EXHIBIT A

SCOPE OF SERVICES

Exhibit A

Scope of Work for Professional Engineering Services for Master Planning and Design

Company Name and Address: Dewberry Engineers, Inc., 1479 Town Center Drive, Suite D214, Lakeland, FL 33803

Date: March 2025

Project Name: Polk County Parks & Natural Resources Lake Marion / Bellini Preserve Boat Ramp

PURPOSE:

Polk County Parks and Natural Resources Division (PNR) is seeking design, permitting, and geotechnical testing services for the first phase of development for public facilities on the recently acquired property on the east shore of Lake Marion. The main purpose for the acquisition of the 600+ acre property is to protect water quality in the Upper Kissimmee Watershed along with protecting imperiled upland habitats with federally and state listed species.

PROJECT DESCRIPTION:

Scope tasks include boat ramp, parking lot, restrooms and picnic facility, turn lane improvements along Lake Marion Creek Drive, drainage and stormwater treatment, permitting, and support services of structural and geotech included.

Phase 100: Project Management & Meetings & Stakeholder Coordination:

Kick Off Meeting

In this virtual Kick-off meeting of one (1) hour, Dewberry will coordinate data gathering efforts, content, and responsibilities, share project understandings, confirm schedule, and discuss items of concern/updates.

Deliverables: Meeting Agenda, Meeting Minutes, Update Project Schedule

Monthly Project Meetings

Virtual monthly progress meetings will provide a status update on tasks, identify and deliverables at risk to meeting schedule, review action items and track schedule. This meeting time will also be utilized to solicit Polk County and its partner's input.

Deliverables: Meeting Agenda, Meeting Minutes, Update Project Schedule

Project Management

This task consists of overall management of the project including contract administration, budget management, invoicing, monthly status reports, project scheduling, and coordination.

Phase 200: Data Collection:

This phase includes geotechnical assessment, topographic survey(s), structural engineering, site data collection and review based on conceptual project layout. This task also includes review of Environmental Resource Permit databases and other available data to facilitate the design. Wetland delineation, gopher tortoise and other species surveys, and other environmental investigations necessary are included and will be provided by another consultant to the County. Please see attached scope and fee.

Phase 300: Civil Engineering Design & Permitting:

Engineering design and permitting plans are to include paved entrance driveway from Lake Marion Creek Drive to the boat launching facility, fencing, utilities, stormwater treatment and restrooms and associated water/wastewater utilities, and picnic areas. Boat launch area with a maximum of ten paved parking spaces for vehicles with trailers and pervious improved overflow parking area, paved boat ramp approach, stormwater treatment, fencing, and floating dock for boat mooring. The design includes the use of the Tedder Ramp System for the launching surface. The expected traffic loading with trucks hauling boats will necessitate turn lane improvements along Lake Marion Creek Drive. Those improvements are included with this design.

H& H Modeling

Provide modeling support to inform design and permitting of the stormwater management system and potential floodplain compensation for the proposed development. Dewberry shall support the design and permitting of the on-site stormwater management system according to the South Florida Water Management District (SFWMD) Statewide Environmental Resource Permit (SWERP) and Polk County Land Development criteria. Dewberry will provide design guidance, plan mark-ups, and a Stormwater Calculations Report signed and sealed by a Professional Engineer licensed in the State of Florida. The Stormwater Calculations Report will be based on the final design that Dewberry will submit to SFWMD for necessary permits.

Deliverables: Civil Engineering Plans & Permitting Applications

Conceptual Design

30% Design Plans

- 30% Review materials shall include: major equipment and materials information, preliminary schedule, design criteria, plans, layout, stormwater treatment concepts, planting plans, outline of minimal specifications, design parameters, preliminary sizing, geotechnical report, survey.

75% Design Plans

- Updated 30% information with incorporated 30% review comments, cross discipline coordination, flows and all equipment, index of specifications, planting and landscaping plans, fencing, erosion control plans, SWPPP, details.
- Engineer's opinion of probable construction costs.
- For specifications, it is assumed that the 75% design level will have a table of contents for the intended specifications, with the COUNTY, and the full specifications will be provided at the 100% design level.
- Agenda for the 75% review meetings that shall include project monitoring and control update, project schedule update, project update, design-related issues, open items and questions, unresolved items, action items, and potential risks to the Project.

- Cross discipline coordinate,
- Divisions 0 & 1 bid specifications draft.

100% Design

- Engineer's opinion of probable construction costs
- Agenda for the 100% review meetings that shall include project monitoring and control update, project schedule update, project update, design-related issues, open items and questions, unresolved items, action items, and potential risks to the construction of project.
- 100% Review materials shall include: updated 75% materials, incorporated 75% review comments.

PROJECT DURATION

The estimated duration of this project is 12 months.

CONSULTANT will proceed with the services identified in this AGREEMENT immediately upon receipt of an executed copy of this AGREEMENT and a formal Notice-to-Proceed (NTP) from the COUNTY. An updated electronic version of the Project schedule in Microsoft Project will be provided to the COUNTY within 10 working days from the issuance of the NTP.

COMPENSATION:

Compensation for the services described below shall be performed on a lump sum basis per task, not exceeding the amount of $496,930.66, which includes a 10% contingency, shown in Exhibit A. The COUNTY has requested a contingency line item be included. This is intended to cover additional services for the Project to be performed by the Consultant and their team of subconsultants. These services will only be rendered upon written consent from the Project Manager.

Project Management & Meetings

- Kick-off Meeting with Meeting Minutes
- Monthly progress meeting notes
- Two Public Meetings

Data Collection

- Geotechnical Assessment Report
- Structural Engineering
- Survey & SUE
- Environmental Permitting

Civil Engineering & Permitting

- Concept Plan
- 30% Design Plans
- 75% Design Plans / Cost Estimates/ Technical Specifications
- Final Design Plans / Quantities, Cost Estimates, Technical Specifications
- Polk County Land Development Pre-Application Meeting Report
- Polk County Land Development Approval Letter (includes public hearings if needed)
- FDEP Permit Application
- ERP Permit Application
- USACE Permit Application

- State of Florida Sovereignty Submerged Lands Easement Application
- Coastal Zone Management Act (CZMA) Exemption

COMMUNICATION

Dewberry will maintain regularly scheduled communication with PNR. Barring any unforeseen and unlikely eventualities, Amy Tracy serves as Project Manager and primary point of contact.

ASSUMPTIONS & EXCLUSIONS

The following services are not included in the scope of services but may be added to the scope/fee as Additional Services, if needed. Additional services will be provided based on a revised lump sum proposal based on our hourly fee schedule at the Standard Hourly Billing Rates included in master contract.

- Traffic Engineering Services.
- Irrigation design.
- Design of site retaining walls exceeding 4-feet in height.
- Underground detention and pervious pavement design.
- Gas, power, telephone, etc. services.
- Underground tanks of any kind, e.g., fuel, etc.
- Off-site utility, roadway or drainage improvements other than those specifically outlined in this proposal.

- COUNTY will furnish consultant with readily available reports, studies, and data pertinent to CONSULTANT's services.
- COUNTY will provide one representative to coordinate, schedule, and receive comments and information related to Project.
- CONSULTANT made assumption the COUNTY will return all comments and any deliverable reviews within 7 calendar days to meet expedited schedule.
- COUNTY will pay all SFWMD and FDEP application fees.
- COUNTY will pay all mitigation costs, should the unexpected happen and wetland mitigation be required.

DOCUMENTS PROVIDED TO DEWBERRY

- Dewberry will require the following from Others:
  - Existing benchmark information
  - Design information and specifications for Tedder Boat Ramp System and floating dock
  - Property Special Warranty Deed
  - County outfalls and hydrologic flows
  - Boundary Survey
  - Phase I Environmental Site Assessment

Exhibit 1: Budget

Dewberry

Polk County Natural Resources
Lake Marion
Dewberry Staff

Phase/Task	Task Description	Professional IX $ 268.61	Prof II $ 89.78	Professional VIII $ 234.41	Engineer III $ 117.14	Prof II $ 87.69	Prof V $ 194.80	Inspector I $ 76.95	Total Hours By Task	Total Dewberry	Restrooms & Picnic Facilities	Environmental	Survey	Geotech	Total Subs	Dewberry & Subs	Direct Costs	Grand Total
Phase 100	***Project Management & Coordination***	**28**	**99**	**16**	**3**	**47**	**0**	**0**	**193**	**$ 24,632.52**	$ -			$ -	$ -	**$ 24,632.52**	$ -	**$ 24,632.52**
Task 101	Project Management	4	35			32			71	$ 7,022.80					$ -	$ 7,022.80	$ -	$ 7,022.80
Task 102	Kick Off Meeting	8	32	2	3	15			60	$ 7,157.35					$ -	$ 7,157.35	$ -	$ 7,157.35
Task 103	Monthly Project Meetings	16	32	14	0				62	$ 10,452.38					$ -	$ 10,452.38	$ -	$ 10,452.38
Phase 200	***Data Collection***	4	4	12	12	0	12	0	44	$ 7,989.69	$ 25,000.00	$ 112,933.00	$ 70,000.00	$ 17,933.00	$ 225,866.00	$ 233,855.69	$ -	$ 233,855.69
Task 201	Site Visit		0	4	4				8	$ 1,406.19	$ -	$ 112,933.00	$ 70,000.00	$ -	$ 182,933.00	$ 184,339.19	$ -	$ 184,339.19
Task 202	Data Collection	4	4	8	8		12		36	$ 6,583.50	$ 25,000.00			$ 17,933.00	$ 42,933.00	$ 49,516.50	$ -	$ 49,516.50
Phase 300	***Civil Engineering Design (Conceptual, 30, 75, 100) & Permitting***	**28**	**28**	**335**	**302**	**0**	**350**	**0**	1043	$ 192,116.93	$ -			$ -	$ -	**$ 192,116.93**	**$ 1,150.00**	**$ 193,266.93**
Task 301	Restrooms & Utility Improvements	3	8	111	80		90	0	292	$ 54,446.40				$ -	$ -	$ 54,446.40		$ 54,446.40
Task 302	Offsite Utility Improvements/ Turn lane Improvements/ SW	4	12	80	90		152	0	338	$ 61,056.12					$ -	$ 61,056.12		$ 61,056.12
Task 303	Boat launch- 10 parking spaces & overflow, SW treatment, fencing, & Flo	4	8	80	110		88	0	290	$ 50,572.68					$ -	$ 50,572.68	$ 1,000.00	$ 51,572.68
Task 304	County Land Development Review	4		12	4		0	0	20	$ 4,355.94	$ -			$ -	$ -	$ 4,355.94	$ 150.00	$ 4,505.94
Task 305	Utility Coordination	3		12	4		8	0	27	$ 5,645.71					$ -	$ 5,645.71		$ 5,645.71
Task 306	ERP, CZMA, & Submerged lands	10		40	14		12	0	76	$ 16,040.09	$ -			$ -	$ -	$ 16,040.09	$ -	$ 16,040.09
	Subtotal	**60**	**131**	**363**	**317**	**47**	**362**	**0**	**1280**	**$ 224,739.14**	**$ 25,000.00**	**$ 112,933.00**	**$ 70,000.00**	**$ 17,933.00**	**# $ 225,866.00**	**$ 450,605.14**	**$ 1,150.00**	**$ 451,755.14**
	Contingency 10%																	**$ 45,175.51**
	Grand Total																	**$ 496,930.66**

Exhibit 2: Subcontractors

TIERRA

March 7, 2025

Dewberry
4651 Salisbury Road, Suite 400
Jacksonville, FL 32256-6187

Attn: Ms. Kaylene Wheeler
Senior Project Manager

Cc: Ms. Amy Tracy
Associate, Market Segment Leader

RE: Geotechnical Proposal
Lake Marion
Polk County, Florida
Tierra Proposal No.: 65-25-166

Ms. Tracy:

Tierra, Inc. appreciates the opportunity to submit this proposal to provide Geotechnical services for the referenced project.

Project Information

The project includes the design and construction of an access road, parking area, pavilion structures, pond, a boat ramp, and turn/acceleration lanes on the east side of Lake Marion in Polk County, Florida. The following sections outline the anticipated geotechnical scope of services.

Geotechnical Design Scope of Services

Based on our understanding of the project, the following scope of services is anticipated:

1. Conduct a visual reconnaissance of the project site, locate and stake boring locations and coordinate utility clearance via Sunshine State One Call.

2. Execute a program of subsurface exploration consisting of subsurface sampling and field-testing. The following subsurface field exploration is proposed as requested:

    - Perform 10 Hand Auger borings to depths ranging from 4 to 7 feet or to a depth at which the borehole collapses due to groundwater intrusion, whichever is shallower.

    - Perform 2 Standard Penetration Test (SPT) borings to a depth 30 feet in the vicinity of each of the proposed pavilion structures.

    - Perform 1 SPT Boring to a depth of 30 feet in the vicinity of the proposed boat ramp.

The SPT borings will be performed in accordance with the American Society for Testing and Materials (ASTM) test designation D-1586. SPT resistance N-values will be taken continuously to a depth of 10 feet and on intervals of 5 feet thereafter to the boring termination depths.

3. Perform on the order of 10 hand probes to competent bearing soils in the vicinity of the proposed boat ramp.

4. Visually classify and stratify the soil samples in the laboratory using the Unified Soil Classification System (USCS) as prescribed in ASTM Designations D2487 and D2488.

5. Identify the general location and provide a general description of potentially deleterious materials or conditions discovered in the borings including existing fills or surficial organics that may impact the proposed project.

6. Conduct laboratory testing on select soil samples to confirm the visual classification and estimate engineering properties. Testing may include the following:
   - Fines content (material finer than the 200 sieve)
   - Atterberg Limits Tests
   - Organic Content Tests
   - Natural Moisture Content Tests

7. Generate a boring location plan and soil profiles.

8. Develop general construction considerations and recommendations for placement and compaction of fill.

9. Provide general pavement recommendations for the parking area. The scope herein does not include final pavement design. The final pavement design will need to be completed by others.

10. Evaluate the feasibility of utilizing the in-situ soils for support of the proposed pavilion structures using shallow foundations. Provide foundation recommendations for the pavilion structures including allowable bearing pressures, foundation sizes, foundation levels and soil subgrade recommendations.

11. Prepare a geotechnical soil data report that summarizes the course of study pursued, the field data and laboratory data generated, subsurface conditions encountered and our geotechnical recommendations for the proposed roads, pavilion structures, parking areas, pond, and boat ramp.

Exclusions

The geotechnical design services do not include the following:

- Survey of geotechnical boring locations.
- Design of de-watering systems, drainage systems, pond design or draw-down analyses.
- Groundwater monitoring.
- Corrosion protection recommendations.
- Contamination-testing services.
- Additional geotechnical testing may be required. Some contingency fund is recommended in the event unfavorable conditions are encountered during the proposed geotechnical investigation that impact final design plans.

Please refer to **Attachment A** for an itemized breakdown of the unit fees and our total estimated not to exceed fee to perform the **Geotechnical Design Services**.

Service Fee

We propose a Not-To-Exceed fee of **$17,932.16** as outlined in the attached **Standard Fee Schedule Sheet**. We appreciate the opportunity to offer our services and look forward to working with you on this project. Should you have any questions in regard to this proposal, please do not hesitate to contact our office.

Respectfully Submitted,

TIERRA, INC.

Kevin L. Hill, E.I.
Engineer Intern

Joseph R. Antinori, P.E.
Geotechnical Engineer

Attachments:
Attachment A: Geotechnical Design Services Fee Schedule

Attachment A
Geotechnical Design Services
Fee Schedule

Item Description	Unit	Unit Price	Quantity	Total
401-Geo Auger Borings- Hand & Truck/Mud Bug	LF	$ 11.20	70	$ 784.00
418-Geo Drill Crew Support Vehicle	Day	$ 270.00	2	$ 540.00
432-Geo Field Permeability 0-10 Ft (Open - End Borehole Method)	Each	$ 335.00	2	$ 670.00
435-Geo Grout Boreholes- Barge/Track/Amphibious 000-050 Ft	LF	$ 8.50	30	$ 255.00
440-Geo Grout Boreholes- Truck/Mud Bug 000-050 Ft	LF	$ 6.25	60	$ 375.00
473-Geo SPT Barge/Track/Amphibious 000-050 Ft	LF	$ 22.00	30	$ 660.00
478-Geo SPT Truck-Mud Bug 0-50 Ft	LF	$ 15.50	60	$ 930.00
483-Geo Temp Casing 3" Barge/Track/Amphibious 0-050 Ft	LF	$ 14.50	20	$ 290.00
488-Geo Temp Casing 3" Truck/Mud Bug 000-050 Ft	LF	$ 10.30	20	$ 206.00
610-Geo Mobilization Drill Rig Track Mount	Each	$ 3,250.00	1	$ 3,250.00
612-Geo Mobilization Drill Rig Truck Mount	Each	$ 510.00	2	$ 1,020.00
618-Geo Mobilization Support Boat	Each	$ 500.00	2	$ 1,000.00
811-Soils Liquid Limit (AASHTO T 89)	Test	$ 60.00	4	$ 240.00
812-Soils Materials Finer than 200 Sieve (FM 1-T011)	Test	$ 45.00	8	$ 360.00
817-Soils Moisture Content Laboratory (AASHTO T 265)	Test	$ 15.50	4	$ 62.00
826-Soils Plastic Limit & Plasticity Index (AASHTO T 90)	Test	$ 70.00	4	$ 280.00
Engineering and Technical Support Services				
Engineering Intern	Hour	$ 106.29	24	$ 2,550.96
Engineering Technician	Hour	$ 82.07	16	$ 1,313.12
Senior Designer	Hour	$ 125.92	6	$ 755.52
Senior Engineer 1	Hour	$ 195.29	8	$ 1,562.32
Sr Engineering Technician	Hour	$ 103.53	8	$ 828.24
	Total Estimated Fee			**$ 17,932.16**

DRMP

8001 Belfort Parkway, Suite 200, Jacksonville, Florida 32256
Phone: 904.641.0123 | Fax: 904.641.8858
1.833.811.3767 | www.DRMP.com

March 10, 2025

SENT VIA E-MAIL

Jeffrey D. PeQueen, PE
Senior Project Engineer
Dewberry
Water Market Segment
1479 Town Center Drive, Suite D214
Lakeland, FL 33803-7974
D 863.732.6799 **C** 813.613.4304

Sent Via Email to: jpequeen@Dewberry.com

Subject: Professional Surveying and Subsurface Utility Engineering Services for Lake Marion Boat Ramp and Park, Polk County, Florida

Dear Mr. PeQueen,

DRMP, Inc. (DRMP) is pleased to submit the following proposal for Professional Surveying Services on the above subject project based on the emails and conversations.

Topographic Survey

1. General Requirements:
   a) Intent: It is the intent of this Task is to acquire a complete and accurate topographic survey in both hard-copy and electronic format (AutoCAD and pdf) for the referenced project.
   b) Responsibility: A Florida Professional Survey and Mapper (PSM), experienced in doing topographic surveys, shall be directly responsible for the proper execution of the surveying work to be performed.
   c) Point of Contact: During the course of the contract, the SURVEYOR shall seek clarification and technical guidance from and follow such instructions as may be issued by you.
   d) Survey Limits: The Survey Limits shall be, at a minimum, that which is shown in the attachment.
   e) Units: The survey shall be an U.S. Survey Feet.
   f) Coordinate System: The survey shall be referenced to NAD83(2011) Florida State Plane Coordinate System, Florida West Zone. Horizontal coordinates shall use the current State Plane Coordinate System. Vertical coordinates shall be based on the North American Vertical Datum of 1988 (NAVD 88). The reference datum and coordinate system used will be clearly identified.
   g) Horizontal Control: Horizontal control will be Third Order, Class II accuracy or higher. Horizontal control points will be established and shown on the survey with Northing, Easting, and Descriptions. A minimum of 6 temporary control points will be provided.

h) Vertical Control: A minimum of 6 temporary benchmarks (e.g. PK Nail in pavement) shall be established. Level runs for the determination of benchmark elevations shall have Third Order vertical control accuracy. Temporary benchmark (TBM) elevations will be tied to the National Geodetic Control Network utilizing Multiple GNSS Static Observations. (see item p below). The maximum allowable error of closure for English unit surveys is 0.05-feet multiplied by the square root of the length of the level run in miles. Locations for control points will be selected that are favorable to their future preservation by selecting clearly defined, stable locations outside of the anticipated construction limits for the project. TBMs shall be in sufficient number to provide the ability to backsight a TBM to establish control.

i) Horizontal Feature Location Accuracy: The horizontal tolerance for feature location shall be in accordance with standard practice.

j) Vertical Feature Location Accuracy: The vertical tolerance for feature location shall be 0.01-feet for pavements, structures, pipe inverts, and other man made features and 0.10-feet for ground shots.

k) Contour Interval: The contour interval shall be 0.50-feet. Contours shall be shown as light dashed lines for minor/intermediate contours and bold dashed lines for the primary contours. Counters shall be labeled to indicate their declared elevation.

l) Survey Grid and Points: Grid density and points of collections are dependent upon the area being surveyed. At a minimum, the following density and points are required to be obtained by the SURVEYOR:

   1) Grassed Areas – Maximum grid 50-feet by 50 feet. Collect spot elevations on hill tops, along ridge lines, in saddles, and at low point depressions to depict the site topography accurately.

   2) Roadways – Collect cross sections at a maximum 50-foot interval. Collect spots at edge of pavement, roadway centerline, curb and gutter, sidewalk, and approximately 15 feet behind the sidewalk. For roadways with multiple lanes in one direction, collect additional points at edge of lane. Curbing points shall be collected at the flowline (gutter) and back of curb or face of curb. Point description shall clearly indicate which point on the curb was collected.

   3) Open Paved Areas (i.e., parking lots, airfield aprons) - Maximum grid 50 feet by 50 feet. Collect pavement repairs made of a differing material (e.g., a concrete patch made in an asphalt parking lot). Curbing points shall be collected at the flowline (gutter) and back of curb or face of curb. Point description shall clearly indicate which point on the curb was collected.

m) The Survey Crew will collect the Utility Designation as performed by DRMP's SUE Crew.

n) Topographic Detail Requirements:

   1) Utilities: Identify and locate all aboveground and underground utilities, including, but not limited to the following:

      i. Sanitary and Storm Sewer Systems: In addition to locating all system features, provide the sizes and invert elevations of all lines and the type of material for all lines, manholes, and drainage structures. This information shall be obtained by visual examination of the systems and from review of utility drawings. Provide the rim and invert elevations for all manholes and drainage structures as well as the invert elevations for all lines connecting to these structures. Provide the locations and

elevations of both the upper and lower inverts of all lines crossing the Survey Limits, regardless of whether the connecting manhole or drainage structure is located outside of the Survey Limits. If an elevation difference exists adjacent to existing Sanitary or Storm structures, provide adjacent existing grade elevations. For manhole lids and inlet grates that are either welded or bolted in-place, coordinate with the installation point of contact for access. Surveys received by the Government with incomplete manhole and/or inlet data due to the inability to gain access will not be considered acceptable.

ii. Water Supply and Distribution Systems: In addition to locating all system features, provide the size and type of all lines, if discernible from field investigation or from a review of existing utility drawings.

iii. Electrical and Communication Systems (including primary circuits, secondary circuits, site lighting circuits, telephone, data, security, and cable TV): In addition to locating all system features, record the type, size and quantity of conductors or fiber optic strands, if discernible from field investigation or from a review of existing utility drawings. Record pole material, height, and class. Show the general configuration of overhead utilities. Record size and material for vaults, manholes, and handholes. In vaults, manholes, and handholes, record the conduit type, size, and quantity. Record and digitally photograph the nameplate/faceplate data for pad-mounted equipment (coordinate with Installation/Utility personnel to open enclosures). Provide digital photos of utility poles, utility pole markings, transformers, switches, pad-mounted equipment, telephone pedestals, cable TV pedestals, and other aboveground features related to these systems. If an elevation difference exists adjacent to existing Electrical or Communications structures, provide adjacent existing grade elevations.

iv. Steam, Fuel, and Natural Gas Supply Systems: In addition to locating all system features, provide the size and type of all lines, if discernable from field investigation or from review of existing utility drawings. Provide digital photos of regulators and other aboveground features related to these systems.

2) Pavement: Identify and locate all pavement types (including aggregate parking areas and sidewalks), pavement markings, concrete pavement joint locations, curbs, gutters, wheel stops, and any other related items.

3) Foundations: Identify the dimensions, including thickness, of all foundations, if discernible from field investigation or from a review of existing drawings.

4) Posts: Identify and locate all guard posts, timber posts, steel posts, fences, signs, and any other related items.

5) Buildings: Identify and locate all buildings and trailers within or along the Survey Limits.

6) Ditches: Identify and locate all ditches and other stormwater channels. Provide the water elevation in the ditch at the time of the survey, if applicable.

7) Trees and Wooded Areas: Identify and locate all deciduous trees by 8" (Diameter at Breast Height (DBH)) and up by size and species. Where the Survey Limits include a heavily-wooded area, the SURVEYOR shall locate the limits of the wooded area (tree line) Even in heavily-wooded areas, provide the specific location for all trees over 18-inches

8) Other: Identify and locate all other man-made structures and features. Provide digital photos of these items, as appropriate. Include building numbers on all structures/facilities.

o) Field Notes: Level work and other Field Notes and sketches not captured by an electronic data recorder are to be recorded in a standard Engineering Field Book of either the bound or loose-leaf type, in a manner conforming to good surveying practice.

p) Permanent Monuments: Provide 2 Permanent Monuments in accordance with the latest edition of the US Army Corp of Engineers Survey Markers and Monumentation document EM 1110-1-1002. Permanent Monuments shall be defined as monuments that are set in relatively stable material or in a structure for the purpose of preserving the location of either a horizontal control station, the elevation of a point above an adopted datum (bench mark), or the location and/or elevation of any point of special significance when its preservation is required permanently or for longer than (2) years. All monument types shown in the tables in this engineering manual are considered to be permanent. Coordinate data (x,y,z) for each monument shall be provided by on the ground field measurements and shall have Third Order vertical control accuracy and Third Order, Class II horizontal control accuracy, reported in a linear relationship for conventional survey procedure or positional accuracy relationship for GNSS survey procedure. The maximum allowable Relative Positional Precision is 2-cm (0.07-feet) plus 50-parts-per-million for horizontal measurement (based on the direct distance between the two corners being tested). It is recognized that in certain circumstances, the size or configuration of the surveyed property, or the relief, vegetation, or improvements on the surveyed property will result in survey measurements for which the maximum allowable Relative Positional Precision may be exceeded. If the maximum allowable Relative Positional Precision is exceeded, the surveyor shall note the reason.
The Permanent Monuments will be published on National Geodetic Survey's website OPUS Shared and will be available to all surveyors for all future projects at the site.

q) Digital Photos: The SURVEYOR shall take sufficient digital photos throughout the site to clearly define the general conditions at the time of the survey and to capture specific individual features, as indicated above. Photos shall be taken with a digital camera with an image resolution of at least 3.0 Megapixels and at the highest resolution and photo quality settings that the camera will permit. A date stamp on the digital photo is preferred, but not required. A symbol and legend shall be provided on the drawings indicating where each photo was taken and showing the general aiming direction. Photos will be submitted electronically; prints are not required.

r) The Survey Crew will Record and digitally photograph the nameplate/faceplate data for pad-mounted equipment (coordinate with Installation/Utility personnel to open enclosures). Provide digital photos of utility poles, utility pole markings, transformers, switches, pad-mounted equipment, telephone pedestals, cable TV pedestals, and other aboveground features related to these systems.

The survey will meet or exceed Professional Standards for Surveyors for the State of Florida.

Subsurface Utility Engineering (SUE)

DRMP will provide Subsurface Utility Engineering (Utility Designation), Level "B" for the above referenced site.

DRMP will designate the underground utilities within the project limits and perform GPR scans in an attempt to determine if there are any additional underground utilities within the project limits. Designation flags will contain detailed information on utilities such as type of facility, size, material, per available records. This information will be included in the information collected during the survey process. Efforts will be performed in accordance with Section 472.027, Florida Statutes Underground Facility Damage Prevention and Safety Act, Chapter 556, Florida Statutes. All work shall conform to ASCE/UESI/CI 38-22 utilizing Quality Level B.

Please note, Ground Penetrating Radar can be very effective in identifying subsurface disturbances, however there are limitations. The depth, range and clarity of the returned image are limited by the electrical conductivity of the ground. Optimal penetration is achieved in drier, sandier soils. Adversely, in wetter, clay laden soils with higher electrical conductivity, penetration is reduced, sometimes to only a few centimeters. Depending on the nature of the soil for the areas shown on the Exhibits, results may vary greatly throughout any given site. DRMP makes no guaranty of GPR investigation efficacy, details for each area and qualification of GPR signal will be described in project reports and deliverables.

DRMP will have existing underground utilities, such as electric power, telephone/data/security/cable TV systems (fiber and copper pathways), gas, water, sewer force mains, irrigation (4" or larger), and others, identified and marked by DRMP, Inc. Gravity sewer systems are not included in this scope as this data shall be collected as part of the Topographic effort. We do not assume any utilities will be marked by Polk County. All visible aboveground utility components shall be surveyed and correlated with existing utility records. The location of underground utilities that have no visible aboveground components shall be based upon a combination of visual findings in the field, utility locations provided by 3rd party utility locator service, and information obtained from existing utility records.

1) Additional requirements for SUE:

   i. SUE Quality Level B: Provide a full utility site investigation in accordance with ASCE/USEI/CI 38-22, to achieve Quality Level B within the boundaries of the Location referenced in Attachment 3. Perform surface geophysical methods (GPR) to locate utilities, mark findings in field, interpret data gathered and depict utility locations in topographic survey and plan drawings. Include approximate depths, as best interpreted from findings.

An estimate of 16,00 Linear Feet of utility lines will be designated. It is budgeted for one SUE Crew to designate 2,650 Linear Feet per line per day.

Deliverables

DRMP will provide an AutoCAD 2023 Drawing file (.DWG file) and or a Surveyor's Report or hard copies in accordance with any Space Force requirements.

Schedule

The survey can begin within 45 days of NTP. Proposed fee and schedule shown hereon is valid for up to 180 days.

Compensation Summary and Terms

The following summarizes the fees and billing terms as proposed by DRMP for the Scope of Services as presented herein. Please note billing terms for direct expenses. All application/impact

and other fees will be paid directly to the appropriate agencies by the Client and are not included herein. This fee is based on no delays due to travel, weather, or other restrictions due to military needs. Any delays requiring additional deployment time will be billed at the current rates and based on 8 hour days.

Fees

The fee to complete the task is:

Surveying = $49,800

SUE Ql-B = $20,250

If Dewberry desires to change or expand upon these proposed services, an additional fee shall be negotiated. This renegotiation shall be accomplished prior to commencing the additional work, and may be necessary for any services which are not a part of this contract.

We sincerely appreciate this opportunity to provide professional services for this project. If you have any questions regarding this proposal, please contact our office.

Sincerely,
DRMP, Inc.

Randy L. Tompkins, PSM, PLS, PS
Senior Project Manager

DRMP

Site Limits


It appears the fence is west of RW line. Topo will go to the fence line OR the RW line, whichever is further west
I pushed this north as it is wide open and minimal effort will be needed to give you more options
Include apparent Swale for drainage concerns
I know this is not a major or state road. That being said, do you need to intersect with the road at a 90 degree angle. I think that is current ASHTO standards. Not sure what Lake County standards are.
Include apparent Swale for drainage concerns
Include apparent Swale for drainage concerns

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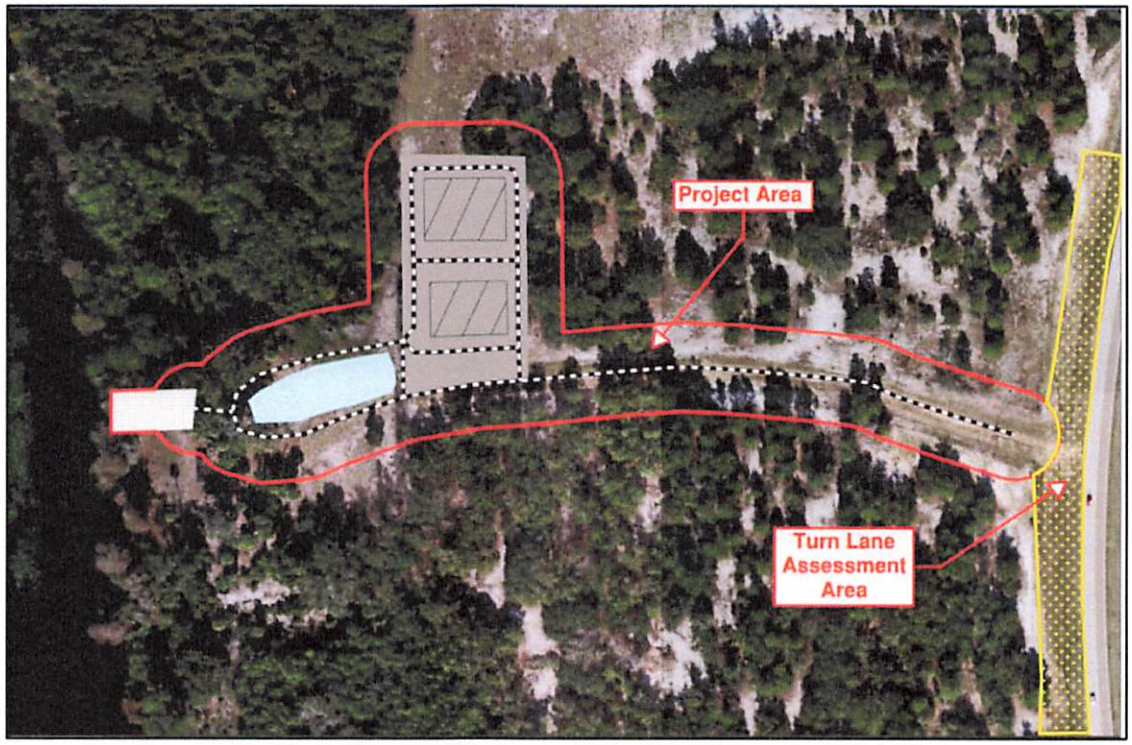
& ASSOCIATES

Exhibit "A"
Scope of Services
Polk County Lake Marion Project
Environmental Assessment Services

I. PURPOSE AND BACKGROUND

The purpose of this Exhibit is to define the responsibilities of Kisinger Campo & Associates, Corp. (**CONSULTANT**) and Dewberry Engineers, Inc. (**CLIENT;** Dewberry) on behalf of the Polk County Parks and Natural Resources (**COUNTY**) in connection with performing Environmental Services for a proposed project located on the eastern side of Lake Marion, between Lake Marion and Lake Marion Creek Drive, in Polk County, Florida. The study area has been identified as a potential future recreational facilities site. The project location provided by the **CLIENT** and covered by this proposal consists of the Project Area depicted below and includes potential turn lanes to be added along Lake Marion Creek Drive. The **CLIENT** has requested the **CONSULTANT** to provide environmental support and documentation services for the project area as defined under PROJECT DESCRIPTION.



II. PROJECT DESCRIPTION

Task 1. Preliminary Project Research

The **CONSULTANT** shall gather and review relevant project data including GIS resources, existing permits, land use, soils, wetlands, documented protected species occurrences, consultations areas, historic and recent aerial imagery, and other available collateral resources.

Task 2. Wetland Jurisdictional Delineation, Verification and Assessment

The project is located along Lake Marion, which is a U.S. Army Corps of Engineers (USACE) regulated waterbody. The **CONSULTANT** shall:

- Establish wetland jurisdictional boundaries within the Project Area pursuant to Chapter 62-340, F.A.C. and the 1987 Corps Manual and Regional Supplement
    - NOTE: This is intended to be an Informal Jurisdictional Determination as opposed to a formal determination requiring a specific purpose survey
- Perform a Submerged Aquatic Vegetation (SAV) Survey for the proposed dock and boat ramp area (including buffer)
- Establish Seasonal High Water (SHW) indicators at up to five locations within (or immediately adjacent to) the Project Area to assist with defining the Ordinary High Water Line (OHWL)
- Complete USACE Wetland Data Forms and UMAM Forms for wetlands potentially impacted within the Project Area
- Schedule and attend a single field wetland verification meeting within the Project Area with the SFWMD and the USACE and prepare meeting notes.

Task 3. Species Surveys

The **CONSULTANT** shall conduct a general reconnaissance survey for the occurrence or potential occurrence of federal and state protected species. The approximate location of all observed protected species or their signs shall be collected using GPS or the ESRI Field Maps application and identified on an aerial map. The survey will extend 25 feet outside (subject to accessibility) of the proposed Project Area to identify potential impacts to protected species adjacent to the property. While this initial phase of the planning study process does not include protected species permitting, accurate evaluation of current protected species utilization and habitat on site is important to identify potential impacts and develop cost estimates associated with species (e.g., sand skink and gopher tortoises) mitigation needed to offset these impacts.

More specifically, the **CONSULTANT** shall:

- Conduct a general reconnaissance survey within the Project Area and document the results of this survey in the Environmental Technical Memorandum (Task 5). This non-species-specific field survey will be used to determine the presence or absence of protected/listed flora and fauna and their associated habitats.
- Document the results of this survey, which will also be used to assist with project design within the Project Area. This scope includes species-specific surveys for the federal listed species outlined in Task 6.
- Conduct a 20% Gopher Tortoise Survey in accordance with the current version of

the Florida Fish and Wildlife Conservation Commission (FWC) Gopher Tortoise Guidelines. The results of this survey will be documented in the Environmental Technical Memorandum (Task 5) and used to estimate the gopher tortoise population on site to assist with future FWC gopher tortoise permitting.

- Estimate costs associated with protected species involvement for future state and federal permitting efforts.

NOTE: The project area is located within federal consultation areas for several protected species (e.g., sand skinks, Florida bonneted bats, Florida scrub jays) and additional species-specific surveys may be required. Detailed species-specific surveys for these species are included in Task 6. Species-specific surveys may follow seasonal criteria and potentially affect the project schedule.

Task 4. Environmental Permitting Support Services

The **CONSULTANT** shall assist the **CLIENT** with environmental permitting for the project. The project is currently envisioned to require authorization by the South Florida Water Management District (SFWMD) under the Environmental Resource Permit (ERP) Program (Chapter 62-330, F.A.C.) and the U.S. Army Corps of Engineers (USACE) under the Federal Section 404 Dredge and Fill Program (Section 404 of the Clean Water Act [CWA]).

The project is beginning conceptual development, at this time, so project design details have not been completely developed. As such, we are assuming that an Individual ERP permit from the SFWMD and a Standard Federal 404 permit from the USACE will be required for the project.

The **CONSULTANT** shall:

- Prepare environmental sections of the SFWMD ERP Individual Permit Application and complete the USACE Section 404 Permit Application (ENG Form 4345)
- Provide environmental sections of the SFWMD ERP application to Dewberry or their designee for incorporation into the full application for submittal by others (Dewberry)
- Coordinate completion and submittal of the USACE Section 404 application, which will require permit exhibits and dredge and fill sketches to be prepared by others (engineers or architects)
- Review draft permit sketches and dredge and fill exhibits and provide comments for revisions to these items by those producing them
- Provide an Environmental Technical Memorandum (Task 5) documenting site conditions and identifying potential wetland and protected species involvement resulting from the project
- Assist with the preparation of a Florida Department of Environmental Protection (FDEP) Sovereign Submerged Lands (SSL) Easement application for concurrent submittal by others (Dewberry) with the ERP application.

Task 5. Environmental Technical Memorandum

The **CONSULTANT** shall prepare an Environmental Technical Memorandum summarizing the findings of the above referenced tasks, including wetland/surface water limits, protected species involvement, agency coordination, land use and soil maps, and maps depicting the approximate locations of observed, or previously recorded protected species. Specifically, the **CONSULTANT** shall:

- Prepare wetland impact analysis to include in the Environmental Technical Memorandum to support environmental permitting
- Prepare wildlife, protected species, and habitat impact analysis to include in the Environmental Technical Memorandum to support environmental permitting
- NOTE: Additional species-specific technical memoranda may be required to analyze and document impacts to individual protected species and are included in Task 6.
- NOTE: Section 7 Consultation may be required for protected species surveys and permitting and time for consultation is included Task 6.

Task 6. Protected Species Surveys and Clearances

The **CONSULTANT** shall perform, upon receipt of written authorization, field surveys within the Project Area (as specified by the **CLIENT** in **Attachment B)** for protected species, including the Florida scrub-jay, and the Florida bonneted bat, in accordance with current USFWS guidance and protocols, as further detailed below. The **CONSULTANT** shall document the surveys and results in a Technical Memorandum for each species. The **CLIENT** or Polk County will provide the **CONSULTANT** vehicular access to the site.

Task 6.A. Florida Scrub-jay Survey and Technical Memorandum

The project area is located within the USFWS Florida Scrub-jay Consultation Area and potential Florida Scrub-jay habitat may be impacted by the project. As a result, according to the USFWS survey guidelines, surveys are required to determine the presence or absence of the Florida Scrub-jays and potential impacts resulting from the project.

The **CONSULTANT** shall be responsible for conducting surveys for the Florida Scrub-jay in accordance with the USFWS Consultation Guide. The **CONSULTANT** shall perform five (5) survey events in accordance with the current guidance and survey protocols for the Florida Scrub-jay. The **CONSULTANT** shall provide a Florida Scrub-jay Technical Memorandum documenting the results of the survey.

Task 6.B. Florida Bonneted Bat Roost Survey and Technical Memorandum

The project area is located within the USFWS Florida Bonneted Bat Consultation Area and potential Florida Bonneted Bat roosting habitat will be impacted by the project. As a result, according to the 2024 USFWS survey guidelines, a roost survey is required to determine the presence or absence of the Florida Bonneted Bat and potential roosting sites.

Pursuant to the 2024 USFWS survey guidelines, the **CONSULTANT** shall conduct Florida bonneted bat roost and emergence surveys of appropriate habitat within and adjacent to

the project area. All data will be saved and submitted to the USFWS in accordance with the 2024 USFWS survey guidelines.

Task 6.C. USFWS Consultation and Concurrence Services

The **CONSULTANT** shall assist the **CLIENT** and Polk County with obtaining USFWS concurrence for the project for federal protected species including the sand skink, the Florida scrub-jay, and the Florida bonneted bat. Since a Federal Dredge and Fill Permit (Section 404 of the Clean Water Act) is anticipated from the USACE for this project, Consultation with the USFWS is anticipated to be conducted through the USACE concurrent with the dredge and fill permitting, pursuant to Section 7 of the Endangered Species Act (ESA). Permitting for federal protected species specified above directly with the USFWS, pursuant to Section 10 of the ESA, is not currently included.

The **CONSULTANT** shall perform Section 7 (ESA) Consultation with the USFWS, through the USACE, during the dredge and fill permitting. The **CONSULTANT** shall assist the **CLIENT** and Polk County with obtaining environmental clearances or project concurrence for the sand skink, the Florida scrub-jay, and the Florida bonneted bat for proposed activities within the Project Area. Federal environmental clearance or concurrence will be issued directly to Polk County.

Task 6.D. Sand Skink Survey and Technical Memorandum

The proposed project is located within the USFWS Consultation Area for the sand skink (*Plestiodon reynoldsi*) and the blue-tailed mole skink (*Plestiodon egregius lividus*). The USFWS has noted research and incidental observations indicated blue-tailed mole skinks typically occur with sand skinks, and sand skink occurrence is used as an indicator for blue-tailed mole skinks where the species overlap in their range (USFWS 2011). Therefore, blue-tailed mole skink occurrence is linked to sand skink occurrence even though no specific survey for the species is proposed.

In an effort to gather information needed to determine the potential effects the proposed project may have on the sand skink and blue-tailed mole skink, the **COUNTY** shall provide personnel familiar with native Florida fauna to conduct a coverboard survey in the spring of 2025 in accordance with the Peninsular Florida Species Conservation and Consultation Guide – Sand Skink and Blue-tailed (Bluetail) Mole Skink (USFWS 2023).

The **COUNTY** shall be responsible for conducting a sand skink coverboard survey in accordance with the USFWS Consultation Guide. The **COUNTY** shall be responsible for obtaining and placing plywood coverboards throughout suitable sand skink habitat (approx. 2 ac.) within the Project Area, including potential turn lanes, at a minimum density of 40 coverboards per acre. The **COUNTY** shall perform four (4) survey events and remove the coverboards upon completion of the final survey event. The **CONSULTANT** shall provide a Sand Skink Survey Technical Memorandum documenting the results of the coverboard survey based on data collected by the **COUNTY**. The **COUNTY** shall provide data collected during the coverboard survey in digital format after each survey event and prior to the next survey event. The **CONSULTANT** will coordinate data collection methodology with the **COUNTY** to streamline the data collection and assimilation process.

NOTE: Sand Skink Coverboard Surveys can be conducted in the spring from March 1st through May 15th, and based on the 2023 USFWS Guidelines, may also now be conducted in the fall from October 15th to December 15th.

Task 7. Project Management and Meetings

The **CONSULTANT** shall provide periodic management and custodial administration of the project. These services include coordination with the **CLIENT**; developing scopes of services for supplemental services; preparing progress reports, invoices, agendas, and meeting materials; scheduling meetings; and other incidental activities required specifically for the project.

Task 8. Quality Control and Quality Assurance

The **CONSULTANT** shall provide Quality Assurance/Quality Control (QA/QC) for all project deliverables. The **CONSULTANT** shall follow and comply with their QA/QC plan to ensure quality document delivery. The **CLIENT** may perform periodic QA/QC review of **CONSULTANT's** QA/QC process for the project.

Task 9. Construction Services – Environmental Support and Gopher Tortoise Relocation

The **CONSULTANT** shall assist with construction support services associated with environmental support services outlined in the tasks above.

Gopher Tortoise Relocation

- Prepare and submit an application for a Gopher Tortoise Relocation Permit (10 or Fewer Burrows) from the Florida Fish and Wildlife Conservation Commission (FWC)
- Conduct the gopher tortoise relocation pursuant to the FWC Gopher Tortoise Permitting Guidelines and the terms of the Gopher Tortoise Relocation Permit
- Complete and submit the After Action Report to FWC and permit close-out

The **CONSULTANT** shall be responsible for conducting the gopher tortoise burrow survey for the purpose of identifying potential gopher tortoise habitats that could be impacted by the project. The habitat will be systematically surveyed according to the current Gopher Tortoise Permitting Guidelines published by FWC.

Pursuant to FWC regulations, Polk County cannot obtain a gopher tortoise permit for areas outside of the County's ownership/control (i.e., utility easements; license agreements). Should permits in areas outside of the County's ownership/control be required, the County shall coordinate with landowners to obtain required permits. The **CONSULTANT** shall provide technical assistance, in the form of existing/previously collected information, which may aid in obtaining required permits outside of the County's ownership/control.

The **CONSULTANT** will be responsible for the permitting and relocation of gopher tortoise burrows within the project area. The **CONSULTANT** shall provide the appropriate reports as required by the permit conditions, including closing out the permit. The County will provide the mechanical excavator and operator, if needed, for the relocation efforts. It is assumed that all potentially occupied gopher tortoise burrows will be mechanically excavated, and trapping will not be required.

The County will be required to pay all recipient and permit fees, including any fees associated with the relocation of gopher tortoises. It is assumed that captured gopher tortoises will be relocated on-site. The **CONSULTANT** will be responsible for the release of captured gopher tortoises.

Project Deliverables

- Environmental Technical Memorandum
- Florida Scrub-jay Survey Technical Memorandum
- Florida Bonneted Bat Roost Survey Technical Memorandum
- Sand Skink Technical Memorandum (based on survey data collected by the County)
- FWC Gopher Tortoise Relocation Permit

Project Schedule

CONSULTANT's services shall commence upon receipt of written notice to proceed issued by **CLIENT**. It is anticipated that the **CONSULTANT** shall complete the Services and project deliverables within **12 months** upon written notice to proceed. Upon notice to proceed, the **CONSULTANT** shall coordinate with the **CLIENT** to determine a project schedule that is mutually acceptable and meets the **CLIENT's** deadlines.

Scope Exclusions and Assumptions

In addition to those exclusions specified above, this scope of services does not include:

- This scope of services assumes that Section 7 Consultation will occur with the USFWS during USACE permitting efforts. USFWS Section 10 coordination (Habitat Conservation Plan or Incidental Take Permit Application), permitting or mitigation on behalf of the **CLIENT** or County, is not included, at this time.
- Species-specific surveys and technical memoranda are limited to those tasks specified above
- No site species-specific surveys for protected flora are included
- Cultural Resources Assessment Survey
- Air, Noise, or Contamination evaluation services
- Wetland mitigation design

III. CONSULTANT'S COMPENSATION

For work under this scope, the **CLIENT** shall compensate the **CONSULTANT** in a **not to exceed** amount of **$113,561.00, which includes a contingency amount of $15,000.00**. **Prior written authorization from the COUNTY is required for work performed and paid under the contingency amount.** A summary of estimated fee for each Task is included below.

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& ASSOCIATES

3/12/2025

Estimated Fee by Task

Task No.	Description	Fee
1	Preliminary Project Research	$1,782.00
2	Wetland Jurisdictional Delineation, Verification and Assessment	$11,497.00
3	Species Surveys (General Wildlife Survey; 20% Gopher Tortoise Survey)	$3,293.00
4	Environmental Permitting Support	$12,250.00
5	Environmental Technical Memorandum (Wetlands, Species and Habitat)	$7,252.00
6A	Florida Scrub-Jay Survey and Technical Memorandum	$6,272.00
6B	Florida Bonneted Bat Roost Survey and Technical Memorandum	$14,684.00
6C	USFWS Consultation and Concurrence Services	$2,244.00
6D	Sand Skink Technical Memorandum (based on data collection by Polk County)	$11,910.00
7	Project Management and Meetings	$5,049.00
8	Quality Control and Quality Assurance	$2,843.00
9	Construction Services – Environmental Support and Gopher Tortoise Relocation	$19,485.00
	Subtotal	$98,561.00
	Contingency	$15,000.00
	Total	$113,561.00

EXHIBIT B

FEE SCHEDULE

Exhibit "B" - Fee Schedule

Item 1.

Dewberry Engineers Inc.

Schedule of Professional Rates

Polk County, Florida

Personnel Position	Bill Code	Range of Direct Labor Rates ($/hr)		Range of Hourly Labor Rages ($/hr)	
		Minimum	Maximum	Minimum	Maximum
ADMIN ASSISTANT I	AA1	$15	$17	$45	$51
ADMIN ASSISTANT II	AA2	$25	$27	$75	$81
ADMIN PROFESSIONAL III	AP3	$39	$42	$117	$126
ADMIN PROFESSIONAL IV	AP4	$50	$55	$150	$165
CADD TECHNICIAN I	CD1	$21	$23	$63	$69
CADD TECHNICIAN II	CD2	$24	$26	$72	$78
CADD TECHNICIAN III	CD3	$40	$43	$120	$129
CADD TECHNICIAN IV	CD4	$36	$39	$108	$117
CONSTRUCTION PROFESSIONAL I	CP1	$36	$39	$108	$117
CONSTRUCTION PROFESSIONAL II	CP2	$46	$50	$138	$150
CONSTRUCTION PROFESSIONAL III	CP3	$57	$62	$171	$186
CONSTRUCTION PROFESSIONAL IV	CP4	$64	$70	$192	$210
CONSTRUCTION PROFESSIONAL V	CP5	$73	$80	$219	$240
DESIGNER I	DS1	$28	$30	$84	$90
DESIGNER II	DS2	$29	$32	$87	$96
DESIGNER III	DS3	$47	$51	$141	$153
DESIGNER IV	DS4	$40	$44	$120	$132
DESIGNER V	DS5	$51	$56	$153	$168
ENGINEER I	EN1	$29	$32	$87	$96
ENGINEER II	EN2	$33	$36	$99	$108
ENGINEER III	EN3	$39	$43	$117	$129
ENGINEER IV	EN4	$36	$39	$108	$117
ENGINEER V	EN5	$45	$49	$135	$147
ENGINEER VI	EN6	$55	$60	$165	$180
ENGINEER VII	EN7	$65	$71	$195	$213
ENGINEER VIII	EN8	$70	$77	$210	$231
ENGINEER IX	EN9	$85	$93	$255	$279
GEOGRAPHER/GIS I	GS1	$27	$29	$81	$87
GEOGRAPHER/GIS II	GS2	$30	$33	$90	$99
GEOGRAPHER/GIS III	GS3	$41	$45	$123	$135
GEOGRAPHER/GIS IV	GS4	$42	$46	$126	$138
GEOGRAPHER/GIS VI	GS6	$43	$47	$129	$141
GEOGRAPHER/GIS VIII	GS8	$76	$83	$228	$249
INSPECTOR I	IN1	$21	$23	$63	$69
INSPECTOR II	IN2	$25	$27	$75	$81
INSPECTOR III	IN3	$26	$29	$78	$87
INSPECTOR IV	IN4	$49	$53	$147	$159
INSPECTOR V	IN5	$37	$40	$111	$120
PROFESSIONAL I	OP1	$25	$27	$75	$81

PROFESSIONAL II	OP2	$27	$30	$81	$90
PROFESSIONAL III	OP3	$45	$49	$135	$147
PROFESSIONAL IV	OP4	$69	$76	$207	$228
PROFESSIONAL V	OP5	$55	$60	$165	$180
PROFESSIONAL VII	OP7	$68	$75	$204	$225
PROFESSIONAL VIII	OP8	$74	$81	$222	$243
PROFESSIONAL IX	OP9	$82	$89	$246	$267
SURVEY I	SU1	$16	$17	$48	$51
SURVEY II	SU2	$18	$20	$54	$60
SURVEY III	SU3	$19	$21	$57	$63
SURVEY IV	SU4	$34	$37	$102	$111
SURVEY V	SU5	$30	$33	$90	$99
SURVEY VI	SU6	$41	$44	$123	$132
SURVEY VII	SU7	$57	$63	$171	$189
SURVEY VIII	SU8	$57	$62	$171	$186
PRINCIPAL	PR	$127	$138	$381	$414
1 PERSON CREW		$41	$44	$123	$132
2 PERSON CREW		$52	$57	$156	$171
3 PERSON CREW		$61	$66	$181	$198
4 PERSON CREW		$76	$82	$226	$244

Item 2.

Descriptions and Responsibilities of Personnel

HR Job Code	General Characteristics	Managerial Responsibilities	Supervision Received	Titles	Licensure Certification	Education	Years
Admin Assistant I	Primary responsibility for greeting visitors, answering phones, and performing various administrative support duties for the group. Maintains correspondence and data files, arranges appointments, etc. Work is routine and requires limited exercise of discretion and judgment.	N/A	Receives close supervision on all aspects of assignments	Receptionist, Administrative Assistant 1	NA	H.S. Diploma	0 3
Admin Assistant II	Performs administrative support duties for a department or small office. Has duties of a level 1 admin but should also have higher level skills in the computerized environment with knowledge of word processing, spreadsheets, and graphs. Work is routine and requires limited exercise of discretion and judgment. May be assigned various PMD functions.	N/A	Receives instruction on specific objectives. Receives direction on unconventional and/or complex problems and solutions.	Administrative Assistant 2	NA	H.S. Diploma	3+
Admin Professional III	Performs complete administrative support duties for senior level staff. Does work of a confidential nature and relieves managers of designated administrative details. Must exercise initiative, judgment, and knowledge of company practices, polices and organization. Works in a computerized environment with knowledge of word processing, spreadsheets, and graphs. May be assigned a variety of PMD responsibilities based on skill level and management discretion.	Assigns tasks to necessary staff. Plans and coordinates aspects of work to get his or her responsibilities accomplished.	Receives general direction of key objectives and guidance on new concepts or policies.	Administrative Assistant 3	NA	H.S. Diploma	6+
Admin Professional IV	Performs various administrative functions for senior level management of an operating group or office. Functions involve the preparation of certain reports, management of schedules, the supervision or coordination of administrative work activities within the group, etc. Must exercise initiative, judgment, and knowledge of company practices, polices and organization. May direct the work of other administrators. Works in a computerized environment with knowledge of word processing, spreadsheets, and graphs. May be assigned a variety of PMD responsibilities based on skill level and management discretion.	Assigns tasks to necessary staff. May supervise other admins or office staff.	Receives supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters. Receives direction on unusual conditions and developments.	Sr. Administrative Assistant, Office Administrator	NA	H.S. Diploma	10+
CADD Technician I	Provides non technical, routine and basic support for assigned projects, using computer aided design. Assists in completing drawings from sketches, plans, specifications, and written instructions using computer aided drafting programs.	N/A	Received close supervision on all aspects of assignments	CADD Technician 1	HS diploma, A.A. Degree in Drafting, Design, or related field preferred	N/A	0+ years
CADD Technician II	Prepares computer generated engineering drawings according to established standards and procedures. Prepares drawings from rough sketches or general engineering and design information using CADD software programs. Copies existing drawings and completes simple calculations with specific instructions.	Assigns tasks to and coordinates with staff	Receives instruction on specific objectives. Receives direction on unconventional and/or complex problems and solutions. Received thorough review of completed work for application of sound judgment.	CADD Technician 2		N/A	3+ years
CADD Technician III	Performs non routine and complex drafting assignments within company and industry standards and codes. Works independently with occasional advice from supervisor. May mentor less experienced CADD personnel.	Assigns tasks to necessary staff. Plans and coordinates aspects of work and reviews work created by less experienced inspectors.	Receives general direction of key objectives and guidance on new concepts or policies.	CADD Technician 3		N/A	6+ years
CADD Technician IV	Performs non routine and complex assignments, involving planning graphic presentations of designs having distinct design features differing significantly from drafting precedents. May direct preparation of work by other technicians of lesser experience. Completed work needs overview only and acts in lead role over other designers and technicians.		Receives supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters. Receives direction on unusual conditions and developments.	Senior CADD Technician		N/A	10+ years
Construction Professional I	Coordinates all aspects of a construction project by monitoring the construction process, and ensures that projects are completed on time and according to specifications. Uses engineering and technical knowledge to ensure that components, systems, and equipment complement the project. Coordinates scheduling and provides communication with project management regarding progress and conflicts. Performs work under direct supervision. Handles basic issues and problems, and refers more complex issues to higher level staff.	N/A	Receives close supervision on all aspects of assignments	Construction Coordinator	HS Diploma or equivalent experience		0+
	Supports the construction project team as it relates to document processing (creation, retrieval, distribution, filing, indexing). Responsible for maintaining the record management system and training others, as needed, on document collection and storage systems and processes. Determines the document processing timelines and records distribution with regards to document management and control procedures as outlined in technical requirements. Provides metrics for reporting status to project leadership and may make recommendations for allocation of project resources based on current record status. Work requires limited exercise of independent judgement.			Document Control Specialist			
	Responsible for Project Administration for construction projects. Handles document management, including but not limited to field reports, technicial data, pre activity meetings and materials test reports. Will make sure document control procedures are followed as it related to project and contract documentations. Prepares meetings agendas and minutes for distribution. Supports prepation of RFI's, progress/status reports, billings and contract change orders. Supports the Construction Manager with coordination and scheduling of field activities and may review inspection reports and estimates.			Project Administrator		N/A	2+

HR Job Code	General Characteristics	Managerial Responsibilities	Supervision Received	Titles	Licensure Certification	Education	Years
Construction Professional II	Performs routine assignments which are clearly defined and require the application of standard construction engineering techniques, procedures, and criteria. Maintains project data and documents, coordinates and schedules QC inspections, and prepares routine reports on construction progress.	N/A	Receives initial guidance on assignments to be completed	Assistant Resident Engineer, Construction Engineer	Bachelor's Degree in Construction Engineering or Related field		0+
	Completes arc flash studies to determine hazards and risks related to electrical systems. Will provide support with on site data collection and responsible for creating drawings using applicable software. Responsible for identifying potential violations within the systems and install labels on equipment at the facility.			Arc Flash Specialist			2+
Construction Professional III	Performs assignments of limited scope which involve some unusual or difficult problems requiring job knowledge and abilities beyond entry level. Monitors construction program; assists in review and modification of schedules, specifications, and drawings; and reviews completed construction work and maintains checklist of what is yet to be completed. Must have the ability to recognize basic construction or engineering problems, and applies standard techniques and procedures to resolve them.	Assigns tasks to and coordinates with entry level engineers, technicians or administrative staff. Assists in determining schedule and budget requirements.	Receives instruction on specific objectives. Receives direction on unconventional and/or complex problems and solutions.	Construction Engineer, Resident Engineer			3+
Construction Professional IV	Performs detailed phases of construction engineering work or is the PM on projects of moderate size and complexity. Reviews and modifies drawings, specifications, installation sequences, and progress reports and initiates corrective measures of necessary. Reviews construction procedures submitted by contractors to assure conformance with overall project plan. Acts as technical liaison between contractor and design engineering personnel. May oversee the work of lower level construction engineers who assist on projects.	Assigns tasks necessary staff. Plans and coordinates aspects of work. Prepares scope, budgets, and schedules for assignments. Assists with proposals to provide professional services.	Receives general direction of key objectives and guidance on new concepts or policies.	Senior Construction Engineer, Senior Resident Engineer, Construction Manager, PM		PE and/or CCM preferred	6+
Construction Professional V	Provides technical leadership for complex or unique assignments and may plan, organize, and supervise construction engineering activities for a project of significant size and complexity. Analyzes complex construction/design problems requiring the development of new or improved techniques or procedures. Represents respective projects at meetings and conferences and develops construction plans.	Supervises all staff necessary to complete assignments. Reviews and approves scopes, budgets, and schedules for assignments. Prepares proposals to provide professional services. May partake in personnel actions.	Receives supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters. Receives direction on unusual conditions and developments.	Senior Construction Manager, Assistant Dept. Manager, Senior PM		PE and/or CCM preferred	10+
Designer I	Provides non technical, routine and basic support for assigned projects, using computer aided design. Completes detailed drawings from sketches, plans, specifications, and written instructions using computer aided drafting programs.	N/A	Received close supervision on all aspects of assignments	Staff Designer	HS diploma, A.A. Degree in Drafting, Design, or related field preferred	N/A	0+
Designer II	Determines design criteria, drawing sequence and presentation, sizing various system components and refining rough sketches and notes to include material quantities and equipments specifications. Technical adequacy of non routine work is reviewed during progress on completion. Routine work is reviewed on completion.	Assigns tasks to and coordinates with staff Designers in determining schedule and budget requirements.	Receives instruction on specific objectives. Receives direction on unconventional and/or complex problems and solutions. Received thorough review of completed work for application of sound judgment.	Designer 1		N/A	3+
Designer III	Performs non routine assignments of substantial variety and complexity. Performs design calculations, prepares material and equipment specifications and provides preliminary sketches and notes for drawings. May coordinate the design work of a project, but overall work requires limited exercise of independent judgement.	Assigns tasks to necessary staff. Plans and coordinates aspects of work and reviews work created by less experienced designers.	Receives general direction of key objectives and guidance on new concepts or policies.	Designer 2		N/A	6+
Designer IV	Applies broad knowledge of principals and practices in specific area. Independently evaluates, selects, and adapts, standard techniques, procedures, and criteria. Acquires general knowledge of principals and practices of related fields and ability to function on smaller multidisciplinary teams. Works with PM's and Senior PM's in managing the day to day of the project and ensuring tasks are completed. Provides guidance to younger staff on completing tasks and resolving issues as they arise. Works on projects of small size or portions of larger projects.	Assigns tasks to necessary staff. Plans and coordinates aspects of work and reviews work created by less experienced staff. May assist in preparing scope, budgets, and schedules for assignments. Assists with proposals to provide professional services.	Receives general direction of key objectives and guidance on new concepts or policies	Assistant Project Manager	Bachelor's degree in related field preferred	N/A	5+
	Provides coordination of drafting required for bidding purposes and construction. Assists investigating and design of projects. Provides supervision and QC review of design and drafting group. Requires thorough understanding of architectural drafting, detailing, building materials, building codes, and construction.			Job Captain			
Desinger V	Applies broad knowledge of principals and practices in specific area. Independently evaluates, selects, and adapts, standard techniques, procedures, and criteria. Acquires broad knowledge of principals and practices of related fields and ability to function on multidisciplinary teams. Works on projects of medium size or larger projects with little complexities.		Receives supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters. Receives direction on unusual conditions and developments.	Project Manager			8+
Engineer I	Acquires limited knowledge and develops basic skills. Applies prescribed techniques and procedures in accordance with established criteria. Performs routine technical work that doesn't require previous experience.	N/A	Received close supervision on all aspects of assignments	Graduate Engineer	Bachelor's Degree in Engineering	FE preferred	0+ years
Engineer II	Acquires basic knowledge and develops skills in specific area. Applies standard techniques, procedures & criteria to perform assigned tasks. Exercises limited judgment on details of work and in application of standard methods for conventional work	Assigns tasks to and coordinates with technicians or administrative staff	Receives close supervision on unusual or difficult problems and general review of all aspects of work.	Staff Engineer	Bachelor's Degree in Engineering	FE	2 to 3+ years
Engineer III	Develops broad knowledge & skill in specific area. Evaluates, selects, and applies standard techniques, procedures & criteria to perform tasks for conventional projects with few complexities. Collaboratively uses judgment to determine adaptations in methods for non routine aspects. Works on small projects or portions of large projects.	Assigns tasks to and coordinates with entry level engineers, technicians or administrative staff. Assists in determining schedule and budget requirements.	Receives instruction on specific objectives. Receives direction on unconventional and/or complex problems and solutions. Received thorough review of completed work for application of sound professional judgment.		Bachelor's Degree in Engineering	FE	3 to 5+ years

HR Job Code	General Characteristics	Managerial Responsibilities	Supervision Received	Titles	Licensure Certification	Education	Years
Engineer IV	Applies broad knowledge of principals and practices in specific area. Independently evaluates, selects, and adapts, standard techniques, procedures, and criteria. Acquires general knowledge of principals and practices of related fields and ability to function on smaller multidisciplinary teams. Works on projects of small size or portions of larger projects.	Assigns tasks to entry level engineers, technicians or administrative staff. Plans and coordinates aspects of work. Prepares scope, budgets, and schedules for assignments. Assists with proposals to provide professional services.	Receives general direction of key objectives and guidance on new concepts or policies.	Engineer, Project Engineer, Assistant Project Manager	Bachelor's Degree in Engineering	PE	5+ Years
Engineer V	Applies broad knowledge of principals and practices in specific area. Independently evaluates, selects, and adapts, standard techniques, procedures, and criteria. Acquires broad knowledge of principals and practices of related fields and ability to function on multidisciplinary teams. Works on projects of medium size or larger projects with little complexities.	Assigns tasks to engineers, technicians or administrative staff. Plans and coordinates aspects of work. Prepares scope, budgets, and schedules for assignments. Assists with proposals to provide professional services.	Receives general direction of key objectives and guidance on new concepts or policies.	Engineer, Project Engineer, Project Manager	Bachelor's Degree in Engineering	PE	8+ Years
Engineer VI	Independently applies extensive and diversified knowledge of principals and practices in broad areas of assignments and related fields. Uses advanced techniques in the modification of extension of theories and practices of sciences and disciplines to complete assignments, Works on major projects or several projects of moderate scope with complex features.	Supervises all staff necessary to complete assignments. Reviews and approves scopes, budgets, and schedules for assignments. Prepares proposals to provide professional services. May partake in personnel actions.	Receives supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters. Receives direction on unusual conditions and developments.	Senior Engineer, Senior Project Engineer, Senior Project Manager, Assistant Department Manager	Bachelor's Degree in Engineering	PE	10+ years
Engineer VII	Applies thorough knowledge of current principles and practices of engineering. Applies knowledge and expertise acquired through progressive experience to resolve crucial issues or unique conditions. Keeps informed of new methods and developments affecting the org., and recommends new practices or changes in emphasis of programs.	Supervises a staff of engineers and technicians. Plans, schedules, or coordinates the preparation of documents or activities for multiple major projects, or is responsible for an entire program. Reviews operational procedures to ensure compliance with applicable policies and performance measures. May partake in personnel actions.	Receives administrative supervision with assignments given in broad terms of general objectives and limits.	Department Manager, Principal Engineer, Assistant BUM, Market/Practice Segment Leader, Program Manager, Branch Manager	Bachelor's Degree in Engineering	PE	15+ years
Engineer VIII	Uses creativity, foresight, and mature judgment in anticipating and solving unprecedented problems. Makes decisions and recommendations that are authoritative and have an important impact on extensive organizational activities. Sets priorities and reconciles directions from competing interests.	Supervises an office with multiple departments. Recommends facilities, personnel, and funds required to carry out programs. Oversees the technical, legal and financial issues of an entire office or program. Develops standards and guidelines and handles personnel action.	Receives administrative supervision with assignments given in terms of broad general objectives and limits	BUM	Bachelor's Degree in Engineering	PE	20+ years
Engineer IX	Makes decisions with broad influence over the activities the organization. Makes authoritative decisions and recommendations that are conclusive and have a far reaching impact on the org. Demonstrates a high degree of creativity, foresight, and mature judgment in planning, organizing, and guiding extensive programs and activities with major consequences.	Leads an entire program, organization, or multiple areas of an organization. Decides the kind and extent of engineering related programs are needed for accomplishing the objectives of an org.	Receives general administrative direction form the BOD or CEO if not CEO.	BUM, CEO, COO, PAM, OUM	Bachelor's Degree in Engineering	PE	25+ years
Geographer/ GIS I	Creates digital mapping products, captures relevant data, and creates and manipulates databases. Performs basic technical duties using various software to create digital maps, analyze and manipulate data. Applies standard practices and techniques to independently carry out the functions of the position and solve minor problems.	N/A	Receives close supervision on all aspects of assignments	Staff Geospatial Technician		N/A	0+
Geographer/ GIS II	Creates, edits, and maintains digital mapping products, captures relevant data, and creates and manipulates databases. Performs technical duties with greater diversity using various software to gather, convert, and analyze spatial data. Possesses and applies practices and techniques to independently carry out the functions of the position and solve typical problems. Works with staff and participates in client need analysis.	Assigns tasks to and coordinates with entry level analysts and technicians.	Receives instruction on specific objectives. Receives direction on unconventional and/or complex problems and solutions. Received thorough review of completed work for application of sound professional judgment.	Geospatial Analyst I			2 3+
	Assists geographers in providing quality map deliverables for hydrographic surveys. Performs a variety of tasks while relying on instruction and pre established guidelines. Familiar with fundamental concepts, practices and procedures of geographic design and GIS.	N/A	Receives close supervision on all aspects of assignments	GIS Professional I			0+
Geographer/ GIS III	Plans and conducts GIS work related to detailed phases of projects, or works as a lead technical analyst. Conducts data gathering, conversion analysis, manipulation and processing of spatial data. Fully competent in the field's practices and techniques to independently carry out the functions of the position, solve complex problems, and perform QA/QC on others work. Works with staff, interfaces with senior professionals, and interacts with clients to update them and review project phases.	Assigns tasks to and coordinates with technicians or administrative staff	Receives general direction of key objectives and guidance on new concepts or policies.	Geospatial Analyst II			3 5+
	Knows and applies fundamental concepts, practices, and procedures to perform a variety of tasks associated with providing quality map deliverables for hydrographic surveys. Limited exercise of judgment required when less common methods or procedures are necessary. Assignments may include higher level work for training purposes.		Receives close supervision on unusual or difficult problems and general review of all aspects of work.	GIS Professional II			2 3+

HR Job Code	General Characteristics	Managerial Responsibilities	Supervision Received	Titles	Licensure Certification	Education	Years
Geographer/ GIS IV	Plans and conducts GIS work related to detailed phases of projects, or works as a technical analyst. Conducts data gathering, conversion analysis, manipulation and processing of spatial data. Fully competent in the field's practices and techniques to independently carry out the functions of the position, solve complex problems, and perform QA/QC on others work. Works with staff, interfaces with senior professionals, and interacts with clients to update them and review project phases.	Assigns tasks to necessary staff. Plans and coordinates aspects of work. Prepares scope, budgets, and schedules for assignments. Assists with proposals to provide professional services.	Receives general direction of key objectives and guidance on new concepts or policies.	Geospatial Analyst III	Bachelor's GIS, Geography or related field	GISP, CP or other professional certification in field preferred	5+
	Fully competent geographer in all conventional aspects of subject matter or functional area of assignments. Assists with the management and coordination of projects and begins to interact with clients for client relationship development. Independently performs most assignments with instruction only regarding expected results.			GIS Professional III			
	Provides geospatial production management support, data processing and analysis, problem solving, task and personnel management as well as project oversight. Responsible for daily production oversight and reporting and ensuring quality, resource allocation, scheduling and project costs are meeting expectations.			Resource Lead			
	Assists Production Manager in providing geospatial production management support, data processing and analysis, problem solving, task and personnel management as well as project oversight. Assists with coordinating with the Production Management Team to ensure quality, resource allocation, scheduling and project costs are meeting expectations.			Asst. Production Manager			
	Assists with providing quality assurance of Lidar data, conducts training for new quality or software routines and creates a variety of digital mapping using various software programs.			Asst. Quality Manager			
	Assists with training analysts on best practices related to extracting information and structuring data and performs analysis and modeling as needed. May provide input related to identifying, designing and developing GIS applications and/or strategies and procedures for integrating GIS programs with existing databases. Including, but not limited to system administration, operating and software issues and coordination with others pertaining to system requirements.			Asst. GIS Technology Manager			
Geographer/ GIS V	Plans and conducts GIS work related to detailed phases of projects, or works as a lead technical analyst. Conducts data gathering, conversion analysis, manipulation and processing of spatial data. Fully competent in the field's practices and techniques to independently carry out the functions of the position, solve complex problems, and perform QA/QC on others work. Works with staff, interfaces with senior professionals, and interacts with clients to update them and review project phases.	Assigns tasks to necessary staff. Plans and coordinates aspects of work. Prepares scope, budgets, and schedules for assignments. Assists with proposals to provide professional services.	Receives general direction of key objectives and guidance on new concepts or policies.	Senior Geospatial Analyst	Bachelor's GIS, Geography or related field	GISP, CP or other professional certification in field preferred	8+
	Knows and applies complex concepts, practices and procedures to produce quality deliverables, may also manage and coordinate projects and the work of small staff. Maintains client relationships. Makes decisions independently regarding technical complexities and methods.			GIS Professional IV			
	Plans and conducts GIS work related to detailed phases of projects. Fully competent in the field's practices and techniques to independently carry out the functions of the position, solve complex problems, and perform QA/QC on others work. Works with staff, interfaces with senior professionals, and interacts with clients to update them and review project phases.			Project Manager			
	Provides geospatial production management support, data processing and analysis, problem solving, task and personnel management as well as project oversight. Responsible for coordinating with the Production Management Team to ensure quality, resource allocation, scheduling and project costs are meeting expectations.			Production Manager			
	Provides quality assurance of Lidar data, conducts training for new quality or software routines and creates a variety of digital mapping using various software programs.			Quality Manager			
	Trains analysts on best practices related to extracting information and structuring data. Will perform analysis and modeling as needed. May be responsible for identifying, designing and developing GIS applications and/or strategies and procedures for integrating GIS programs with existing databases. Including, but not limited to system administration, operating and software issues and coordination with others pertaining to system requirements.			GIS Technology Manager			

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Geographer/ GIS VI	Knows and applies complex concepts, practices and procedures to produce quality deliverables, may also manage and coordinate projects and the work of medium staff. Maintains client relationships. Makes decisions independently regarding technical complexities and methods.	Supervises all staff necessary to complete assignments. Reviews and approves scopes, budgets, and schedules for assignments. Prepares proposals to provide professional services. May partake in personnel actions.	Receives supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters. Receives direction on unusual conditions and developments.	Senior GIS Professional		GISP, CP or other professional certification in field required	10+
	Knows and applies complex concepts, practices and procedures to produce quality deliverables, may also manage and coordinate projects and the work of small staff. Maintains client relationships. Makes decisions independently regarding technical complexities and methods.			Senior Geospatial Analyst			
	Plans and conducts GIS work related to detailed phases of medium projects. May also participate in business development activities. Performs complex data studies, conversion analysis, manipulation and processing of spatial data. Fully competent in the field's practices and applies advanced techniques to independently carry out the functions of the position, solves complex problems, recommends alternatives, and performs QA/QC on others work. Works with staff, interfaces with senior professionals within the firm and at other organization, interacts with clients, and represents the firm at conferences and professional events.			Senior Project Manager			
	Knows and applies complex concepts, practices and procedures in order to provides quality assurance of Lidar data. Responsible for conducting training for new quality or software routines.			Senior Quality Manager			
	Assists in providing department management. Applies technical expertise if needed. Through experience and in depth knowledge of the field is able to carry out the functions of the position independently and make decisions that have impact on the department and/or company. Works with staff and senior managers within the company and other firms. Will interact with client and public officials when needed and to maintain relationships.			Asst. Department Manager			
	Trains analysts on best practices related to extracting information and structuring data. Will perform analysis and modeling as needed. Responsible for identifying, designing and developing GIS applications and/or strategies and procedures for integrating GIS programs with existing databases. Including, but not limited to system administration, operating and software issues and coordination with others pertaining to system requirements.			Senior GIS Technology Manager			
Geographer/ GIS VII	Plans and conducts GIS work related to detailed phases of major projects or acts as a senior technical analyst. May also participate in business development activities. Performs complex data studies, conversion analysis, manipulation and processing of spatial data. Fully competent in the field's practices and applies advanced techniques to independently carry out the functions of the position, solves complex problems, recommends alternatives, and performs QA/QC on others work. Works with staff, interfaces with senior professionals within the firm and at other organization, interacts with clients, and represents the firm at conferences and professional events.	Supervises all staff necessary to complete assignments. Reviews and approves scopes, budgets, and schedules for assignments. Prepares proposals to provide professional services. May partake in personnel actions. .	Receives supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters. Receives direction on unusual conditions and developments.	Senior GIS Professional			15+
				Senior Project Manager			
	Provides department leadership and management. Applies technical expertise if needed. Through experience and in depth knowledge of the field is able to carry out the functions of the position independently and make decisions that have impact on the department. Works with staff, senior managers and other executive staff within the company and other firms. Will interact with client and public officials when needed and to maintain relationships.			Program Manager			
	Provides program leadership and management. Applies technical expertise if needed. Through experience and in depth knowledge of the field is able to carry out the functions of the position independently and make decisions that have impact on the program and/or company. Works with staff, senior managers and other executive staff within the company and other firms. Will interact with client and public officials when needed and to maintain relationships.			Department Manager			
Geographer/ GIS VIII	Provides department leadership and management. Applies technical expertise if needed. Through experience and in depth knowledge of the field is able to carry out the functions of the position independently and make decisions that have impact on the department and/or company. Works with staff, senior managers and other executive staff within the company and other firms. Will interact with client and public officials when needed and to maintain relationships.	Receives administrative supervision with assignments given in terms of broad general objectives and limits	Receives administrative supervision with assignments given in terms of broad general objectives and limits	Senior Program Manager			20+
				Asst. Business Unit Manager			
				Department Manager			
	Makes decisions with broad influence over the activities the organization. Makes authoritative decisions and recommendations that are conclusive and have a far reaching impact on the org. Demonstrates a high degree of creativity, foresight, and mature judgment in planning, organizing, and guiding extensive programs and activities with major consequences.	Leads an entire program, organization, or multiple areas of an organization. Decides the kind and extent of programs needed for accomplishing the objectives of an org.	Receives general administrative direction frrm the BOD or CEO.	BUM			
Geographer/ GIS IX				BUM, PAM, OUM			25+

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Inspector I	Performs elementary technical aspects of assigned construction inspection tasks, including quality control procedures. Observes general job safety practices and assists in the preparation of safety reports. Prepares material for testing and may assist in tests to determine if work is done according to contract specifications. Assists in developing QC reports and procedures.	N/A	Received close supervision on all aspects of assignments	Inspector Trainee	HS	N/A	0+ years
Inspector II	Inspects various facets of work on the construction site to ensure compliance with all applicable codes, standards, and regulations. Must be able to read and interpret blueprints and construction specifications. Conducts tests to determine if work is done according to contract specifications. May participate in development of job safety practices and in preparation of safety reports, and may participate in development of QC reports and procedures.	Assigns tasks to and coordinates with inspector trainees in determining schedule and budget requirements.	Receives instruction on specific objectives. Receives direction on unconventional and/or complex problems and solutions. Received thorough review of completed work for application of sound judgment.	Inspector		N/A	3+ years
Inspector III	Under general supervision performs more difficult and complex inspection tasks than a level 1 inspector, including assessing adherence to QC procedures. Develops job safety practices and drafts safety reports. Drafts QC reports and procedures.	Assigns tasks to necessary staff. Plans and coordinates aspects of work and reviews work created by less experienced inspectors.	Receives general direction of key objectives and guidance on new concepts or policies.	Inspector	HS diploma, Associates degree in technical discipline is preferred	Typically requires formal certification	6+ years
Inspector IV	Independently performs the most difficult and complex inspection tasks, including assessing adherence to quality control procedures. Performs the duties listed above but handles the most complex assignments and provides guidance to lower level inspectors.		Receives supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters. Receives direction on unusual conditions and developments.	Senior Inspector		Typically requires formal certification	10+ years
Inspector V	Organizes and maintains inspection crew efficiently in completing specific jobs. Reviews job specifications and plans field work methods and costs. Supervises inspectors on the job site and may provide input for personnel actions. Also represents the inspection work to engineers and construction managers. May also act as the sole inspector on a job site depending on size of job or close to completion of contract.	Supervises staff necessary to complete work. Provides Q/A/ and Q/C of their work and may partakes in personnel actions.	Receives administrative supervision with assignments given in terms of broad general objectives and limits	Chief Inspector		Typically requires formal certification	15+ years
Professional I	Performs assignments that are clearly defined and require application of standard techniques and procedures. Performs a variety of tasks while relying on instruction and pre established guidelines. Familiar with fundamental concepts, practices and procedures to perform analysis of data from reports, maps, drawings, tests and field observations/sampling.	N/A	Receives close supervision on all aspects of assignments	Staff Coastal Scientist, Staff Environmental Scientist, Staff Wetland Scientist, Staff Hydrologist, Staff Meteorologist	Bachelor's in related Sciences	N/A	0+ years
	Plans, directs and and conducts field surveys, identifies and evaluates historic properties to determine National Register significance. Maintains records and progress reports for planning, written reports, and oral presentations. Knowledge of contemporary archaeological or architectural survey methods and theory; federal laws pertaining to cultural resources and antiquities on public lands.	Assigns tasks to and coordinates with Archaeological Field Technicians, Archaeological Field Supervisors or administrative staff. Assists in determining schedule requirements.		Staff Archaeologist, Staff Architectural Historian	Master's in Anthropology, Archaeology or closely related field	Register of Professional Archaeologists (RPA)	
Professional II	Applies experience and increasing proficiency in the application of principles, theories, practices, and company standards in their discipline. Assists in the collection and analysis of reports, maps, drawings, tests and field observations/sampling. As well as performs data collection in the field.	Assigns tasks to and coordinates with technicians or administrative staff	Receives close supervision on unusual or difficult problems and general review of all aspects of work.	Staff Coastal Scientist, Staff Environmental Scientist, Staff Wetland Scientist, Staff Hydrologist, Staff Meteorologist	Bachelor's in related Sciences	N/A	2 to 3+ years
	Plans, directs and and conducts field surveys, identifies and evaluates historic properties to determine National Register significance. Maintains records and progress reports for planning, written reports, and oral presentations. Knowledge of contemporary archaeological or architectural survey methods and theory; federal laws pertaining to cultural resources and antiquities on public lands.	Assigns tasks to and coordinates with Archaeological Field Technicians, Archaeological Field Supervisors or administrative staff. Assists in determining schedule requirements.		Staff Archaeologist, Staff Architectural Historian	Master's in Anthropology, Archaeology or closely related field	Register of Professional Archaeologists (RPA)	
Professional III	Plans and conducts work requiring independent evaluation, selection and adaptation of standard techniques and procedures. As well as the responsibilities above may also conduct site testing and make recommendations for design, and assist senior engineers/scientists on large more complex projects.	Assigns tasks to and coordinates with entry level scientists, technicians or administrative staff. Assists in determining schedule and budget requirements.	Receives instruction on specific objectives. Receives direction on unconventional and/or complex problems and solutions. Received thorough review of completed work for application of sound professional judgment.	Staff Coastal Scientist, Staff Environmental Scientist, Staff Wetland Scientist, Staff Hydrologist, Staff Meteorologist	Bachelor's in related Sciences	N/A	3 to 5+ years
	Plans, directs and and conducts field surveys, identifies and evaluates historic properties to determine National Register significance. Maintains records and progress reports for planning, written reports, and oral presentations. Knowledge of contemporary archaeological or architectural survey methods and theory; federal laws pertaining to cultural resources and antiquities on public lands.	Assigns tasks to and coordinates with Archaeological Field Technicians, Archaeological Field Supervisors or administrative staff. Assists in determining schedule requirements.		Staff Archaeologist, Staff Architectural Historian	Master's in Anthropology, Archaeology or closely related field	Register of Professional Archaeologists (RPA)	

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Professional IV	Applies diversified principals and practices in broad areas of assignments. Makes independent decisions on scientific problems and methods. At this level performs the technical duties of junior staff at a higher level but may also plan, schedule and coordinate aspects of projects or take on PM responsibilities on smaller projects.	Assigns tasks to staff scientists, technicians or administrative staff. Plans and coordinates aspects of work. Prepares scope, budgets, and schedules for assignments. Assists with proposals to provide professional services.	Receives general direction of key objectives and guidance on new concepts or policies.	Coastal Scientist, Environmental Scientist, Wetland Scientist, Hydrologist, Meterologist, Archaeologist, Architectural Historian, Project Manager, Project Scientist, Project Hydrologist	Bachelor's in related Sciences (Master's required for Archaeologists)	Professional Certification within specialized field	5+ Years
Professional V	Responsible for interpreting, organizing, executing projects or technical aspects of projects. May assign, schedule and review work to ensure accuracy, thoroughness and timeliness on mid size projects. On a technical capacity handles complex assignments and begins to develop junior staff technically. Is responsible for managing client relationships and building business development skills.	Assigns tasks to professional staff, technicians or administrative staff. Plans and coordinates aspects of work. Prepares scope, budgets, and schedules for assignments. Assists with proposals to provide professional services.	Receives general direction of key objectives and guidance on new concepts or policies.			Professional Certification within specialized field	8+ Years
Professional VI	Makes decisions and recommendations that are recognized within area of expertise and have important impact of extensive technical assignments or projects. As a project manager plans, schedules, conducts or coordinates detailed phases of scientific work for large projects. As a technical capacity applies a high mastery in the specialized area of expertise and a working knowledge of related specialties. At this level business development must be a key responsibility and continuous client relationship management is required.	Supervises all staff necessary to complete assignments. Reviews and approves scopes, budgets, and schedules for assignments. Prepares proposals to provide professional services. May partake in personnel actions.	Receives supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters. Receives direction on unusual conditions and developments.	Senior Coastal, Environmental or Wetland Scientist, Senior Hydrologist, Senior Meterologist, Senior Archaeologist, Senior Architectural Historian, Senior Project Scientist, Senior Project Manager, Assistant Department Manager		Professional Certification within specialized field	10+ years
Professional VII	Plans, organizes, snd as a technical leader is a recognized authority in the company in a broad area of specialization or intensely specialized field. Makes authoritative decisions and recommendations having important impact on the business unit. Initiates and maintains extensive internal and external contacts. At this level one demonstrates a high degree of foresight and mature judgment in anticipating and solving project complexities, determining program objectives and requirements, organizing programs and projects, and developing standards and guidelines for diverse geographic activities.	Supervises professional staff and technicians. Plans, schedules, or coordinates the preparation of documents or activites for multiple major projects, or is responsible for an entire program. Reviews operational procedures to ensure compliance with applicable policies and performance measures. May partake in personnel actions.	Receives administrative supervision with assignments given in broad terms of general objectives and limits.			Professional Certification within specialized field	15+ years
Professional VIII	Responsible for one or more programs, branches, services, or markets of such diversity and scope to be critically important to the overall company objectives. Makes authoritative decisions and recommendations having significant impact on related activities of the company. Negotiates critical and controversial issues with top level personnel and officers within the organizations and externally. At this level one demonstrates a high degree of foresight and mature judgment in planning, organizing, and guiding extensive programs and activities of outstanding novelty and/or importance.	Supervises an office with multiple departments. Recommends facilities, personnel, and funds required to carry out programs. Oversees the technical, legal and financial issues of an entire office or program. Develops standards and guidelines and handles personnel action.	Receives administrative supervision with assignments given in terms of broad general objectives and limits	Assistant Business Unit Manager, Department Manager, Market/Practice Segment Leader	Bachelor's Degree in a Sciences	Professional Certification within specialized field	20+ years
Professional IX	Leads and entire program of the highest importance or the overall direction of the company. Decides the kind of programs and services needed to accomplish the objectives of the organization. Will represent the company at critical functions and to the media. Supervises the highest level staff and officers of the company and receives general administrative direction from the board of directors.	Leads an entire program, organization, or multiple areas of an organization. Decides the kind and extent of engineering related programs are needed for accomplishing the objectives of an org.	Receives general administrative direction form the BOD or CEO if not CEO.	BUM, PAM, OUM	Bachelor's Degree in a Sciences	Professional Certification within specialized field	25+ years
Surveyor I	Handles routine matters and relies on instructions and pre established guidelines to perform the functions of the job. Duties include gathering field data to coordinate geometry within the office and organize deed and right of way map data in preperation for drafting.	N/A	Receives close supervision on all aspects of assignments.	Survey Field Technician I	HS diploma, A.A. Degree in Land Surveying or related field preferred.	N/A	0+ years
				Survey Technician I			
Surveyor II	Responsible for the operation and maintenance of survey equipment, taking field notes, data collection, performs calculations, and may assist with CADD drafting. Has general knowledge of commonly used concepts, practices, and procedures.	N/A	Receives close supervision on all aspects of assignments.	Instrument Operator		Certified Survey Technician is preferred	3+ years
				Survey Technician II			
				Survey Field Technician II			
Surveyor III	Responsible for operation and maintenance of survey equipment and supports calculations of survey data and mapping. Performs boundary, topography, construction stakeouts, ALTA, right of way, and construction surveys. Has in depth knowledge of commonly used concepts, practices and procedures. Assures survey technicians follow standard procedures as well as develops less experienced technicians.	Assigns tasks to necessary staff. Plans and coordinates aspects of work and reviews work created by less experienced employees.	Receives general direction of key objectives and guidance on new concepts or policies.	Survey Technician III			6+ years
	Organizes and maintains field survey crew efficiently in completing specific jobs. Accurately calculates and records field data. Reviews job specifications and plans field work methods and costs. Work as a member of a survey crew and maintains and operates all instruments and measuring devices needed to complete different types of survey work assignments. May directly supervise technicians and intrument persons.		Receives supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters. Receives direction on unusual conditions and developments.	Crew Leader I			5+ years
Surveyor IV	Organizes and maintains field survey crew efficiently in completing specific jobs. Accurately calculates and records field data. Reviews job specifications and plans field work methods and costs. Leads survey crew on complex survey engagements. Performs training and quality checks for all survey field work. Directly supervises technicians and participates in personnel actions involving field crew.		Receives administrative supervision with assignments given in terms of broad general objectives and limits	Crew Leader II			8+ years
Surveyor V	Organizes and maintains field survey crew efficiently in completing specific jobs. Accurately calculates and records field data. Reviews job specifications and plans field work methods and costs. Leads survey crew on complex survey engagements. Performs training and quality checks for all survey field work. Directly supervises technicians and participates in personnel actions involving field crew.	Assigns tasks to necessary staff. Plans and coordinates aspects of work and reviews work created by less experienced employees.	Receives administrative supervision with assignments given in terms of broad general objectives and limits	Office Surveys Coordinator, Field Survey's Coordinator			5+ years

HR Job Code	General Characteristics	Managerial Responsibilities	Supervision Received	Titles	Licensure Certification	Education	Years
Surveyor VI	Performs a variety of in office and field tasks associated with land surveying, engineering, and construction projects. With academic and further on the job training possess ability to conducts survey computations and data collection, computed aided design and drafting, GIS activities, etc. May make field visits to conduct observations and data gathering.	N/A	Receives close supervision on all aspects of assignments and works under direction of experienced surveyor	Land Surveyor in Training	AS/Bachelors' Degree, Surveying	LSIT	5+ years
Surveyor VII	Ensure the preparation of accurate and complete work products, review work performance of field and office survey staff, perform quality control review of design plans, and performs complex technical survey design tasks. As a PM consistently meet and exceed client expectations by effectively managing project budget, scope, and schedule. Provides training for field and office personnel. Knows and applies fundamental concepts, practices, and procedures as well as understands other aspects within related fields.	Assigns tasks to necessary staff. Plans and coordinates aspects of work and reviews work created by less experienced surveyors. Prepares scope, budgets, and schedules for assignments. Assists with proposals to provide professional services.	Receives general direction of key objectives and guidance on new concepts or policies.	Project Surveyor, Project Manager, Task Manager	AS/Bachelors' Degree, Surveying or equivalent experience	LS	10+
Surveyor VIII	Provides leadership and management within a survey department or large project. Manages staff on a day to day basis and supports the Regional Survey Manager with business development and client relationship activities. Knows and applies fundamental concepts, practices, and procedures of surveying and project delivery. Also possesses knowledge of related fields.	Supervises all staff necessary to complete assignments. Reviews and approves scopes, budgets, and schedules for assignments. Prepares proposals to provide professional services. May partake in personnel actions.	Receives supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters. Receives direction on unusual conditions and developments.	Senior Surveyor, Sr. Project Manager	AS/Bachelors' Degree, Surveying or equivalent experience	LS	15+
	Provides leadership and management within a survey department or large project. Manages staff on a day to day basis and supports the Survey Department Manager with business development, project financials and client relationship activities. Knows and applies fundamental concepts, practices, and procedures of surveying and project delivery. Also possesses knowledge of related fields.	Supervises all staff necessary to complete assignments. Reviews and approves scopes, budgets, and schedules for assignments. Tracks budgets vs effort and project deliverables. Prepares proposals to provide professional services. May partake in personnel actions.		Assistant Department Manager			
Principal	Makes decisions with broad influence over the activities the organization. Makes authoritative decisions and recommendations that are conclusive and have a far reaching impact on the org. Demonstrates a high degree of creativity, foresight, and mature judgment in planning, organizing, and guiding extensive programs and activities with major consequences.	Leads an entire program, organization, or multiple areas of an organization. Decides the kind and extent of engineering related programs are needed for accomplishing the objectives of an org.	Receives general administrative direction form the BOD or CEO if not CEO.	BUM, CEO, COO, PAM, OUM	Bachelor's Degree in Engineering	PE	25+ years

Item 3.

All equipment, supplies and materials necessary to the execution of this contract.

Equipment, supplies and materials will be evaluated on a case by case basis depending on actual task assignment requests.

Item 4.
Names of key personnel instrumental to this contract

Key Personnel as listed in the submitted organization chart.

Robert Beltran, PE
Amy Tracy
Scott Ethier, PE
Mike Pekkala, PE
Alba Mas, PE
Mike Urchuk, RLA
Hannah Hart
Daryll Joyner
Lisa Kelley, JD
Nicole Gough, PWS
Jan Mandrup Poulsen

Additional personnel as listed in the submitted organization chart.

Giacomo Licari, PE
Andrew Starling, EI
Elana Novak, EI
Kenneth Yinger, PE
Tristan McMannis, PLA, LEED AP, BD+C
Daniel Atilano, AIA, LEED AP
Ricardo Jimenez, PE
Rishi Immanni, PE, GISP
Mike Simmons, PG
Aziza Baan, GISP
Michael Sadler
Kaylene Wheeler
Devan White, PE
William Hinkle, PSM
Amar Nayegandhi, CP, CMS, GISP

Item 5.

Labor Multiplier

Calculation

Polk County, FL

Direct Labor		1.0000
Overhead/General/Administrative		1.6777
Subtotal		2.6777
Profit	12%	0.3213
Total		2.9990

EXHIBIT C

REIMBURSABLE COST SCHEDULE

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. 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. Computer Services — Non-reimbursable
5. Travel Expenses — In accordance with Chapter 112.061, F.S.; and further defined in the Polk County Employee Handbook.
6. Postage, Fed Express, UPS — Actual Costs
7. Pre-approved Equipment (includes purchase and rental of equipment used in project) — Actual Costs

EXHIBIT D

INSURANCE DOCUMENTS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/22/2025

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 MARSH USA, LLC. 1050 CONNECTICUT AVENUE, SUITE 700 WASHINGTON, DC 20036-5386 CN102736896-7/1-1.1a-25-26 GAWU	**CONTACT NAME:** Ashley Oliver **PHONE (A/C, No, Ext):** 410 347 3631 **FAX (A/C, No):** **E-MAIL ADDRESS:** Ashley.Oliver@marsh.com
INSURED DEWBERRY ENGINEERS INC. 1479 TOWN CENTER DRIVE, SUITE D214 LAKELAND, FL 33803-7974	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** The Charter Oak Fire Insurance Company — 25615 **INSURER B :** The Travelers Indemnity Company Of America — 25658 **INSURER C :** Travelers Property Casualty Co. Of America — 25674 **INSURER D :** Beazley Insurance Company, Inc. — 37540 **INSURER E :** N/A — N/A **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** CLE-007355523-03 **REVISION NUMBER:** 4

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR X CONTRACTUAL INS. COV. [ ] (INSURED CONTRACTS) GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:	Y	Y	P-630-7792B312-COF-25	07/01/2025	07/01/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG 	$ 5,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 5,000,000 $ 5,000,000 $
B	AUTOMOBILE LIABILITY X ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY	Y	Y	810-1N788974-25-43-G	07/01/2025	07/01/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) COMP / COLL DED:	$ 2,000,000 $ $ $ $ 1,000
C	X UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $	Y		CUP-4J583077-25-43	07/01/2025	07/01/2026	EACH OCCURRENCE AGGREGATE 	$ 5,000,000 $ 5,000,000 $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	Y	UB-6P972264-25-43-G	07/01/2025	07/01/2026	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
D	PROFESSIONAL LIABILITY			V11B5E251601 RETRO. DATE: FULL PRIOR ACTS	07/01/2025	07/01/2026	PER CLAIM/AGGREGATE	5,000,000

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

RE: DEWBERRY PROJECT/JOB/PLN # 50151887, BU2705, LAKE MARION BOAT RAMP; CLIENT CONTRACT #2022-062-04

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA IS INCLUDED AS ADDITIONAL INSURED WHERE REQUIRED BY WRITTEN CONTRACT WITH RESPECT TO THE GENERAL LIABILITY, AUTO LIABILITY, AND UMBRELLA POLICIES. WAIVER OF SUBROGATION IS APPLICABLE WHERE REQUIRED BY WRITTEN CONTRACT.

SEE ACORD 101.

CERTIFICATE HOLDER

POLK COUNTY PARKS AND NATURAL RESOURCES
ATTN: CORAL WHITE
4177 BEN DURRANCE ROAD
BARTOW, FL 33803

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
of Marsh USA LLC

AGENCY CUSTOMER ID: CN102736896

LOC #: Washington

ACORD®

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
MARSH USA, LLC.	DEWBERRY ENGINEERS INC. 1479 TOWN CENTER DRIVE, SUITE D214 LAKELAND, FL 33803-7974
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

AS RESPECTS THE PROFESSIONAL LIABILITY COVERAGE EVIDENCED ABOVE, IF THIS POLICY IS CANCELLED BY THE INSURER, OTHER THAN FOR NON-PAYMENT OF PREMIUM, THE INSURER WILL PROVIDE 30 DAYS WRITTEN NOTICE TO CERTIFICATE HOLDER. AS RESPECTS THE GENERAL LIABILITY, AUTOMOBILE LIABILITY, UMBRELLA LIABILITY, AND WORKERS' COMPENSATION COVERAGES EVIDENCED ABOVE, NOTICE OF CANCELLATION WILL BE PROVIDED BY THE INSURER(S) TO THE CERTIFICATE HOLDER PER THE ATTACHED AS REQUIRED BY WRITTEN CONTRACT.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

VIRGINIA BLANKET CANCELLATION AND NONRENEWAL NOTICE

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
AUTO DEALERS COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

In the event of cancellation or nonrenewal or material change that reduces or restricts the insurance afforded by this Coverage Part, we agree to mail prior written notice of cancellation or nonrenewal or material change to:

SCHEDULE

Any person or organization to whom you have agreed to under any contract or agreement that notice of cancellation or material limitation of this policy will be given, but only if:

1. You send us a written request to provide such notice, including the name and address of such person or organization, after the first Named Insured receives notice from us of the cancellation or nonrenewal or material change of this policy; and
2. We receive such written request at least 14 days before the beginning of the applicable number of days shown in this endorsement.

3. **Number of days advance notice:**

Cancellation for nonpayment of premium:		Days
Cancellation other than nonpayment of premium:	30	Days
Nonrenewal:		Days
Material change:		Days

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED PERSON OR ORGANIZATION – NOTICE OF CANCELLATION PROVIDED BY US

This endorsement modifies insurance provided under the following:

ALL COVERAGE PARTS INCLUDED IN THIS POLICY

SCHEDULE

CANCELLATION: **Number of Days Notice:** 30

PERSON OR ORGANIZATION:
ANY PERSON OR ORGANIZATION
(CONTINUED ON IL T8 06)

ADDRESS:
SEE IL T8 06

FAIRFAX
VA
22031

PROVISIONS

If we cancel this policy for any legally permitted reason other than nonpayment of premium, and a number of days is shown for Cancellation in the Schedule above, we will mail notice of cancellation to the person or organization shown in such Schedule. We will mail such notice to the address shown in the Schedule above at least the number of days shown for Cancellation in such Schedule before the effective date of cancellation.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED ENTITY - NOTICE OF CANCELLATION PROVIDED BY US
IL T4 05 05 19

THIS ENDORSEMENT MODIFIES INSURANCE PROVIDED UNDER THE FOLLOWING:
ALL COVERAGE PARTS INCLUDED IN THIS POLICY

CONTINUATION OF FORM IL T4 05, PERSON OR ORGANIZATION:

ANY PERSON OR ORGANIZATION TO WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT NOTICE OF CANCELLATION OF THIS POLICY WILL BE GIVEN, BUT ONLY IF:
1. YOU SEND US A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME AND ADDRESS OF SUCH PERSON OR
ORGANIZATION, AFTER THE FIRST NAMED INSURED SHOWN IN THE DECLARATIONS RECEIVES NOTICE FROM US OF THE
CANCELLATION OF THIS POLICY; AND
2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF THE APPLICABLE NUMBER OF DAYS
SHOWN IN THIS SCHEDULE.

ADDRESS:
THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN REQUEST FROM YOU TO US.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED PERSON OR ORGANIZATION – NOTICE OF CANCELLATION PROVIDED BY US

This endorsement modifies insurance provided under the following:

ALL COVERAGE PARTS INCLUDED IN THIS POLICY

SCHEDULE

CANCELLATION: **Number of Days Notice:** 30

PERSON OR ORGANIZATION:

ANY PERSON OR ORGANIZATION TO WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT NOTICE OF CANCELLATION OF THIS POLICY WILL BE GIVEN, BUT ONLY IF:

1. YOU SEND US A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME AND ADDRESS OF SUCH PERSON OR ORGANIZATION, AFTER THE FIRST NAMED INSURED RECEIVES NOTICE FROM US OF THE CANCELLATION OF THIS POLICY; AND
2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF THE APPLICABLE NUMBER OF DAYS SHOWN IN THIS SCHEDULE.

ADDRESS:

THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN REQUEST FROM YOU TO US.

PROVISIONS

If we cancel this policy for any legally permitted reason other than nonpayment of premium, and a number of days is shown for Cancellation in the Schedule above, we will mail notice of cancellation to the person or organization shown in such Schedule. We will mail such notice to the address shown in the Schedule above at least the number of days shown for Cancellation in such Schedule before the effective date of cancellation.

TRAVELERS
ONE TOWER SQUARE
HARTFORD CT 06183

WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY
ENDORSEMENT WC 99 06 R4 (00) - 001

POLICY NUMBER: UB-6P972264-25-43-G

NOTICE OF CANCELLATION OR NONRENEWAL TO DESIGNATED PERSONS OR ORGANIZATIONS

The following is added to **PART SIX – CONDITIONS** :

Notice Of Cancellation Or Nonrenewal To Designated Persons Or Organizations

If we cancel or non-renew this policy for any reason other than non-payment of premium by you, we will provide notice of such cancellation or non-renewal to each person or organization designated in the Schedule below. We will mail or deliver such notice to each person or organization at its listed address at least the number of days shown for that person or organization before the cancellation or nonrenewal is to take effect.

You are responsible for providing us with the information necessary to accurately complete the Schedule below. If we cannot mail or deliver a notice of cancellation or nonrenewal to a designated person or organization because the name or address of such designated person or organization provided to us is not accurate or complete, we have no responsibility to mail, deliver or otherwise notify such designated person or organization of the cancellation or nonrenewal.

SCHEDULE

Name and Address of Designated Persons or Organizations:	**Number of Days Notice:**
ANY PERSON OR ORGANIZATION WITH WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT NOTICE OF CANCELLATION OR NON RENEWAL OF THIS POLIC Y WILL BE GIVEN, BUT ONLY IF: 1. YOU SEE TO IT THAT WE RECEIVE A WRITTEN REQU EST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME AND ADDRESS OF SUCH PERSON OR ORGANIZATION, AFTER THE FIRST NA MED INSURED RECEIVES NOTICE FROM US OF THE CANCELLATION OR NON RENEWAL OF THIS POLICY; AND 2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF THE APPLICABLE NUMBER OF DAYS SHOWN IN THIS ENDORSEMENT. ADDRESS: THE ADDRESS FOR THAT PERSON OR ORGA NIZATION INCLUDED IN SUCH WRITTEN REQUEST FROM YOU TO US.	30

All other terms and conditions of this policy remain unchanged.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective Policy No. Endorsement No.
Insured Premium $

Insurance Company Countersigned by _____
DATE OF ISSUE: 06-06-25 ST ASSIGN:

NOTICE: THESE POLICY FORMS AND THE APPLICABLE RATES ARE EXEMPT FROM THE FILING REQUIREMENTS OF THE NEW YORK INSURANCE LAW AND REGULATIONS. HOWEVER, THE FORMS AND RATES MUST MEET THE MINIMUM STANDARDS OF THE NEW YORK INSURANCE LAW AND REGULATIONS.

Effective date of this Endorsement: 01-Jul-2025
This Endorsement is attached to and forms a part of Policy Number: V11B5E251501
Beazley Insurance Company, Inc. referred to in this endorsement as either the "Insurer" or the "Underwriters"

DEWBERRY NOTICE OF CANCELLATION TO CERTIFICATE HOLDER

This endorsement modifies insurance provided under the following:

ARCHITECTS AND ENGINEERS PROFESSIONAL LIABILITY INSURANCE POLICY

In consideration of the premium charged for the Policy, it is hereby understood and agreed that in addition to the provisions of the Cancellation section of the Conditions, if this policy is cancelled by us, other than for non-payment of premium, we will provide 30 days written notice to the following party(ies):

As per list to be provided by the Named Insured or its Broker of Record.

All other terms and conditions of this Policy remain unchanged.

Authorized Representative