

CONSULTANT APPROVAL FORM

CPO: If Consultant fee is under \$50,000 & construction is under \$250,000

CSA: If Construction is under \$7,500,000;

OR for study activity if consultant fee is under \$500,000- (FS 287.055 CCNA)

CPO/CSA #: 17-57-07 (Mod 3) (Assigned by Procurement)

To be completed by the requesting Division:

Date: 10/13/2025 Division: Polk County - Roads & Drainage Division

Project Manager's Name: Conner Updike, P.E. Phone #: 535-2323

Project Name: Lake Lowery Outfall Evaluation (Study)

Total Project Budget: \$ 2,500,000.00 Project # 5400002

Estimate of Construction Cost: \$ NA Study Only

Proposed Consultant: Patel Green & Associates Fee: \$ \$99,444.58 + \$15,067.46 (Mod 3)

Total: \$114,512.04

Master Consultant Agreement # 17-57

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

Approved By: [Signature]
Division Director/Designee

Date: 1/20/26

Procurement Division

Date Received: 1/29/26 Date Reviewed by Analyst: _____

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

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

Date Received: _____ Date Reviewed: _____

Approved by: See Purple Sheet
(County Attorney Office Signature)

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

Date Received: _____ Date Reviewed: _____

Approved by: _____
(County Manager Office Signature)

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

Exhibit A
SCOPE OF SERVICES
FOR MODIFICATION NO. 3

On February 11, 2022 Patel, Greene & Associates, LLC (PGA) received Notice to Proceed (NTP) under Consultant Services Authorization (CSA) No. 17-057-07. The CSA includes professional engineering design services to Polk County Roads and Drainage Division (COUNTY) to prepare a Lake Lowery Outfall Evaluation (Study). The professional services for the original CSA totaled \$99,448.58 and 365 days.

Additional Services Requested:

Modification 1

During the kickoff meeting for the study, it was determined that the project should be paused until the State of Florida finalized and released updated LiDAR (topography) for the Lake Lowery Area. The LiDAR information became available to PGA on November 12, 2022. Additional time is needed to incorporate the new LiDAR information into the model and complete the study. The proposed time extension will provide the Consultant with the additional time needed to complete the study and complete the public involvement phase of the study. An additional 545-day extension is being requested as part of Modification No. 1.

No additional fees are required for this Modification.

Modification 2

Due to the size of the report the District and the County have requested to extend the review period until September 1, 2024 with the Final Report due October 1, 2024. Once the report is finalized, the District and County will meet with stakeholders to determine what improvements to Lake Lowery, if any, can be implemented. It is anticipated this phase of the study will add an additional 270-days to CSA 17-057-07.

No additional fees are required for this Modification.

Modification 3

Additional time is being requested to address comments provided as a result of a peer review provided by St. Johns River Water Management District. An updated report will be provided by March 15th, 2026. It is anticipated this phase of the study will add an additional 395-days to CSA 17-057-07.

The additional services will be completed for a Not-To-Exceed amount of \$15,067.46.

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

Name of Project: Lake Lowery Flood Study - Additional Funds
 County: Polk
 FPN: N/A
 FAP No.: N/A

Consultant Name: Patel, Greene and Associates, LLC
 Consultant No.:
 Date: 9/12/2025
 Estimator: T. A. Polk

Staff Classification	Hours From "SH Summary - Firm"	Project Manager	Chief Engineer	Senior Engineer	Project Engineer	Engineering Intern	Classification 6	Classification 7	Classification 8	Classification 9	Classification 10	Classification 11	Classification 12	SH By Activity	Salary Cost By Activity	Average Rate Per Task
		\$224.71	\$221.71	\$224.71	\$176.77	\$92.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
3. Project General and Project Common Tasks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	0
4. Roadway Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	0
5. Roadway Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	0
6a. Drainage Analysis	94	0	5	19	38	32	0	0	0	0	0	0	0	94	\$15,067	\$160.29
6b. Drainage Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	0
8. Environmental Permits, and Env. Clearances																
19. Signing & Pavement Marking Analysis																
20. Signing & Pavement Marking Plans																
Total Staff Hours	94	0	5	19	38	32	0	0	0	0	0	0	0	94		
Total Staff Cost		\$0.00	\$1,108.55	\$4,269.49	\$6,717.26	\$2,972.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$15,067.46	\$160.29

Check = \$15,067.46

Survey Field Days by Subconsultant
 4 - Person Crew:

Notes:

- This sheet to be used by Prime Consultant to calculate the Grand Total fee.
- Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden.

SALARY RELATED COSTS:				\$15,067.46
OVERHEAD:		0%		\$0.00
OPERATING MARGIN:		0%		\$0.00
FCCM (Facilities Capital Cost Money):		0.00%		\$0.00
EXPENSES:		0.00%		\$0.00
Survey (Field - if by Prime)	#REF!	4-person crew days @	\$ - / day	
SUBTOTAL ESTIMATED FEE:				\$15,067.46
Subconsultant:				
SUBTOTAL ESTIMATED FEE:				\$15,067.46
Geotechnical Field and Lab Testing				\$0.00
SUBTOTAL ESTIMATED FEE:				\$15,067.46
Optional Services				\$0.00
GRAND TOTAL ESTIMATED FEE:				\$15,067.46

Project Activity 6a: Drainage Analysis

Estimator:

Lake Lowery Flood Study - Additional Funds

N/A

Representing	Print Name	Signature / Date
Polk County		
Patel, Greene and Associates		

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
6a.1	Drainage Map Hydrology	Per Map	1	0	0	
6a.2	Base Clearance Calculations	Per Location	0	0	0	
6a.3	Pond Siting Analysis and Report	Per Basin	0	0	0	
6a.4	Design of Cross Drains	EA	0	0	0	
6a.5	Design of Ditches	Per Ditch Mile	0	0	0	
6a.6	Design of Stormwater Management Facility (Offsite or Infield Pond)	EA	0	0	0	
6a.7	Design of Stormwater Management Facility (Roadside Treatment Swales and Linear Ponds)	Per Cell	0	0	0	
6a.8	Design of Floodplain Compensation	Per Floodplain Basin	0	0	0	
6a.9	Design of Storm Drains	EA	0	0	0	
6a.10	Optional Culvert Material	EA	0	0	0	
6a.11	French Drain Systems	Per Cell	0	0	0	
6a.11.a	Existing French Drain Systems	Per Cell	0	0	0	
6a.12	Drainage Wells	EA	0	0	0	
6a.13	Drainage Design Documentation Report	LS	1	30	30	Update report to address SJRWMD Peer Review Comments
6a.14	Bridge Hydraulic Report	EA	0	0	0	
6a.15	Temporary Drainage Analysis	LS	1	0	0	
6a.16	Cost Estimate	LS	1	0	0	

Project Activity 6a: Drainage Analysis

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
6a.17	Technical Special Provisions / Modified Special Provisions	LS	1	0	0	
6a.18	Hydroplaning Analysis	LS	1	0	0	
6a.19	Existing Permit Analysis	LS	1	0	0	
6a.20	Other Drainage Analysis	LS	1	40	40	Revising northern boundary stage to be reflective of observed conditions (Tailwater Sensitivity analysis). Reviewing and updating groundwater / ET within the report. Updating model to reduce model storage.
6a.21	Noise Barrier Evaluation	LS	1	0	0	
Drainage Analysis Technical Subtotal					70	
6a.22	Field Reviews	LS	1	8	8	1 additional field review. 2 ppl x 4 hrs x 1 field review
6a.23	Technical Meetings	LS	1	8	8	Meetings are listed below
6a.24	Environmental Look-Around (ELA) Meeting	LS	1	0	0	
6a.25	Quality Assurance/Quality Control	LS	%	7%	5	
6a.26	Independent Peer Review	LS	%	0%	0	
6a.27	Supervision	LS	%	2%	1	
Drainage Analysis Nontechnical Subtotal					22	
6a.28	Coordination	LS	%	2%	2	
6a. Drainage Analysis Total					94	

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
Base Clearance Water Elevation	EA	0	0	0			0
Pond Siting	EA	0	0	0			0
Agency	EA	0	0	0			0
Local Governments (cities, counties)	EA	1	4	4	Meeting / Support for Lake County Water Authority		0
FDOT Drainage	EA	0	0	0			0
Other Meetings	EA	0	0	0		no	0
Subtotal Technical Meetings				4			0
Progress Meetings	EA	4	1	4	<i>PM attendance at Progress Meetings is manually entered on General Task 3</i>		--
Phase Review Meetings	EA	0	0	0	<i>PM attendance at Phase Review Meetings is manually entered on General Task 3</i>		--
Total Meetings				8	Total Project Manager Meetings (carries to Tab 3)		0

Fran McAskill
Director
Procurement Division



330 West Church Street
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Bartow, Florida 33831-9005
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Fax: (863) 534-6789
www.polk-county.net

EXHIBIT C

Board of County Commissioners

REIMBURSABLE COST SCHEDULE

1.	Reproduction Cost		
	A.	Regular Copying	Single Side Double Sided
		8 ½ x 11 (black & white).....	\$ 0.15/page \$ 0.25/sheet
		8 ½ x 11 (color).....	\$ 0.30/page \$ 0.40/sheet
		8 ½ x 14 (black & white).....	\$ 0.15/page \$ 0.25/sheet
		8 ½ x 14 (color).....	\$ 0.30/page \$ 0.40/sheet
		11 x 17 (black & white).....	\$ 0.25/page \$ 0.35/sheet
		11 x 17 (color).....	\$ 0.40/page \$ 0.50/sheet
		9 ½ x 24 Single Side Only.....	\$ 1.00/page
		17 x 22 Single Side Only.....	\$ 2.00/page
		18 x 24 Single Side Only.....	\$ 2.00/page
		24 x 36 Single Side Only.....	\$ 3.00/page
		30 x 30 Single Side Only.....	\$ 5.00/page
		32 x 34 Single Side Only.....	\$ 5.00/page
		Other sizes-per square inch	\$ 0.03/page
		Compact Digital Disk.....	\$ 6.00/disk
	B.	Blueprint Copy.....	\$10.00/page
2.	Subcontractor Services		Actual Costs
3.	Special Consultants		Actual costs
4.	Telecommunications		
	A. Local		Non-reimbursable
	B. Non-Local		Actual Costs
5.	Computer Services		Non-reimbursable
6.	Travel Expenses	In accordance with Chapter 112.061, F.S.;	
		and further defined in the Polk County Employee Handbook.	
7.	Postage, Fed Express, UPS		Actual Costs
8.	Pre-approved Equipment		
	(includes purchase and rental of equipment used in project)		Actual Costs

REQUEST FOR LEGAL SERVICES

TO: COUNTY ATTORNEY'S OFFICE (AT01)

ATTENTION: Noah Milov
(CHECK ONE) Heather Bryan

FROM: Conner Updike, P.E. 863-535-3232 DATE: 10/13/25
(Name and Phone Number)

RETURN TO: Conner Updike DIVISION: Roads & Drainage (TR02)

BOARD AGENDA DATE: 2/10/26 COUNTY MANAGER ITEM: Board Item

PROJECT: LAKE LOWERY OUTFALL MODIFICATION

CSA/CONTRACT NUMBER: 17-57-07

MODIFICATION NUMBER: 3 CHANGE ORDER NUMBER:

TYPE OF AGREEMENT: CSA

NAME OF CONSULTANT/CONTRACTOR: Patel, Greene & Associates, LLC

Please indicate any time limits and attach all necessary documentation.

REQUEST IN DETAIL: Review CSA and Execute Forms

Please review attachments for the Board Agenda date indicated and return APPROVED documents at your earliest convenience. THANK YOU.

For CAO Use Only:

Assigned Staff: Noah Log-In Date: 2/2/2026
CAO Project Number: 2026-75 Log-Out Date: 2/2/2026