry, specializing in topographic, boundary, construction layout, and environmental surveys. He has led field crews and ensured quality assurance on hundreds of projects across Florida, supporting engineering design through detailed topographic and corridor surveys. His expertise includes construction layout for phosphate mining gypsum stacks, educational facilities, and large-scale developments. Mr. Childs has conducted boundary surveys for properties ranging from small tracts to over 10,000 acres, including ALTA/NSPS Land Title Surveys.

BONNET SPRINGS PARK

BONNET SPRINGS PARK, INC. | LAKELAND, FL

Drafting Designer and Assistant Project Manager responsible for delivering comprehensive land surveying services for Bonnet Springs Park, a 180-acre site located between West Memorial Boulevard and George Jenkins Boulevard in Lakeland, Florida. Scope of work included conducting a boundary survey, topographic survey, and tree assessment survey. The park features a blend of urban and natural elements, including a nature center, event center, playground, and children’s museum, as well as a nature preserve, canopy walk, lagoon, and botanical gardens. Bonnet Springs Park officially opened to the public on October 22, 2022. Project Fee: \$47,050

POLK REGIONAL WATER COOPERATIVE (PRWC) SE TRANSMISSION MAIN

POLK REGIONAL WATER COOPERATIVE | POLK COUNTY, FL

Drafting Designer and Assistant Project Manager responsible for delivering comprehensive surveying services for the Southeast Transmission Main (SETM), a major regional water infrastructure project led by the Polk Regional Water Cooperative. Scope of work included managing the development of electronic 3D topographic mapping to support final design, as well as preparing legal descriptions and sketches for land acquisition across up to 82 parent parcels. Surveying activities were conducted under the supervision of a licensed Florida Professional Surveyor and Mapper and included coordination of right-of-way surveys, easement documentation, and compliance with all applicable Florida statutes. The project supported the expansion of critical water transmission infrastructure across Southeast Polk County. Project Fee: \$3.2 million

COUNTY ROAD 763

DESOTO COUNTY BOCC | DESOTO COUNTY, FL

Assisted in calculating rights-of-way based on county road maps. Assisted in setting control for route survey and running elevations through control. Topographical Survey and location of above ground improvements along road right-of-way from FL-31 South and back east to FL-31 south of Arcadia, Florida. Project Fee: \$335,000

COUNTY ROAD 665

HARDEE COUNTY BOCC | HARDEE COUNTY, FL

Drafting Designer and Assistant Project Manager responsible for managing survey operations, performing right-of-way calculations, and delivering QA/QC for the design of 14 miles of CR-665 in Hardee County, Florida. The project, funded through FDOT’s SCOP and SCRAP programs, included topographic route surveys and the location of above-ground improvements along the roadway from SR 64 south to County Road 663 near Limestone, Florida. Responsibilities also included setting control, running elevations, and calculating rights-of-way based on available county road maps. Project Fee: \$614,000

JAMES DICKERSON
PROJECT MANAGER

ChastainSkillman | **DCCM**



PROJECT ASSIGNMENT
Constructability Review

EXPERIENCE
30 years

EDUCATION
High School Diploma

LICENSES/REGISTRATIONS
N/A

BACKGROUND
Mr. Dickerson is a seasoned construction representative, boasting a career spanning over three decades. His expertise lies in estimating and constructing water and wastewater treatment systems, pumping and conveyance systems, and storm drainage. He has demonstrated proficiency in project management across multiple projects. His work, performed under diverse site conditions, has left a significant footprint across Central Florida.

PACE ROAD FORCE MAIN AND LIFT STATION CONSTRUCTION SERVICES
CITY OF AUBURNDALE | AUBURNDALE, FL

Resident Project Representative for the new Pace Road Master Lift Station and Force Main servicing the Regional Wastewater Treatment Plant. In this project, Mr. Dickerson serves as an extension of City staff to provide limited construction phase services and recommendations to the City regarding compliance with City standards. **Project Fee: \$7.8 million**

WESTERN TRUNK LINE GRAVITY SEWER REPLACEMENT
CITY OF LAKE LAND | LAKE LAND, FL

Quality Assurance/Constructability Review Manager responsible for the oversight of 14,000 linear foot 42-inch diameter sanitary sewer gravity line to replace the City's existing trunk line. The project includes topographic survey, easement assistance, constructability review and phasing, and consideration of existing utility conflicts. The existing line was approximately 12,800 lineal feet with 43 manholes and approximately 47 branches that flow into the manholes along the sewer line's route. This project will cost approximately \$540,000 and will be completed over three phases. **Project Fee: \$2.4 million**

SOUTHWEST WASTEWATER PUMP STATION FLOW REVERSAL
CITY OF LAKE LAND | LAKE LAND, FL

Constructability Review Manager for the modification of the SW Pump Station. ChastainSkillman | DCCM was brought on board to provide design, bidding, and construction support to modify the on-site piping to enable the SW Pump Station to reverse the flow in the existing influent 20" force main and divert wastewater to the English Oaks Force Main. **Project Fee: \$378,000**

BIOSOLIDS IMPROVEMENTS
CITY OF WAUCHULA | WAUCHULA, FL

Constructability review for modifications to the biosolids system at the City's Wastewater Treatment Plant. Improvements include a new aerobic digester, blowers, and solids transfer pumps. **Project Fee: \$5.7M**



PROJECT ASSIGNMENT

Construction Project Representative

EXPERIENCE

12 years

EDUCATION

High School Diploma

LICENSES/REGISTRATIONS

CTQP - Technician Identification No. P455112852640

CTQP Earthwork Construction

CTQP Concrete Field Technician Level 1

CTQP Asphalt Paving Level 1 & 2

Nuclear Gauge Safety

ACI Concrete Field-Testing Technician Grade 1

Advanced M.O.T.

BACKGROUND

Mr. Plowman has more than six years of experience as an inspector/technician such as CQC, QCA, and VT; on various FDOT, city, and county projects. In addition, he also has six years of construction experience prior to his inspector/technical position.

- Construction Materials Testing and reporting
- Nuclear Density Gauge Operation
- CEI for FDOT, City and County Projects
- Maintenance of Traffic

ENGLISH OAKS PHASE 3, SECTION 1 (30" FM PROJECT)

CITY OF LAKELAND | LAKELAND, FL

RPR responsible for inspecting and collecting data/information for general site work. Included coordination with the City of Lakeland, contractor, subcontractors, QC, and engineer firm. Contractor on Site: Garney Construction. Project Fee (Entire Project): \$1,575,000 (Engineering), \$17M (Construction)

ENGLISH OAKS PHASE 3, SECTION 2A (30" FM PROJECT)

CITY OF LAKELAND | LAKELAND, FL

RPR responsible for inspecting and collecting data/information for general site work. Included coordination with the City of Lakeland, contractor, subcontractors, QC, and engineer firm. Contractor on Site: Woodruff & Sons Inc. Project Fee (Entire Project): \$1,575,000 (Engineering), \$17M (Construction)

ALLRED WWTP RAPID INFILTRATION BASIN

CITY OF AUBURNDALE | AUBURNDALE, FL

RPR responsible for inspecting and collecting data/information for general site work. Included coordination with the City of Auburndale, contractor, subcontractors, QC, and engineer firm. Contractor on Site: Bergeron Land Development. Project Fee: \$111,200 (Engineering), \$792,000 (Construction)

RUTHVENS BUSINESS PARK II - STATEMENT OF INSPECTIONS

THE RUTHVENS | LAKELAND, FL

Engineering support for the stormwater system inspection for Ruthvens Business Park II in Lakeland, Florida's existing Environmental Resource Permit. The engineering support for this project includes a site visit and supporting information for the completion of a submittal package to the District for each facility or permit. Project Fee: \$900

FIELDS MERCEDES-BENZ OF LAKELAND - STATEMENT OF INSPECTION

FIELDS MERCEDES-BENZ OF LAKELAND | LAKELAND, FL

Engineering support for the stormwater system inspection for Fields Mercedes in Lakeland, Florida's existing Environmental Resource Permit. The engineering support for this project includes a site visit and supporting information for the completion of a submittal package to the District for each facility or permit. Project Fee: \$1,100

COUNTY LINE ROAD WATER MAIN EXTENSION (12" WM PROJECT)

CITY OF LAKELAND | LAKELAND, FL

RPR responsible for inspecting and collecting data/information for general site work. Included coordination with the City of Lakeland, contractor, subcontractors, QC, and engineer firm. Contractor on Site: Kamminga & Roodvoets Inc. Project Fee: \$243,880 (Engineering), \$1.4M (Construction)

Rochester | **DCCM**

Primary Office Location:

425 Oak Street
Gainesville, GA 30501

Services Provided:

Land surveying support with specialization in Aerial LiDAR and GIS Mapping

Rochester | DCCM, a sister division to ChastainSkillman | DCCM under the DCCM umbrella, is supporting our team as a subconsultant by providing Aerial LiDAR, GIS Mapping, and additional land surveying services. With decades of experience serving both public and private clients, Rochester | DCCM is recognized for its technical expertise, responsive service, and long-standing client relationships. Their team of engineers, surveyors, and GIS professionals consistently delivers high-quality results that align with project scope, schedule, and budget objectives.



Primary Office Location:

2030 State Road 60 East
Bartow, FL 33830

Services Provided:

Construction and Engineering Inspection

Madrid CFTL is providing construction engineering and inspection services for this solicitation. With over 50 years of experience across Florida, they offer deep expertise in geotechnical investigations, construction materials testing, and inspection services. Their certified team of engineers, geologists, and inspectors is backed by FDOT-qualified laboratories and a strong track record of work with state agencies, municipalities, and private clients. Madrid CFTL is also a certified DBE (woman-owned), bringing both technical excellence and diversity to the project team.



Primary Office Location:

5401 S Kirkman Road, Suite 475
Orlando, FL 32819

Services Provided:

Floodplain Management and Environmental Permitting

Environmental Science Associates (ESA) is providing floodplain management and environmental permitting services for this solicitation. With over 50 years of experience, ESA is a nationally recognized, employee-owned firm specializing in science-based solutions that balance development and conservation. Their Florida-based team offers expertise in environmental assessments, regulatory compliance, natural resource planning, and NEPA management. ESA's collaborative approach and deep technical knowledge support resilient, ecologically sound outcomes that align with project goals and regulatory requirements.

JARROD BLACK, PLS
SENIOR VICE PRESIDENT - SURVEY SECTOR



FIRM
Rochester | DCCM

EXPERIENCE WITH FIRM
21 years

EXPERIENCE
31 years

EDUCATION
AGS Math & Science, Indiana University
Land Surveying Certificate, Middle Georgia College

LICENSES/REGISTRATIONS
Professional Land Surveyor, GA, MS, NC, TN, US Virgin Islands

PROFESSIONAL AFFILIATIONS
Trimble Development Team and Conference Speaker, NSPS, SAMSOG

AREAS OF EXPERTISE
For over 28 years at Rochester | DCCM, Mr. Black has led surveying for land development projects. He presents training sessions for land surveying CE Credits. Mr. Black coordinates Rochester | DCCM field crews, tests advanced field technology, and develops field best practices. He manages personnel in preparing land survey and mapping for parks, sanitary sewer, wastewater reclamation, water treatment, public buildings, and roadway projects.

- GPS Control Surveys
- GIS Mapping
- GIS Database Prep
- Corridor/Route Surveys
- Large Scale Cadastral & Retracement Surveys
- ALTA/ACSM Site Surveys
- Utility Locations & Mapping
- Survey Logistics
- Boundary Evidence Evaluation & Conflict Resolution
- Topographic Design Surveys
- Construction Staking

EMBRY RIDDLE UTILITY MAPPING, ASSESSMENT, AND GIS DEVELOPMENT

EMBRY RIDDLE AERONAUTICAL UNIVERSITY | DAYTONA BEACH, FLORIDA

Served as Project Manager as Rochester | DCCM performed UAV aerial in restricted, Daytona Beach International airport (DIA) air space. Coordinated with the campus, DIA and FAA for clearance and performed the aerial coordinating flights with the DIA tower. Performed utility locates, condition assessments and GIS development with the data collected.

The team utilized existing as-builts, met with local engineers and local utility authorities to meet the tight schedule. Quick turnaround on surveys and assessments helped keep the project on schedule. Worked around existing construction projects integrating the utility CAD files into the GIS. Worked around schools schedules. Performed detailed evaluations of utilities such as campus utilities including transformers, switch gears, regulators, and backflow preventers that were evaluated by diligent work of the project team. Total Project Cost: \$441,500.

ATLANTA STATE FARMERS MARKET REDEVELOPMENT

GEORGIA DEPARTMENT OF AGRICULTURE | FOREST PARK, GA

Led the survey team during the comprehensive redevelopment planning project for the Atlanta State Farmers Market (ASFM), one of the largest outdoor markets in the U.S., addressing Georgia’s growing agricultural import/export needs. Directed the condition assessment of critical utility systems, including water, drainage, and medium-voltage electricity, at a fully operational 24/7 facility near the world’s busiest airport. Oversaw the development of a phased infrastructure improvement plan to support future growth and ensure reliable service. Successfully managed the integration of a web-based Geographic Information System (WebGIS) for data documentation and analysis, enhancing the strategic planning of infrastructure capital improvements and site redevelopment. Design Cost: \$934,755.00

BOUNDARY SURVEY AND LEGAL DESCRIPTION

FLORIDA AIR NATIONAL GUARD | JACKSONVILLE, FLORIDA

Served as Project Manager and Professional Land Surveyor. Mr. Black was responsible for managing the boundary survey and legal description of properties leased from Jacksonville Aviation Authority for several years. This involved surveying approximately 342 acres, monumenting boundaries, providing legal descriptions, and platting the area. The team collected detailed field locations necessary to accurately depict the 19,200 linear feet of property lines and above ground and visible structures, utilities, and improvements within 25 feet of each side of the boundary line. Cost \$62,000.

DANIEL HULSEY, GISP & UAV PILOT
 GIS ANALYST AND UAV PILOT



FIRM
 Rochester | DCCM

EXPERIENCE WITH FIRM
 6 years

EXPERIENCE
 12 years

EDUCATION
 BS, Geographic Information Systems,
 University of North Georgia
 MS, Geographic Information Systems,
 Penn State University
 Land Surveyor Certificate, University
 of North Georgia

LICENSES/REGISTRATIONS
 Geographic Information Systems
 Professional, 90533
 UAV Pilot Certification

BACKGROUND
 Mr. Hulsey has a diversified GIS and UAV background. His experience includes many aspects of the GIS, UAV and survey discipline, ranging from instrument operator on a field crew, to field crew chief and on to GIS project manager. As a GIS Analyst for **Rochester | DCCM**, Mr. Hulsey manages the production of GIS and survey drawings, proposal preparation, and coordination of field work tasks. He oversees GIS drafters and field personnel as well as prepares budgets and GIS/survey documents.

AREAS OF EXPERTISE

- GIS Analyst
- UAV Pilot & Mapping
- Retracement/Boundary Surveys
- Topographic Surveys
- As-Built/Design Surveys
- Construction Layout
- Utility Mapping
- Route Survey

EMBRY RIDDLE UTILITY MAPPING, ASSESSMENT, AND GIS DEVELOPMENT

EMBRY RIDDLE AERONAUTICAL UNIVERSITY | DAYTONA BEACH, FLORIDA

Served as Web Application Developer for GIS as Rochester | DCCM performed UAV aerial in restricted, Daytona Beach International airport (DIA) air space. Coordinated with the campus, DIA and FAA for clearance and performed the aerial coordinating flights with the DIA tower. Performed utility locates, condition assessments and GIS development with the data collected.

The team utilized existing as-builts, met with local engineers and local utility authorities to meet the tight schedule. Quick turnaround on surveys and assessments helped keep the project on schedule. Worked around existing construction projects integrating the utility CAD files into the GIS. Worked around schools schedules. Performed detailed evaluations of utilities such as campus utilities including transformers, switch gears, regulators, and backflow preventers that were evaluated by diligent work of the project team. Total Project Cost: \$441,500.

ATLANTA STATE FARMERS MARKET REDEVELOPMENT
 GEORGIA DEPARTMENT OF AGRICULTURE | FOREST PARK, GA

Web Application Developer for the comprehensive redevelopment planning project for the Atlanta State Farmers Market (ASFM), one of the largest outdoor markets in the U.S., addressing Georgia’s growing agricultural import/export needs. Directed the condition assessment of critical utility systems, including water, drainage, and medium-voltage electricity, at a fully operational 24/7 facility near the world’s busiest airport. Oversaw the development of a phased infrastructure improvement plan to support future growth and ensure reliable service. Successfully managed the integration of a web-based Geographic Information System (WebGIS) for data documentation and analysis, enhancing the strategic planning of infrastructure capital improvements and site redevelopment. Design Cost: \$934,755.00

BOUNDARY SURVEY AND LEGAL DESCRIPTION
 FLORIDA AIR NATIONAL GUARD | JACKSONVILLE, FLORIDA

Served as Web Application Developer for GIS. Mr. Hulsey was responsible for aiding with the boundary survey and legal description of properties leased from Jacksonville Aviation Authority for several years. This involved surveying approximately 342 acres, monumenting boundaries, providing legal descriptions, and platting the area. The team collected detailed field locations necessary to accurately depict the 19,200 linear feet of property lines and above ground and visible structures, utilities, and improvements within 25 feet of each side of the boundary line. Cost \$62,000.

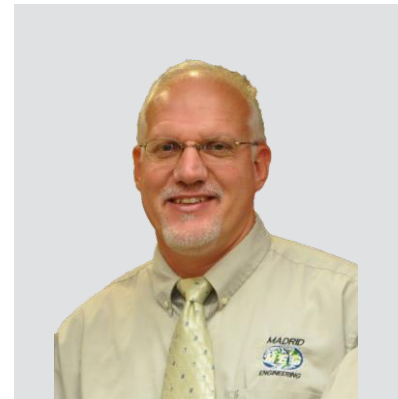
John Delashaw, PE, MAT

Principal, Geotechnical Engineer



Mr. Delashaw currently serves as the Bartow office Principal over the Geo-Sciences Divisions and is the project principal and/or technical lead for most of the company's geotechnical projects. Much of his over 34 years of geotechnical engineering experience has been gained from working on projects in the areas of: dam design and evaluation; shallow and deep foundation systems; earthworks and site development; soil improvement techniques; specialty soil sampling and laboratory testing; sinkhole investigation, evaluation and stabilization, and roadway soil.

His primary experience includes project management, contract management, technical direction of geotechnical engineering projects, geotechnical field investigations, and analyses for numerous public and private sector clients. He is responsible for staffing and resource management and reviewing engineering evaluations for geotechnical investigations in addition to numerous subsidence investigations. He has served as the QA/QC Manager under the internal Quality Management System(QMS) for both the Soils and Materials Laboratories. He often provides expert witness testimony on forensic projects and is in responsible charge of numerous soil stabilization projects.



Project Experience

FDOT Design-Build Value Added Foundation Design, Sawgrass Expressway (SR 869) over Atlantic, Blvd, FPID 443956-1-52-01

Personnel: John Delashaw, PE (Geotechnical Principal), Paul Passe, PE (Senior Geotechnical Engineer)

Project Dates: Nov 2022 to Aug 2023

Project Role: Geotechnical Subconsultant

Project Contact: Javier Beteta, PE; Project Manager (Halley Engineering); Phone - 305.883.0055; Email – jbeteta@halleyeng.com

Project Description: Madrid was requested to step in as Geotechnical EOR to an existing project and provide geotechnical foundation design services for a proposed alternate bridge configuration. The initial scope was a limited review of the previous consultant's findings followed by a detailed geotechnical foundation investigation, design, and signed and sealed plans related to pile foundations.

I-4/SR 557 Polk County, FL, FPID 201215-3-52-01

Personnel: John Delashaw, PE (Geotechnical Principal), Paul Passe, PE (Senior Geotechnical Engineer - EOR)

Project Dates: 2022 to 2023

Project Role: Geotechnical Sub

Project Contact: TJ Lallathin, PE; Project Manager (DRMP); Phone - 407.362.1321; Email – tjlallathin@drmp.com

Project Description: Madrid served as the geotechnical engineer of record for this interchange improvement project, which also extended along approximately four miles of mainline Interstate 4. Madrid was responsible for the geotechnical exploration program, reviewing of the subsurface investigation, laboratory-testing program, engineering analysis and report preparation for roadway soil survey and structures reports. Madrid also performed design calculations, reviewed foundation documentation and provided foundation certification packages. Additionally, Madrid provided technical support services for an Engineering Analysis Report (EAR) which was completed in 2023.

Years of Experience

- 34 Years

Education

- B.S., Civil Engineering, San Diego State University

Professional Registration

- Professional Engineer, Florida # 48154 (1986)
- Professional Engineer, Mississippi # 21324 (2013)

Continuing Education

- Properties of Fills for MSE Walls – ASCE Webinar, January 2018
- Geo-Frontiers Conference – 2011 (Paper presented at conference – published in proceedings– June 2017)
- Geotechnical and Materials Engineers Conf. ('98,'01,'04,'07,'10,'11,'12,'13,'14,'16,'17,'18,'19,'22)
- Florida Dam Safety Annual Conference 1997 through 2004 (technical presenter 1999 & 2003)

Marcus Grant

Laboratory Manager / Senior Field Inspector



EXPERIENCE SUMMARY:

Marcus Grant has over 18 years of experience working in the FDOT Construction Material Testing industry and specializes in the area of asphalt inspection testing and reporting, earthwork sampling, testing and reporting, concrete sampling and testing as well as creating and maintaining a CMEC accredited lab for over 12 years. He has a thorough understanding of FDOT specifications, and construction procedures. He has successfully completed numerous asphalt, earthwork and concrete construction projects that included sampling, testing, and plant verification work. Marcus Grant also has extensive laboratory testing experience including aggregate, soils, and concrete.

PROJECT EXPERIENCE:

SR17 & Arbuckle Creek Rd, Highlands County

January 2019 – March 2019

FIN: 433202-1-52-01

CEI Inspector

This project consists of milling and resurfacing along SR17 and Arbuckle Creek Rd in Sebring, Florida. Mr. Grant provided CEI VT Inspection services for this project as the sole inspector for this project. His duties include Earthwork, Concrete, Asphalt Paving inspection and verification testing.

Tim Dewitz, Project Administrator, FDOT Bartow Operations Center:
(863) 519-4100; Cell (863) 272-4915

FDOT D1 & D7 VT Asphalt Plant Inspection

October 2017 to Present

Asphalt Plant Inspector

Marcus provides Asphalt Plant VT inspection services for projects in both District 1 and District 7. These services include all inspection, testing and reporting required for Hot Mix Asphalt that is to be incorporated into FDOT construction projects.

Keneth Collier, FDOT District 1 & 7 District Bituminous Supervisor,
Office: (863) 519-4249

CEI Group 160, District 5 Maintenance Phase Projects

February 2020 to March 2021

FIN: 444000-1-72-10 (E5V74)

CEI Inspector

For this maintenance project, Marcus has been responsible for verifying all personnel and equipment on-site, confirming MOT set-up, video documenting the desilting process, and verifying that all pipe runs have been properly desilted per the project plans. Marcus is also responsible for updating the project worksheet, and notating operational changes not identified in the plans; as well as completing daily DWR on Site Manger.

KNavarro, Construction Project Administrator, Office: (407) 278-2729



Education

Lake Gibson High School Graduated in 2002

TIN#

G65354183

Certifications

CTQP Earthwork Construction Inspector Level I & II
 CTQP Concrete Lab Testing Technician Level I
 CTQP Concrete Field Technician Level I
 CTQP FDOT Concrete Field Inspector Specification
 CTQP Asphalt Plant Technician Level I & II
 CTQP Asphalt Paving Technician Level I & II
 CTQP LBR Testing Technician
 CTQP Aggregate Testing Technician
 CTQP QC Manager
 CTQP Pile Driving Inspection
 ACI Concrete Field Testing Technician
 ACI Concrete Laboratory Testing Technician Level 1
 ACI Concrete Strength Testing Technician
 ACI Aggregate Testing Technician Level 1
 RSO
 Nuclear Gauge Safety
 MOT Advanced

Anthony Brown

Senior Inspector



EXPERIENCE SUMMARY:

Mr. Brown has 10 years of experience (5 as a Sr Inspector) working in the FDOT CEI industry since 2014 and specializes in multiple areas of construction inspection, including: asphalt plant inspection, earthwork, concrete, asphalt paving, drilled shaft inspection, and pile driving inspection. He maintains an exemplary understanding of FDOT specifications and construction procedures and has worked directly out of the District 1 Materials Office as a consultant. He has successfully completed numerous FDOT projects that included sampling, testing, and reporting; and is highly familiar with both MAC and Site Manager Mr. Brown also has extensive laboratory testing experience including aggregate, soils, and concrete.

PROJECT EXPERIENCE:

433202-1-52-01

State Road 17, Highlands County

November 2018 – January 2019

Senior Inspector

This project consists of milling and resurfacing along SR17 and Arbuckle Creek Rd in Sebring, Florida. Mr. Brown provided CEI Senior VT Inspection services for this project as the sole inspector for this project. His duties include Earthwork, Concrete, Asphalt Paving inspection and verification testing.

Grayson O’Cain, Project Administrator, FDOT Bartow Operations Center: (863) 519-4100; Cell (863) 272-4972

418403-2-52-01

State Road 600, Osceola County

July 2016 – November 2018

Field Inspector

This project consisted of the reconstruction of US92/ SR600 in Kissimmee, Florida. Mr. Brown provided CEI VT Inspection services for this project. His duties include Earthwork, Drilled Shafts, Signals, Storm Sewer, Concrete, Thermo, Asphalt Paving inspection and verification testing.

Kris Morgan, Jacobs Project Administrator, (813) 614-3776

FDOT District 1 Materials – Pavement Assessment Specialist

December 2019 – Current

Pavement Assessment Specialist

This project consisted of conducting roadway field reviews of existing pavement to assist in project design. Duties include taking detailed notes of existing deficiencies, documenting existing conditions through video/pictures, and producing field reports. Other duties included pavement coring and reviewing cores collected by department consultants.

Taylor Smith, Pavement Evaluation Engineer, (863) 519-4221



Education

Auburndale High School 2006
 Everest University 2007 to 2008
 Polk State 2008 to 2009
 Army 2010 to 2013

TIN#

B65001988

Certifications

CTQP Earthwork Construction Inspector I & II
 CTQP Concrete Field Technician I
 CTQP Asphalt Plant Technician I & II
 CTQP Asphalt Paving Technician I & II
 CTQP Final Estimates I & II
 CTQP Drilled Shaft Inspection
 CTQP Driven Pile Inspection
 ACI Concrete Field Testing Technician I
 ACI Concrete Laboratory Testing Technician I
 ACI Concrete Transportation Construction Inspector
 FAA Airfield Pavement Inspection
 Qualified Stormwater Management Inspector
 Concrete Batch Plant Inspector
 IMSA Signals Inspector
 IMSA Signals Technician
 Nuclear Gauge Safety
 MOT Advanced
 QC Manager
 Critical Structures Construction Issues



Craig Stout, PWS

Senior Managing Associate



EDUCATION

BS, Biological Sciences,
University of Central Florida
AS, Environmental
Technology, Valencia College

32 YEARS OF EXPERIENCE

CERTIFICATIONS/ REGISTRATIONS

Professional Wetland
Scientist, #2393, 2013

Licenses: General Standards
(Core): Commercial pesticide
application, Aquatic herbicide
application, 2000, Natural
Areas herbicide application,
2013, Florida

Wildland Firefighting Training,
1998: Fire Behavior (S-190),
Hand Tools (S-130), Standards
of Survival (PMS-416)

Florida Boating Safety
Certification, 2003

PADI Open Water Dive
Certification, 2008

Quality Vegetative
Management (QVM) Certified
Advisor, 2007

Authorized Gopher Tortoise
Agent, 2009

FDEP Qualified Stormwater
Inspector, 2011

FAA Qualified Airport Wildlife
Biologist, 2018

PROFESSIONAL AFFILIATIONS

Florida Stormwater
Association

Craig is a professional wetland scientist with more than 32 years of experience in the environmental science field as a consultant to industry and government. His multifaceted background includes jurisdictional wetland delineations, uniform wetland mitigation assessment method (UMAM) assessments, formal wetland verifications, environmental resource permitting, agency coordination, permit compliance, listed species surveys and permitting, vegetative identification and monitoring, Geographic Information System (GIS) mapping, and land survey. He is trained as a wildland firefighter and certified commercial, natural areas, and aquatic herbicide applicator. As the lead field biologist on many projects, his responsibilities have included extensive data collection and coordinating field surveys for threatened and endangered species, such as the Florida scrub jay, gopher tortoise, sand skink, eastern indigo snake, and various protected plants. Additional activities include the assessment of nuisance and exotic vegetative species for their environmental impacts, implementing control procedures, and directing the establishment of vegetative and aquatic monitoring programs.

Relevant Experience

Polk Regional Water Cooperative (PRWC), Alternative Water Supply (AWS) Program, Polk County, FL. Field/GIS Lead. PRWC is a unified group that includes Polk County and its municipalities working together to develop and promote water conservation within the Polk Regional Water Cooperative. As part of the environmental team, Craig assisted on studies that include reviewing environmental impacts to wildlife (including "ridge specific" imperiled species), water resources, and water quality. Current site assessments and permitting support cover multiple water facilities siting and 75–90 miles of water transmission line infrastructure, throughout Polk County. In addition to the field facility and transmission review, Craig was the GIS mapping lead for this multifaceted project, in support of the NEPA submittal and Water Infrastructure Finance and Innovation Act (WIFIA) application package.

Polk Regional Water Cooperative (PRWC), Alternative Water Supply (AWS) Program, Southeast Water Production Facility (WPF). Polk County, FL. Field Lead. PRWC is a unified group that includes Polk County and its municipalities working together to develop and promote water conservation within the Polk Regional Water Cooperative. As part of the PRWC AWS Program, the Southeast Water Production Facility (WPF) is proposed to be constructed as a result of the project. This proposed WPF is located on an approximate 25-acre parcel that is sited within the sand and blue-tailed mole skink consultation area, has appropriate soils, and is over 82 feet NGVD. As such, an FWS-approved skink coverboard survey was conducted. As a field lead, Craig managed field crews during the installation of 942 coverboards. After the 1-week acclimation period, Craig assisted in checking the coverboards for evidence of sand and/or blue-tailed mole skink activity for 4 consecutive weeks. Upon completion of the survey, he assisted with the report preparation and was the GIS lead for all exhibits in support of the survey report.

Polk County Parks and Natural Resources Division, FX Bar Ranch Conservation Easement Baseline Document Support Services, Polk County, FL. Lead Biologist. This contract included environmental support services for data collection to provide a Conservation Easement Baseline Document for approximately 500+/- acres of the FX Bar Ranch in Frostproof, Florida. This portion of the FX Bar Ranch is significant to the County since it receives a majority of Lake Weohyakapaka (Lake Walk-in-the-Water) drainage and contains significant ecological, educational, and aesthetic value in its present state as a natural area. The Conservation Easement Baseline Document is prepared to document the

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Douglas Skurski, SPWS

Senior Vice President, Southeast Regional Director



Douglas has more than 24 years of experience in wetland assessments; federal, state, and local permitting; protected species studies; Geographic Information Systems (GIS) mapping and analysis; National Environmental Policy Act (NEPA); habitat evaluation; and environmental impact mitigation. He is knowledgeable in developing effective resolutions to conflicts between natural resources and project development and has a thorough understanding of Florida's ecology.

Relevant Experience

EDUCATION

MS, Biology, University of Central Florida

BS, Zoology, Washington State University

24 YEARS OF EXPERIENCE

CERTIFICATIONS/ REGISTRATIONS

Senior Professional Wetland Scientist, No. 1719

Qualified Stormwater Management Inspector, No. 29971

TRAINING

Uniform Mitigation Assessment Method (UMAM) Technical Training, Southwest Florida Water Management District (SWFWMD), 2010

Wetland Plant ID, Institute for Wetland and Environmental Education and Research, Inc., 2006

UMAM Field Workshop, Central Florida Association of Environmental Professionals (CFAEP), 2004

Polk Regional Water Co-Operative (PRWC), Polk County, FL. Senior Scientist.

Conducted studies that included reviewing environmental impacts to imperiled "ridge specific" species and water resources for 80 miles of "greenfield" new alignment water line infrastructure, two water treatment facilities, and multiple Lower Floridan Aquifer wells. The project also includes hydrobiological monitoring implementation supporting a new Water Use Permit (WUP) for withdrawals from the Lower Floridan, NEPA Biological Assessment (BA) analysis reporting in support of the submittal and acceptance of a Water Infrastructure Finance and Innovation Act (WIFIA) application package, environmental support for the WUP submittal for surface water withdrawals from Peace Creek, hydrobiological design to monitor withdrawals from Peace Creek, agency permitting, and construction oversight for the PRWC-approved projects.

Nalcrest Fire Station, Polk County, FL. Senior Scientist for the sand and blue-tailed mole skink coverboard survey that was conducted within the project footprint. In accordance with FWS survey guidelines, 142 coverboards were placed within the appropriate habitat areas and monitored for 4 consecutive weeks. The results of the survey did confirm that four of the coverboards were positive for sand and blue-tailed mole skink tracks. Supported the Sand Skink Survey Report preparation and assisted with the FWS consultation process to secure a Habitat Conservation Plan (HCP) and Incidental Take Permit for the species.

City of Auburndale WWTF Spray Fields and RIB Project Phase 1 and 2, Polk County, FL. Senior Scientist.

Conducted 100% gopher tortoise survey of an approximate 130-acre site in preparation of the construction of the City's Spray Field and Rapid Infiltration Basin (RIB) project. Once completed, a Conservation Permit was applied for and secured through FWC for the excavation of 242 gopher tortoise burrows for Phase 1 and 125 burrows for Phase 2. Doug acted as one of the team leads during the excavation activities and coordinated with the long-term recipient site for the relocation activities.

Se7en Wetlands Treatment System and Surrounding Management Areas, Lakeland FL. Project Director

to document existing site conditions at the Se7en Wetlands Treatment Wetlands/Park in Lakeland, Florida. Since its creation (1985), the treatment wetland system, including the immediate surrounding property limits (collectively 1,640 acres), has received land management activities to both reduce nuisance/exotic plant species and to promote beneficial vegetative growth to further enhance water treatment capabilities. ESA biologists implemented the first phase of an "on-site" Operational and Land Management Plan (Plan) that addressed the treatment of effluent by appropriate vegetation to meet applicable state and federal standards, but one that is also able to provide the flexibility to address wildlife habitat needs, while incorporating the Se7en Wetlands Guiding Principles. Existing site conditions were documented within the property limits, to provide programmatic maintenance recommendations that could be implemented immediately or incorporated with additional site-specific information for the creation/development of complete site Plan. The foundation of maintenance

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TAB 4

Is the Firm a “Polk County Entity”?

IS THE FIRM A POLK COUNTY ENTITY?

ChastainSkillman | DCCM is a Delaware-based limited liability company that has been headquartered in Lakeland, Florida — within Polk County — since February 28, 1950.

- **Headquarters and Primary Office** - 205 E Orange Street, Suite 110, Lakeland, FL 33801
- **Team Members in Primary Office:** 58
- **Time at Local Office:** 7 years

The **primary office** supporting this Engineering Staff Augmentation Services for Land Development CCNA RFP is located at 205 E Orange Street, Suite 110, Lakeland, FL 33801, where the firm has operated since April 2018. This location serves as our headquarters and currently houses 58 professionals across a range of disciplines.

In addition to our Lakeland headquarters, we also maintain offices in:

- Orlando, FL – 4301 Vineland Road, Suite E7, Orlando, FL 32811
- Brentwood, TN – 215 Centerview Drive, Suite 113, Brentwood, TN 37027

To verify our presence within Polk County, we have included Polk County Business Tax Receipts for the past two years as supporting documentation.

TEAMING PARTNERS IDENTIFIED AS POLK COUNTY-BASED ENTITIES

Of our three teaming partners, Madrid CFTL — recognized by Polk County as Madrid Engineering Group — is the only firm based in Polk County. They have been headquartered in the county for 33 years. Below is a summary of our teaming partners, including their headquarters and local office locations:

Rochester | DCCM

- **Headquarters and Primary Office** - 425 Oak Street NW, Gainesville, GA 30501
- **Team Members in Primary Office:** 63
- **Time at Local Office:** 59 years

Madrid CFTL

- **Headquarters and Local Office** - 2030 State Road 60 East, Bartow, FL 33830
- **Team Members in Local Office:** 48
- **Time at Local Office:** 33 years

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- **Headquarters** - 575 Market Street, Suite 3700, San Francisco, CA 94105
- **Local Office** - 5401 South Kirkman Road, Suite 475, Orlando, FL 32819
- **Team Members in Local Office:** 15
- **Time at Local Office:** 23 years

POLK COUNTY LOCAL BUSINESS TAX RECEIPT		
ACCOUNT NO. 2594	CLASS: B+	EXPIRES: 09/30/2025
OWNER NAME	LOCATION	
JAMES R CHASTAIN	205 E ORANGE ST SUITE 110 LAKELAND	
BUSINESS NAME AND MAILING ADDRESS	CODE	ACTIVITY TYPE
CHASTAIN SKILLMAN INC CHASTAIN SKILLMAN INC 205 E ORANGE ST SUITE 110 LAKELAND, FL 33801	920000 540190	LTD PUBLIC SERVICE PROFESSIONAL ENGINEER
PROFESSIONAL LICENSE (IF APPLICABLE)		
OFFICE OF JOE G. TEDDER, CFC * TAX COLLECTOR		
THIS POLK COUNTY LOCAL BUSINESS TAX RECEIPT MUST BE CONSPICUOUSLY DISPLAYED AT THE BUSINESS LOCATION		
PAID - 2510212 07/22/2024 OPY	OLP 57.75	CHASTAIN SKILLMAN INC

POLK COUNTY LOCAL BUSINESS TAX RECEIPT		
ACCOUNT NO. 2594	CLASS: B+	EXPIRES: 09/30/2024
OWNER NAME	LOCATION	
JAMES R CHASTAIN	205 E ORANGE ST SUITE 110 LAKELAND	
BUSINESS NAME AND MAILING ADDRESS	CODE	ACTIVITY TYPE
CHASTAIN SKILLMAN INC CHASTAIN SKILLMAN INC 205 E ORANGE ST SUITE 110 LAKELAND, FL 33801	920000 540190	LTD PUBLIC SERVICE PROFESSIONAL ENGINEER
PROFESSIONAL LICENSE (IF APPLICABLE)		
OFFICE OF JOE G. TEDDER, CFC * TAX COLLECTOR		
THIS POLK COUNTY LOCAL BUSINESS TAX RECEIPT MUST BE CONSPICUOUSLY DISPLAYED AT THE BUSINESS LOCATION		
PAID - 1675644 07/31/2023 OPY	OLP 57.75	CHASTAIN SKILLMAN INC

POLK COUNTY LOCAL BUSINESS TAX RECEIPT		
ACCOUNT NO. 1289	CLASS: B+	EXPIRES: 09/30/2025
OWNER NAME	LOCATION	
SHEILA TARTE	2030 HWY 60 E BARTOW	
BUSINESS NAME AND MAILING ADDRESS	CODE	ACTIVITY TYPE
MADRID ENGINEERING GROUP MADRID ENGINEERING GROUP 2030 HWY 60 E BARTOW, FL 338304268	540190	PROFESSIONAL ENGINEER
PROFESSIONAL LICENSE (IF APPLICABLE)		
OFFICE OF JOE G. TEDDER, CFC * TAX COLLECTOR		
THIS POLK COUNTY LOCAL BUSINESS TAX RECEIPT MUST BE CONSPICUOUSLY DISPLAYED AT THE BUSINESS LOCATION		
PAID - 2645893 10/14/2024 OPY	OLP 73.53	MADRID ENGINEERING GROUP

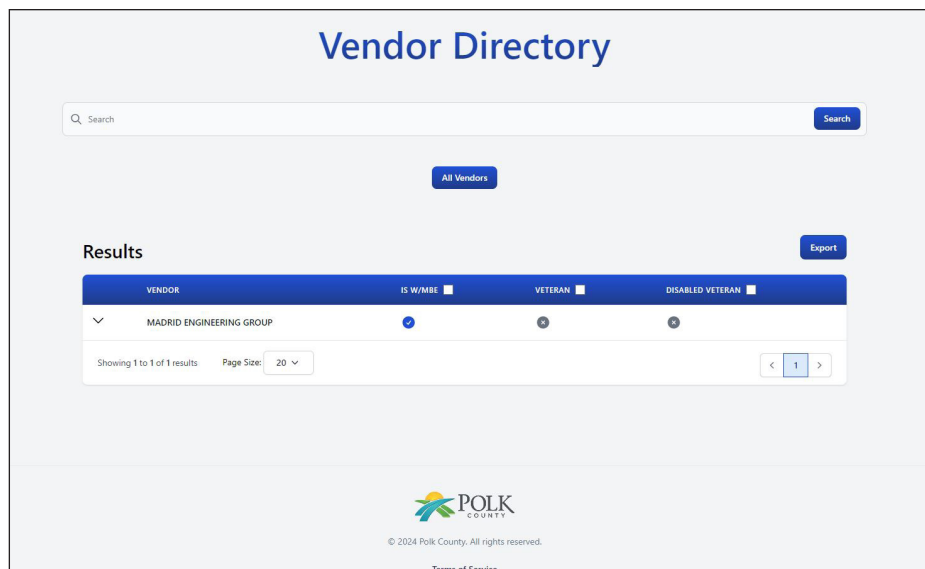
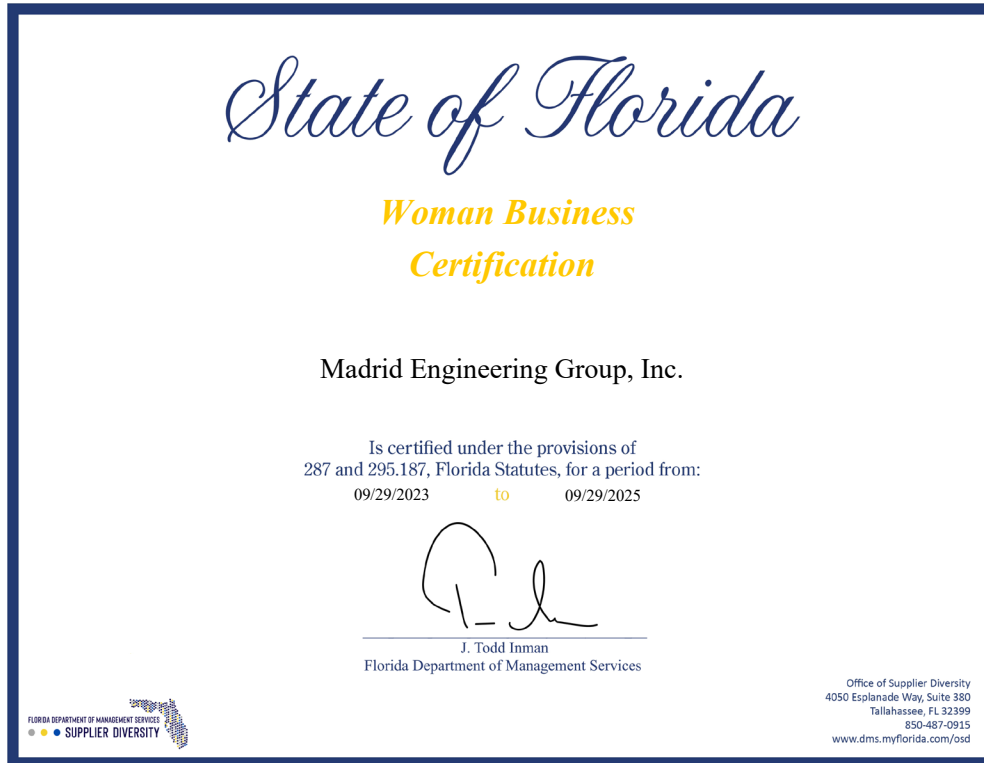
TAB 5

Is the Firm a “Certified Woman or
Minority Business Enterprise”

IS THE FIRM A "CERTIFIED WOMAN OR MINORITY BUSINESS ENTERPRISE"?

ChastainSkillman | DCCM is not a certified woman- or minority-owned business enterprise; however, we actively seek opportunities to collaborate with firms whose expertise enhances value for our clients. We also encourage minority and disadvantaged contractor firms to participate in our projects.

In alignment with Polk County's commitment to supporting Woman and Minority Business Enterprises, ChastainSkillman | DCCM has partnered with highly a qualified M/WBE firm under this contract, Madrid CFTL (Madrid Engineering Group, Inc.), a certified woman-owned business.



TAB 6

Interactions with County and Regulatory Agency Staff

INTERACTION WITH COUNTY & REGULATORY AGENCY STAFF

As part of our commitment to our clients and the communities we serve, ChastainSkillman | DCCM offers comprehensive in-house permitting services. Our dedicated permitting team works closely with the project manager and design team to prepare and submit permit application packages, while actively monitoring the review process through to final approval.

Headquartered in Lakeland, Florida since 1950, ChastainSkillman | DCCM has delivered decades of successful projects and exceptional service throughout Polk County, the City of Lakeland, and surrounding Central Florida communities. Our longstanding reputation assures Polk County that we are a trusted partner capable of meeting and exceeding expectations for this important project.

Our team’s deep understanding of local, state, and federal regulatory processes, combined with strong working relationships with agency personnel, enables us to navigate permitting efficiently and avoid unnecessary delays. This expertise gives Polk County confidence in our ability to complete the permitting process within the required timeframe.

Our permitting process begins with a thorough review of the project requirements outlined in the RFP. We then complete the necessary reports, studies, and design components to prepare and submit permit applications. Once submitted, we proactively monitor agency reviews to maintain the project schedule and manage costs. If Requests for Information (RFIs) arise, our team responds promptly and thoroughly to ensure timely approvals and seamless progression to the next project phase.

Tab 3 – Experience, Expertise, Personnel & Technical Resources highlights the ChastainSkillman | DCCM team members assigned to this RFP and showcases their individual qualifications to deliver the services required for this vital community initiative.

Our permitting experience includes Environmental Resource Permits (ERP), NPDES Permitting, and all applicable Florida Department of Transportation (FDOT), federal, state, and local permits. We have successfully completed ERP permitting across all of Florida’s Water Management Districts and maintain regular interaction with the South Florida Water Management District (SFWMD) and the Florida Department of Environmental Protection (FDEP).

Our proven permitting process has been instrumental in the success of numerous projects across Polk County and beyond. We are prepared to collaborate with the County’s Road and Drainage Division, Procurement Division, Building Division, Codes Division, Parks and Natural Resources Division, and County Attorney’s Office to deliver the services needed for this project.



TAB 7

Surveys of Past Performance

Survey Questionnaire – Polk County

RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

To: Kyle Long (Name of Person completing survey)

City of Wauchula (Name of Client Company/Consultant)

Phone Number: 863-773-9193 Email: klong@cityofwauchula.com

Subject: Past Performance Survey of Similar work:

Project name: CEI Services for Melendy Street Resurfacing

Name of Firm being surveyed: ChastainSkillman | DCCM

Cost of Services: Original Cost: \$79,333 Ending Cost: \$43,651.29

Contract Start Date: January 2024 Contract End Date: July 2025

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Kyle Long

Signature of Evaluator: 

Please fax or email the completed survey to prodriguez@dccm.com

Survey Questionnaire – Polk County
 RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

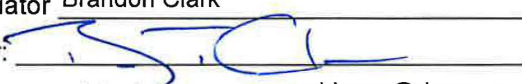
~~Survey Questionnaire – Polk County –
 RFP 25-652, Engineering Services for Repairs to Circle B Bar Reserve from Hurricane Milton~~

To: Brandon Clark (Name of Person completing survey)
The Ruthvens (Name of Client Company/Consultant)
 Phone Number: 863-686-3173 Email: bclark@ruthvens.com
 Total Annual Budget of Entity _____

Subject: Past Performance Survey of Similar work:
 Project name: The Ruthvens Parkway Corporate Center LOMR
 Name of Vendor being surveyed: ChastainSkillman | DCCM
 Cost of Services: Original Cost: \$9,545 Ending Cost: \$9,545
 Contract Start Date: 08/2021 Contract End Date: 07/2022

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	8
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Brandon Clark
 Signature of Evaluator: 
 Please fax or email the completed survey to: prodriguez@dccm.com

Survey Questionnaire – Polk County
 RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)


~~Survey Questionnaire – Polk County~~

~~RFP-25-652, Engineering Services for Repairs to Circle B Bar Reserve from Hurricane Milton~~

To: Andy Palmer, CPRE (Name of Person completing survey)
 City of Winter Haven (Name of Client Company/Consultant)
 Phone Number: 863-327-5931 Email: apalmer@mywinterhaven.com
 Total Annual Budget of Entity _____
 Subject: Past Performance Survey of Similar work:
 Project name: Lake Elbert Trail
 Name of Vendor being surveyed: ChastainSkillman | DCCM
 Cost of Services: Original Cost: \$310,561 Ending Cost: \$337.052
 Contract Start Date: 10/2019 Contract End Date: Ongoing

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	9
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	9
3	Quality of workmanship	(1-10)	8
4	Professionalism and ability to manage	(1-10)	9
5	Close out process	(1-10)	8
6	Ability to communicate with Client's staff	(1-10)	9
7	Ability to resolve issues promptly	(1-10)	8
8	Ability to follow protocol	(1-10)	9
9	Ability to maintain proper documentation	(1-10)	9
10	Appropriate application of technology	(1-10)	8
11	Overall Client satisfaction and comfort level in hiring	(1-10)	8
12	Ability to offer solid recommendations	(1-10)	8
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	9

Printed Name of Evaluator: Andy Palmer, CPRE
 Signature of Evaluator: 
 Please fax or email the completed survey to: prodriguez@dccm.com

Survey Questionnaire – Polk County

RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

To: Sean Byers (Name of Person completing survey)

City of Winter Haven (Name of Client Company/Consultant)

Phone Number: 863-298-7932 Email: Sbyers@mywinterhaven.com

Subject: Past Performance Survey of Similar work:

Project name: Winter Haven Plat Reviews

Name of Firm being surveyed: ChastainSkillman | DCCM

Cost of Services: Original Cost: No set cost - varies/as-needed Ending Cost: \$133,412 (Job to Date)

Contract Start Date: August 2021 Contract End Date: Ongoing/As-Needed

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	8
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	6
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	9
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	8
7	Ability to resolve issues promptly	(1-10)	8
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	9
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Sean Byers

Signature of Evaluator: 

Please fax or email the completed survey to: prodriguez@dccm.com

Proposers Incorporation Information

(Submittal Page)

The following section should be completed by all proposers and submitted with their proposal submittal:

Company Name: Chastain-Skillman, LLC

DBA/Fictitious Name (if applicable): ChastainSkillman | DCCM

TIN #: 59-0619876

Address: 205 E Orange Street, Suite 110

City: Lakeland

State: Florida

Zip Code: 33801

County: Polk

Note: Company name must match legal name assigned to the TIN number. A current W9 should be submitted with your proposal submittal.

Contact Person: Ron Cauthan, PE

Phone Number: 863.646.1402

Cell Phone Number: 863.287.1117

Email Address: rcauthan@dccm.com

Type of Organization (select one type)

- Sole Proprietorship
- Partnership
- Non-Profit
- Sub Chapter
- Joint Venture
- Corporation
- LLC
- LLP
- Publicly Traded
- Employee Owned

State of Incorporation: Delaware

The Successful firm must complete and submit this form prior to award. The Successful firm must invoice using the company name listed above.

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Chastain-Skillman, LLC
	2 Business name/disregarded entity name, if different from above. ChastainSkillman DCCM
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) S Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>
	5 Address (number, street, and apt. or suite no.). See instructions. 205 E Orange Street, Suite 110
	6 City, state, and ZIP code Lakeland, FL 33801
7 List account number(s) here (optional)	
Requester's name and address (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
			-						
or									
Employer identification number									
5	9	-	0	6	1	9	8	7	6

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person  Date **1-14-25**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

September 17, 2025

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

ADDENDUM #1

RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

This addendum is issued to clarify, add to, revise and/or delete items of the RFP Documents for this work. This Addendum is a part of the RFP Documents and acknowledgment of its receipt should be noted on the Addendum.

Contained within this addendum: Questions and answers.

Tabatha Shirah

Tabatha Shirah

Sr. Procurement Analyst

Procurement Division

This Addendum sheet should be signed and returned with your submittal. This is the only acknowledgment required.

Signature: *Pamela Rodriguez*

Printed Name: Pamela Rodriguez

Title: Sr. Marketing Coordinator

Company: ChastainSkillman | DCCM

October 2, 2025

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA
ADDENDUM #2

RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

This addendum is issued to clarify, add to, revise and/or delete items of the RFP Documents for this work. This Addendum is a part of the RFP Documents and acknowledgment of its receipt should be noted on the Addendum.

Contained within this addendum: Questions and answers.

Tabatha Shirah

Tabatha Shirah
Sr. Procurement Analyst
Procurement Division

This Addendum sheet should be signed and returned with your submittal. This is the only acknowledgment required.

Signature: *Pamela Rodriguez*
Printed Name: Pamela Rodriguez
Title: Sr. Marketing Coordinator
Company: ChastainSkillman | DCCM

October 3, 2025

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

ADDENDUM #3

RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

This addendum is issued to clarify, add to, revise and/or delete items of the RFP Documents for this work. This Addendum is a part of the RFP Documents and acknowledgment of its receipt should be noted on the Addendum.

Contained within this addendum: Question and answer.

Tabatha Shirah

Tabatha Shirah

Sr. Procurement Analyst

Procurement Division

This Addendum sheet should be signed and returned with your submittal. This is the only acknowledgment required.

Signature: *Pamela Rodriguez*

Printed Name: Pamela Rodriguez

Title: Sr. Marketing Coordinator

Company: ChastainSkillman | DCCM

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONSULTANT WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONSULTANT OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.

PROPOSALDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: Chastain-Skillman, LLC dba ChastainSkillman | DCCM

Signature: 

Title: VP Civil Engineering

Date: 10/8/2025

State of: Florida

County of: Polk

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 8 day of October, 2025, by Ron Cauthan (name) as VP Civil Engineering (title of officer) of Chastain-Skillman, LLC (entity name), on behalf of the company, who is personally known to me or has produced ^{P3R} as identification.

Notary Public Signature: 

Printed Name of Notary Public: Pamela Rodriguez

Notary Commission Number and Expiration: #HH487084, March 12, 2028

(AFFIX NOTARY SEAL)

EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION

(Florida Statutes, Section 448.095)

PROJECT NAME: 25-625, Engineering Staff Augmentation Services for Land Development
(CCNA)

The undersigned, as an authorized officer of the consultant identified below (the "Consultant"), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the "County"), by and on behalf of the Consultant in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Consultant and the County on or about the date hereof, whereby the Consultant will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the "Contract"), as follows:

1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

2. Pursuant to Section 448.095(5), Florida Statutes, the Consultant, and any subcontractor under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Consultant or subcontractor. The Consultant acknowledges and agrees that (i) the County and the Consultant may not enter into the Contract, and the Consultant may not enter into any subcontracts thereunder, unless each party to the Contract, and each party to any subcontracts thereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of the Contract, and the County may treat a failure to comply as a material breach of the Contract.


3. By entering into the Contract, the Consultant becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Consultant shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Consultant, the Consultant may not be awarded a public contract for a period of 1 year after the date of termination. The Consultant shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

Executed this 8 day of October, 2025.

ATTEST:

By: *Pamela Rodriguez*
PRINTED NAME: Pamela Rodriguez
Its: Sr. Marketing Coordinator

CONSULTANT:

By: 
PRINTED NAME: Ron Cauthan, PE
Its: VP Civil Engineering

**Exhibit B
DCCM/Central Florida & Tennessee HOURLY BILL RATE
SCHEDULE**

Job Classification	Hourly Rate
Principal/Program Manager	\$300
Senior Consultant	\$280
Department Director	\$245
Sr Project Manager	\$250
Sr Project Engineer/Professional	\$220
Project Manager	\$210
Project Engineer/Professional	\$190
Assistant Project Manager	\$165
Engineer / Professional IV	\$165
Engineer / Professional III	\$155
Engineer / Professional II	\$145
Engineer / Professional I	\$130
GIS Database Manager/Programmer	\$180
GIS Analyst	\$155
Project Coordinator II	\$130
Project Coordinator I	\$110
Intern	\$100

Exhibit B Continued
DCCM/Central Florida & Tennessee HOURLY BILL RATE
SCHEDULE

<u>Job Classification</u>	<u>Hourly Rate</u>
CAD Manager	\$200
Sr CAD Designer	\$150
CAD Designer	\$120
Regional Survey Director	\$240
Sr Project Manager (Survey)	\$200
Project Manager (Survey)	\$180
Assistant Project Manager (Survey)	\$140
Survey Technician	\$130
3 Man Survey Crew	\$255
2 Man Survey Crew	\$205
1 Man Survey Crew	\$150
<u>Construction Services</u>	<u>Hourly Rate</u>
Sr Project Manager (Survey)	\$200
Assistant Project Manager	\$125
2 Man Survey Crew	\$185
Sr Construction Representative	\$150
Construction Representative	\$135

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 |