

## CONSULTANT APPROVAL FORM

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

CSA: If Construction is under \$4,000,000;

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

CPO/CSA #: \_\_\_\_\_ (Assigned by Procurement)

To be completed by the requesting Division:

Date: 12/08/25 Division: Roads & Drainage

Project Manager's Name: Jose Fernandez Phone #: 863-535-2310

Project Name: Rockridge Rd Bridge 164138 Replacement

Total Project Budget: \$ 2,700,000.00 Project #: 5400263

Estimate of Construction Cost: \$ 2,121,000.00

Proposed Consultant: RS&H, Inc. Fee: \$ 273,111.46

Master Consultant Agreement #25-054

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

Approved By: J. M. G. Date 12/28/25  
Division Director/Designee

### Procurement Division

Date Received: 12/24/25 Date Reviewed by Analyst: 12/29/25  
Approved by: CD  
(Procurement Director/Designee)

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

Date Received: 12/29/2025 Date Reviewed: 12/29/2025  
Approved by: Mark Wilson  
(County Attorney Office Signature)

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

Date Received: 12/31/2025 Date Reviewed: 12/31/2025  
Approved by: W. D. C. S.  
(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

## Selection Procedure for Consultants with Continuing Contracts

Division: R&D

Project Manager: Jose Fernandez

**Step 1:**

Review list for appropriate Expertise, Experience, and Personnel (List all consultants awarded a master agreement under the RFP)

Consultant	Expertise	Experience	Personnel	Local (Y/N)	Elevated for Consideration (Y/N)
AECOM	Y	Y	Y	Y	Y
E&R	Y	Y	Y	Y	Y
RS&H	Y	Y	Y	Y	Y
WSB	Y	Y	Y	N	Y

State justification for each firm not elevated and why:

**Step 2:**

Past performance on similar projects satisfactory (List all consultants elevated from Step 1)

Consultant	Has past performance been satisfactory (Y/N)	Elevated for Consideration(Y/N)
AECOM	Y	Y
E&R	Y	Y
RS&H	Y	Y
WSB	Y	Y

State justification for each firm not elevated and why:

Total amount of money the County has contracted with each Consultant elevated to Step 2 during the last 24 months.

Consultant	Contracted Amount	Elevated (Y/N)
AECOM		N
E&R		N
RS&H		Y
WSB		N

**Step 4:**

State justification, if the chosen consultant does not have the least amount of contract obligation.

Negotiations are on-going with the other firms.



## Consultant Services Authorization

Firm	RS&H, Inc.
Master Agreement No.	25-054
CSA No.	25-054-01
Project Name	Rockridge Road Bridge 164138 Replacement
Project Description	The consultant will provide Construction, Engineering, and Inspection (CEI) services for the removal of Bridge 164138 and construction of Bridge 164561 along Rockridge Road.
Projects Exhibits and Attachments	Exhibit "A"- Scope of Services Exhibit "B"-Fee Schedule (Master Agreement) Exhibit "C"-Reimbursable Cost Schedule Exhibit "D"-Insurance Documents
Duration (in days)	Through completion of all related work.
Compensation	Total Cost Not to Exceed: \$ 273,111.46
Special Contract Conditions	None
Insurance Requirements	Professional Liability
Liquidated Damages	\$ 0.00 Per Day
Budget Source/Availability	10104.540541095.5666000.5400263.74

IN WITNESS WHEREOF, the parties hereto have executed this CSA on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Attest:

STACY M. BUTTERFIELD

POLK COUNTY, a Political subdivision  
of the State of Florida

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Chairman  
Board of County Commissioners

Date Approved by Board: \_\_\_\_\_

Review as to form and legal sufficiency  
Mark Mbo 12/29/25  
County Attorney's Office Date

Attest:

Cathy G. Scott  
Asst. Corporate Secretary Cathy G. Scott

CONSULTANT COMPANY NAME

RS&H, INC.  
Authorized Corporate Officer

William J. Downey Vice President  
[Printed Name and Title]

SEAL

Date: 12/12/2025

Date: 12/12/2025

**December 1, 2025**

**Attn: Jose Fernandez, E.I. – Polk County**

**Subject: CEI Scope for the Rockridge Rd Bridge Project**

**Project Description/Scope of Services:**

The following outlines the Construction Engineering Inspection (CEI) services for the Rockridge Rd Bridge project.

**SCOPE OF SERVICES**

**CONSTRUCTION ENGINEERING INSPECTION (CEI) -**

1. Provide full-time qualified Senior Inspector, part-time Inspector, part-time Project Administrator and part-time Senior Project Engineer (SPE) staff.
2. Provide materials testing lab services for all earthwork, concrete and asphalt, to be performed by Roberts Consulting Services, Inc.
3. Staff will provide on-site observations of the quality and progress of the contractor's work in order to determine if construction is proceeding in accordance with the Contract Documents.
4. Inspection staff to develop Daily Work Reports (DWRs) outlining contractor's work efforts and production, coordinate materials testing, and report to the SPE/Owner whenever inspector believes that any work is unsatisfactory, faulty or defective, or does not meet the requirements of the Contract Documents.
5. Senior Inspector will maintain a quantities log and review the quantities with the Contractor's Superintendent on a regular basis.
6. Senior Project Engineer (SPE) and Project Administrator will host/attend meetings with EOR, Owner and Contractor(s), such as pre-construction conference, progress meetings, and other project related meetings.
7. SPE/PA will review and provide comments on the Contractor's work schedule prior to submitting it to the Owner.

8. SPE/PA will review and provide comments on all Shop Drawings, Submittals and RFIs/RFMs prior to submitting to the EOR.
9. SPE/PA will review quantities log and certify monthly progress payment applications.
10. Staff will conduct/coordinate substantial and final completion inspection meetings and prepare a punch list of items.
11. Assist EOR in the preparation of the final close-out documents.

Note: CEI services are based on a 6-month project work schedule. Any services provided beyond this time frame, may be subject to potential amendments and further compensations.

Polk County Rockridge Rd Bridge															
Construction Contract Time - 180 Days		2026													
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Months	
RS&H															
CEI Senior Project Engineer		0.05	0.05	0.05	0.05	0.05	0.05						0.30	49.50	\$ 15,483.11
CEI Project Administrator		0.40	0.40	0.40	0.40	0.40	0.40						2.40	396.00	\$ 66,429.00
CEI Senior Inspector		1.00	1.00	1.00	1.00	1.00	1.00						6.00	1138.50	\$ 135,632.92
CEI Inspector				1.00	1.00	1.00							3.00	569.25	\$ 50,315.44
													0.00	0.00	\$ -
													0.00	0.00	\$ -
													0.00	0.00	\$ -
													0.00	0.00	\$ -
													0.00	0.00	\$ -
Subtotal													11.70	2153.25	\$ 267,860.46
Subconsultants															
Roberts Consulting Services, Inc. (Materials Lab)															\$ 5,251.00
Subtotal															\$ 5,251.00

RS&H	Rate	\$273,111.46
CEI Senior Project Engineer	\$ 312.79	
CEI Project Administrator	\$ 167.75	
CEI Senior Inspector	\$ 119.13	
CEI Inspector	\$ 88.39	



## Materials Testing Services Estimate

### Laboratory Services

Description	Unit Rate	Unit	Estimated Quantity	Sub-Total
Proctor - Standard (Embankment )	\$ 135.00	per test	2	\$270.00
Proctor - Modified (Stabilization, Base Material) (ASTM D1557)	\$ 135.00	per test	1	\$135.00
LBR (Type B Stabilization ) (FM 5-515)	\$ 350.00	per test	2	\$700.00
Liquid Limit, Plastic Limit, and Plasticity Index (ASTM D4318)	\$ 75.00	per test	3	\$225.00
Sieve Analysis Per (ASTM C136)	\$ 75.00	per test	3	\$225.00
Organic Content	\$ 75.00	per test	3	\$225.00
Soil Classification Per (ASTM D2487)	\$ 75.00	per test	3	\$225.00
Asphalt Gradation Test	\$ 200.00	per test	2	\$400.00
Asphalt Density Test	\$ 40.00	per test	7.00	\$280.00
Compressive Strength - Concrete Cylinders (4"x8") (ASTM C39) - 5	\$ 135.00	per set	10	\$1,350.00

*Total Laboratory Services:* **\$4,035.00**

### Field / Inspection Services

Certified Earthwork & Concrete Inspector	\$ 57.00	per hour	0	\$0.00
Coring Operation and Expenses (2 Man Crew)	\$ 114.00	per hour	0	\$0.00
Pavement Core Rig	\$ 250.00	per day	0	\$0.00
Pre structure survey	\$ 3,500.00	per each	0	\$0.00
Post structure survey	\$ 3,500.00	per each	0	\$0.00
Vibration Monitoring	\$ 500.00	per day	0	\$0.00
Certified Asphalt Plant Inspector :	\$ 76.00	per hour	16	\$1,216.00

*Total Field Services:* **\$1,216.00**

### Engineering / Administrative Services

Technical Secretary	\$ 57.00	per each	0	\$0.00
QC Project Manager	\$ 90.00	per each	0	\$0.00

*Total Engineering / Administrative Services:* **\$0.00**

*Total Services Estimate:* **\$5,251.00**

### Additional Services (if requested)

Description	Unit Rate	Unit
CTQP Certified Asphalt Inspector	\$60.00	per hour
Core Rig	\$250.00	per day
Specialty Engineer	\$150.00	per hour

### Estimate Notes:

Estimate based on provided information, project quantities and associated minimum frequencies as outlined in the FDOT specifications, and documents. Roberts Consulting Services does not control the work schedule; Estimate does not include services beyond the above outlined scope. This fee schedule is project specific.



**Architecture / Engineering / Consulting**

301 E Pine Street, Suite 350

Orlando, Florida 32801

[rsandh.com](http://rsandh.com)

**MASTER SERVICES 2025**

**Polk County**

<u>Position</u>	<u>Range of Hourly</u>		<u>Range of Hourly</u>	
	<u>Direct Rates</u>		<u>Billing Rates</u>	
CEI Senior Project Engineer	\$ 85.31	\$ 102.72	\$ 259.77	\$ 312.79
CEI Project Admin/Project Engineer	\$ 55.00	\$ 68.97	\$ 167.48	\$ 210.02
CEI Assistant Project Engineer	\$ 44.10	\$ 54.00	\$ 134.29	\$ 164.43
CEI Contract Support Specialist	\$ 42.64	\$ 52.10	\$ 129.84	\$ 158.65
CEI Senior Inspector	\$ 33.20	\$ 43.86	\$ 101.10	\$ 133.56
CEI Senior Bridge Inspector	\$ 40.68	\$ 49.08	\$ 123.87	\$ 149.45
CEI Senior ITS Inspector	\$ 39.55	\$ 46.33	\$ 120.43	\$ 141.08
CEI Inspector	\$ 25.00	\$ 30.33	\$ 76.13	\$ 92.36
CEI ITS Inspector	\$ 28.08	\$ 28.08	\$ 85.51	\$ 85.51
CEI Inspector's Aide	\$ 20.80	\$ 24.13	\$ 63.34	\$ 73.48



**Architecture / Engineering / Consulting**

301 E Pine Street, Suite 350

Orlando, Florida 32801

[rsandh.com](http://rsandh.com)

**LABOR MULTIPLIER CALCULATION**

Direct Labor	1.00000
Overhead/General/Administrative	1.42310
FCCM	0.00536
Direct Expenses	0.19660
Subtotal	<hr/> 2.62506
Profit (16%)	<hr/> 0.42001
<b>TOTAL MULTIPLIER</b>	<hr/> 3.05

**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](http://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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/15/2025

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

PRODUCER  
Edgewood Partners Ins Center  
3780 Mansell Rd. Suite 370  
Alpharetta GA 30022

INSURED  
RS&H, Inc.  
10748 Deerwood Park Blvd South  
Jacksonville, FL 30237-0000

CONTACT NAME: Greylings COI Specialist	FAX (A/C, No.):
PHONE (A/C, No. Ext): 770.756.6599	
E-MAIL ADDRESS: greylingserts@greylings.com	
INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Lloyd's of London	85202
INSURER B: National Union Fire Ins Co of Pittsburg	19445
INSURER C: New Hampshire Insurance Company	23841
INSURER D: Westchester Surplus Lines Insurance Co	10172
INSURER E:	
INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 871524963

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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			GL5489501	6/28/2025	4/1/2026	EACH OCCURRENCE	\$ 2,000,000	
	CLAIMS-MADE	<input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (EA occurrence)	\$ 300,000	
							MED EXP (Any one person)	\$ 10,000	
							PERSONAL & ADV INJURY	\$ 2,000,000	
							GENERAL AGGREGATE	\$ 4,000,000	
							PRODUCTS - COMP/OP AGG	\$ 4,000,000	
								\$	
	GEN'L AGGREGATE LIMIT APPLIES PER:								
	POLICY <input checked="" type="checkbox"/> PROJECT	<input type="checkbox"/> LOC							
	OTHER:								
B	AUTOMOBILE LIABILITY			CA5309780	6/28/2025	4/1/2026	COMBINED SINGLE LIMIT (EA accident)	\$ 2,000,000	
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$	
	OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$	
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident)	\$	
								\$	
D	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR		**G48655828001	6/28/2025	4/1/2026	EACH OCCURRENCE	\$ 30,000,000	
	EXCESS LIAB						AGGREGATE	\$ 30,000,000	
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000							\$ **See Below	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y / N <input checked="" type="checkbox"/> N / A		WC072113410 (AOS) WC072113411 (CA)	6/28/2025 6/28/2025	4/1/2026 4/1/2026	<input checked="" type="checkbox"/> PER STATUTE	OTHE-	
B	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT	\$ 1,000,000	
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000	
A	Professional Liab Incl. Pollution			B0146LDUSA2504894	6/28/2025	4/1/2026	Per Claim Aggregate	\$ 5,000,000 \$ 5,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

\*\*Umbrella limits are comprised of the following policies:

Primary \$5M Policy # G48655828 001 Westchester Surplus Lines Insurance Company, effective dates 6/28/2025-4/1/2026

\$5M 1st XS Policy #020744026 Lexington Insurance Company, effective dates 6/28/2025-4/1/2026

\$5M 2nd XS Policy #XC3EX00722251 Everest Indemnity Insurance Company, effective dates 6/28/2025-4/1/2026

\$5M 3rd XS Policy # EX-B444902A-25-NF Travelers Excess and Surplus Lines Company, effective dates 6/28/2025-4/1/2026

\$10M 4th XS Policy # FFX 8018772548 The Continental Insurance Company, effective dates 6/28/2025-4/1/2026

## NAMED INSURED LIST:

See Attached...

## CERTIFICATE HOLDER

## CANCELLATION

Polk County  
3000 Sheffield Road  
Winter Haven FL 33880

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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## ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Edgewood Partners Ins Center	NAMED INSURED RS&H, Inc. 10748 Deerwood Park Blvd South Jacksonville, FL 32237-0000
POLICY NUMBER	
CARRIER	NAIC CODE
EFFECTIVE DATE:	

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

RS&H, Inc.

REYNOLDS, SMITH AND HILLS, INC.

RS&H ARCHITECTS-ENGINEERS-PLANNERS, INC. A NC CORP.

RS&H COMMERCIAL REALTY, INC.

RS&H MARYLAND, INC.

RS&H MASSACHUSETTS, INC.

RS&H MICHIGAN, INC.

HB&A, LLC

REYNOLDS, SMITH AND HILLS ARCHITECTS-ENGINEERS PLANNERS, PA A NJ PROFESSIONAL ASSOCIATION

RS&H ARCHITECT AND ENGINEER, PC, A NY CORP.

RS&H ALABAMA, INC.

RS&H ARKANSAS, INC.

RS&H CALIFORNIA, INC.

RS&H CONNECTICUT, INC.

RS&H IDAHO, P.C.

RS&H ILLINOIS, INC.

RS&H IOWA, P.C.

RS&H MISSISSIPPI, PC

RS&H MONTANA, P.C

RS&H NEVADA, INC.

RS&H OHIO, INC.

RS&H OREGON, ARCHITECTS-ENGINEERS-PLANNERS, PC

RS&H PENNSYLVANIA, INC.

Project Name GC: Rockridge Road Bridge

Project # 30042089XXX

# REQUEST FOR LEGAL SERVICES

TO: COUNTY ATTORNEY'S OFFICE (AT01)

ATTENTION: Noah Milov  
(CHECK ONE)

✓  
\_\_\_\_\_

Heather Bryan

FROM: Jose Fernandez (863) 535-2310

(Name and Phone Number)

DATE: 12/08/2025

RETURN TO: Jose Fernandez, TR01

DIVISION: Roads & Drainage

BOARD AGENDA DATE: 01/20/2026

COUNTY MANAGER ITEM:

PROJECT: Rockridge Road Bridge 164138 Replacement

CSA/CONTRACT NUMBER: 25-054-01

MODIFICATION NUMBER: \_\_\_\_\_

CHANGE ORDER NUMBER: \_\_\_\_\_

TYPE OF AGREEMENT: CSA

NAME OF CONSULTANT/CONTRACTOR: RS&H, Inc.

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

REQUEST IN DETAIL:

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

For CAO Use Only:

County Attorney

Assigned Staff:

Noah

Log-In Date:

DEC 24 2025

CAO Project Number:

25-845

Log-Out Date:

12/29/25