

MASTER CONSULTING AGREEMENT

THIS AGREEMENT is entered into as of the Effective Date (defined in Section 1.1 below) by and between Polk County (the “County”), a political subdivision of the State of Florida, situated at 330 West Church Street, Bartow, Florida 33830, AtkinsRealis USA Inc. (the “Consultant”) a Florida corporation, located at 4030 West Boy Scout Boulevard, Suite 700, Tampa, Florida 33607, and whose Federal Employer Identification Number is 59-0896138.

WHEREAS, County owns and operates a variety of public facilities and improvements; and,

WHEREAS, County requires certain professional services in connection with the planning, design, permitting, and construction phase engineering services for water, wastewater, and reclaim water facilities and professional services to support regulatory permitting, planning, and compliance for the County’s potable water, wastewater, and reclaim water systems; and

WHEREAS, the County has solicited for these services via RFP 23-448, an advertised request for proposals (the “RFP”), and has received numerous responsive proposals thereto; and

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

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

1.0 Term

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

1.2 The term of this Agreement shall be for a five (5) year time period, commencing upon the Effective Date and remaining in full force and effect thereafter, unless otherwise sooner terminated as provided herein.

2.0 Services to Be Performed by Consultant

2.1 Consultant shall perform the services as generally described in (i) the County’s Request for Proposals RFP 23-448, to include all attachments and addenda, and (ii) the Consultant’s responsive proposal thereto (collectively, (i) and (ii) are “RFP 23-448”) all of which are incorporated

into this Agreement by this reference, attached hereto as a composite Exhibit "A" and made a part of this Agreement, and as may be further specifically designated and authorized by the County, in writing (collectively, the "Services"). Such authorization will be referred to as a Consultant Services Authorization ("CSA") or a Contract Purchase Order ("CPO") and all provisions of this Agreement apply to the CSA/CPO with full force and effect as if appearing in full within each CSA/CPO. Each CSA/CPO will set forth a specific Scope of Services, maximum limit of compensation, schedule, liquidated damages and completion date, and shall become effective upon the due execution.

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

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

3.0 Compensation

3.1 General

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

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

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

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

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

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

Polk County Utilities Division
P.O. Box 9005, UT01
Bartow, FL 33830
Attention: Director

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

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

acceptance of the work

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

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

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

3.2 Reimbursable

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

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

Sub-Consultant
Special Consultants

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

3.2.4 All assets, i.e. durable goods, purchased as reimbursable expenses become

the property of the County upon completion of the work for which the asset was utilized. All such assets must be surrendered by delivery to the Polk County Utilities Division offices upon demand, termination of the Agreement, or the conclusion of the project, whichever occurs first.

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

4.0 Insurance

4.1 General Provisions

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

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

4.1.3 The Consultant's self-insured retention or deductible per line of coverage shall not exceed \$250,000.00 without the permission of the County.

4.1.4 If there is any failure by the Consultant to comply with the provisions of this section, the County may, at its option, on notice to the Consultant, suspend the work for cause until there is full compliance.

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

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

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

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

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

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

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

4.3.1 Premises and Operations:

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

4.3.2 Independent Contractors:

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

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

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

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

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

5.0 Standard of Care

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

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

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

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

6.0 Indemnification

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

6.2 Indemnification.

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

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

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

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

7.0 Independent Contractor

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

7.2 The County shall have no right to supervise the methods used, but the County

shall have the right to observe such performance.

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

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

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

8.0 Authority to Practice

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

9.0 Public Records Law

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

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

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

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

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

(4) upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the service. If the Consultant transfers all public records to the County upon completion of this Agreement, the Consultant shall destroy any duplicate public records

that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's Custodian of Public Records, in a format that is compatible with the information technology systems of the County.

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

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

10.0 Compliance with Laws

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

11.0 Subcontracting

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

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

12.0 Federal and State Taxes

12.1 The County is exempt from Federal Tax and State Sales and Use Taxes. Upon request, the County will provide an exemption certificate to Consultant. The Consultant shall not be exempted from paying sales tax to its suppliers for materials to fulfill contractual obligations with the

County, nor shall the Consultant be authorized to use the County's Tax Exemption Number in securing such materials.

13.0 Public Entity Crimes

13.1 The Consultant understands and acknowledges that this Agreement with the County will be voidable by the County, in the event the conditions under Section 287.133, Florida Statutes applies to the Consultant, relating to conviction for a public entity crime.

14.0 County's Responsibilities

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

15.0 Termination of Agreement

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

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

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

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

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

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

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

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

16.0 Uncontrollable Forces (Force Majeure)

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

17.0 Governing Law and Venue

17.1 This Agreement shall be governed in all respects by the laws of the State of Florida and any litigation with respect thereto shall be brought only in the courts of Polk County, Florida or the United States District Court, Middle District of Florida located in Hillsborough County, Florida.

Each party shall be responsible for its own attorneys' fee and other legal costs and expenses.

18.0 Non-Discrimination

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

19.0 Waiver

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

20.0 Severability

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

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

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

20.4 The provisions of this section shall not prevent the entire Agreement from being void should a provision which is of the essence of this Agreement be determined to be void.

21.0 Entirety of Agreement

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

21.2 This Agreement supersedes all prior agreements, contracts, proposals,

representations, negotiations, letters, or other communications between the County and Consultant pertaining to the Services, whether written or oral.

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

22.0 Modification

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

23.0 Successors and Assigns

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

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

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

24.0 Contingent Fees

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

25.0 Truth-In-Negotiation Certificate

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

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

26.0 Ownership of Documents

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

27.0 Access and Audits

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

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

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

27.4 All invoices submitted are subject to audit and demand for refund of overpayment

up to three (3) years following completion of all services related to this Agreement.

28.0 Notice

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

As to County: Polk County Procurement Division
P.O. Box 9005, AS05
Bartow, FL 33830
Attention: Director

As to Consultant: AtkinsRealis USA Inc.
4030 West Boy Scout Blvd, Suite 700
Tampa, FL 33607
Attn: Chris Rader, PE, ENV SP

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

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

29.0 Service of Process

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

As to Consultant: AtkinsRealis USA Inc.
Attn: Chris Rader, PE, ENV SP
4030 West Boy Scout Blvd., Suite 700
Tampa, FL 33607

30.0 Contract Administration

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

31.0 Key Personnel

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

Name: Chris Rader, PE, ENV SP

Name: Norman Robertson, PE, PMP

32.0 Annual Appropriations

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

33.0 Liquidated Damages

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

the Consultant is not delayed by reasons beyond the Consultant's reasonable control.

34.0 Employment Eligibility Verification (E-VERIFY)

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

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

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

35.0 Limitation of Liability.

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

PURSUANT TO FLORIDA STATUTE SECTION 558.0035, AN INDIVIDUAL EMPLOYEE OR

AGENT OF CONSULTANT SHALL NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE WHEN ACTING WITHIN THE COURSE AND SCOPE OF THIS AGREEMENT, SO LONG AS OTHER CONDITIONS OF SAID STATUTE ARE MET.

36.0 Scrutinized Companies and Business Operations Certification; Termination.

A. Certification(s).

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

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

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

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

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

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

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

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

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

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

37.0 No Construction Against Drafter

37.1 The Parties acknowledge that this Agreement and all the terms and conditions contained

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

38.0 Unauthorized Alien(s)

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

(THE REMAINDER OF THE PAGE LEFT INTENTIONALLY BLANK)

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

ATTEST:

STACY M. BUTTERFIELD

Polk County, a political subdivision
of the State of Florida

By: _____
Deputy Clerk

By: _____, Chairman
Board of County Commissioners

Date Signed by County: _____

Review as to form and legal sufficiency

Sandra B. Hoff 12/11/23
County Attorney's Office Date

ATTEST:

AtkinsRealis USA Inc.
a Florida corporation

By: *C. Ernest Edgar, IV*
Corporate Secretary
C. Ernest Edgar, IV

By: *Charlotte Maddox*
[Print Name]

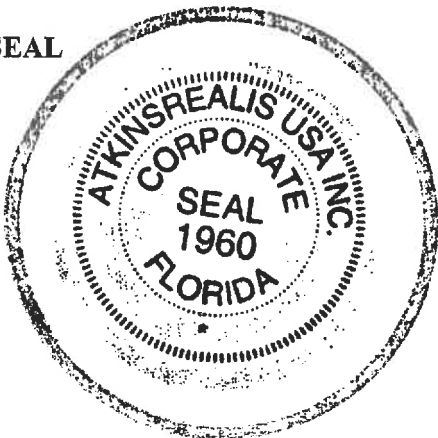
[Print Name]

Vice President
[Title]

DATE: *12 DECEMBER 2023*

DATE: *12/11/23*

SEAL



ACKNOWLEDGEMENT OF FIRM IF A LIMITED LIABILITY COMPANY

STATE OF _____ County OF _____

The foregoing instruments was acknowledged before me by means of physical presence or online notarization this _____ (Date) by _____ (Name of officer or agent) as _____ (title of officer or agent) of the Company on behalf of the Company, pursuant to the powers conferred upon him/her by the Company.

He/she personally appeared before me at the time of notarization, and is personally known to me or has produced _____ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this _____ (Date).

(Official Notary Signature and Notary Seal)

(Name of Notary typed, printed or stamped)

Commission Number _____ Commission Expiration Date _____

ACKNOWLEDGEMENT OF FIRM, IF A CORPORATION

STATE OF Florida County OF Hillsborough

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this 12/11/23 (Date) by Charlotte Heddero (Name of officer or agent) as Vice President (title of officer or agent) of the Corporation on behalf of the Corporation, pursuant to the powers conferred upon him/her by the Corporation.

He/she personally appeared before me at the time of notarization, and is personally known to me or has produced _____ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this 12/11/23 (Date).

Jennifer Foley
(Official Notary Signature and Notary Seal)
Jennifer Foley
(Name of Notary typed, printed or stamped)

Commission Number GG930023 Commission Expiration Date 3-4-23

ACKNOWLEDGEMENT OF FIRM, IF AN INDIVIDUAL

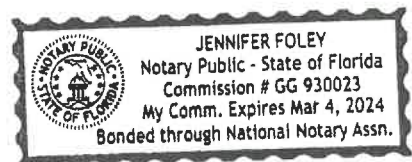
STATE OF _____ County OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ (Date) By _____ (Name of acknowledging) who personally appeared before me at the time of notarization, and is personally known to me or has produced _____ as identification and did certify to have knowledge of the matters in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this _____ (Date).

(Official Notary Signature and Notary Seal)

(Name of Notary typed, printed or stamped)

Commission Number _____ Commission Expiration Date _____



ACKNOWLEDGEMENT OF FIRM, IF A PARTNERSHIP

STATE OF _____ County OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ (Date) by _____ (Name of acknowledging partner or agent) on behalf of _____ a partnership.

He/She personally appeared before me at the time of notarization, and is personally known to me or has produced _____ as identification and did certify to have knowledge of the matters in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this _____ (Date) .

_____ (Official Notary Signature and Notary Seal)

_____ (Name of Notary typed, printed or stamped)

Commission Number _____ Commission Expiration Date _____



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Profit Corporation
ATKINSREALIS USA INC.

Filing Information

Document Number	233840
FEI/EIN Number	59-0896138
Date Filed	02/29/1960
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	11/03/2023
Event Effective Date	NONE

Principal Address

4030 WEST BOY SCOUT BOULEVARD
SUITE 700
TAMPA, FL 33607

Changed: 01/13/2010

Mailing Address

4030 WEST BOY SCOUT BOULEVARD
SUITE 700
TAMPA, FL 33607

Changed: 01/13/2010

Registered Agent Name & Address

EDGAR, C ERNEST IV
4030 WEST BOY SCOUT BLVD.
SUITE 700
TAMPA, FL 33607

Name Changed: 11/09/2010

Address Changed: 09/14/2015

Officer/Director Detail

Name & Address

Title President, Director

NASH, GEORGE L., Jr.
10 EAST 40TH STREET
13TH FLOOR
NEW YORK, NY 10016

Title VP, Treasurer

Reinhardt, SUSAN C
3901 CALVERTON BOULEVARD, SUITE 400
BELTSVILLE, MD 20705

Title SVP, Secretary

EDGAR, C. ERNEST IV
4030 WEST BOY SCOUT BLVD., STE. 700
TAMPA, FL 33607

Title VP

MADDOX, CHARLOTTE A.
4030 WEST BOY SCOUT BOULEVARD
SUITE 700
TAMPA, FL 33607

Title VP

WENDRZYK, CHESTER W.
7175 MURRELL ROAD
MELBOURNE, FL 32940

Title VP

RYAN, MICHAEL R.
1514 BROADWAY
SUITE 202
FT. MYERS, FL 33901

Title AVP

MADDOX, PAUL
4030 W. BOY SCOUT BLVD - STE. 700
TAMPA, FL 33607

Title AVP

CARPER, JACK V, JR
482 SOUTH KELLER RD SUITE 300
ORLANDO, FL 32810

Title AVP

CAMPS, ALEXANDER
800 NW 62ND AVE SUITE 700
MIAMI, FL 33126

Annual Reports

Report Year	Filed Date
2021	01/06/2021
2022	01/17/2022
2023	01/11/2023

Document Images

10/12/2023 -- Name Change	View image in PDF format
01/11/2023 -- ANNUAL REPORT	View image in PDF format
12/29/2022 -- Merger	View image in PDF format
01/17/2022 -- ANNUAL REPORT	View image in PDF format
11/03/2021 -- Amendment	View image in PDF format
01/06/2021 -- ANNUAL REPORT	View image in PDF format
01/06/2021 -- Merger	View image in PDF format
01/02/2020 -- ANNUAL REPORT	View image in PDF format
11/12/2019 -- Amendment	View image in PDF format
01/14/2019 -- ANNUAL REPORT	View image in PDF format
02/15/2018 -- ANNUAL REPORT	View image in PDF format
01/06/2017 -- ANNUAL REPORT	View image in PDF format
02/12/2016 -- ANNUAL REPORT	View image in PDF format
10/08/2015 -- AMENDED ANNUAL REPORT	View image in PDF format
09/14/2015 -- AMENDED ANNUAL REPORT	View image in PDF format
01/29/2015 -- ANNUAL REPORT	View image in PDF format
02/28/2014 -- AMENDED ANNUAL REPORT	View image in PDF format
01/15/2014 -- ANNUAL REPORT	View image in PDF format
04/17/2013 -- AMENDED ANNUAL REPORT	View image in PDF format
01/07/2013 -- ANNUAL REPORT	View image in PDF format
04/04/2012 -- ANNUAL REPORT	View image in PDF format
01/05/2012 -- ANNUAL REPORT	View image in PDF format
11/11/2011 -- ANNUAL REPORT	View image in PDF format
10/05/2011 -- ANNUAL REPORT	View image in PDF format
06/03/2011 -- ANNUAL REPORT	View image in PDF format
02/04/2011 -- Name Change	View image in PDF format
01/05/2011 -- ANNUAL REPORT	View image in PDF format
11/09/2010 -- Reg. Agent Change	View image in PDF format
07/14/2010 -- Amendment	View image in PDF format
04/09/2010 -- ANNUAL REPORT	View image in PDF format
01/13/2010 -- ANNUAL REPORT	View image in PDF format
02/03/2009 -- ANNUAL REPORT	View image in PDF format
12/29/2008 -- Merger	View image in PDF format
12/01/2008 -- ANNUAL REPORT	View image in PDF format
11/06/2008 -- Reg. Agent Change	View image in PDF format

08/20/2008 -- Amended and Restated Articles	View image in PDF format
02/13/2008 -- ANNUAL REPORT	View image in PDF format
01/09/2008 -- ANNUAL REPORT	View image in PDF format
01/29/2007 -- ANNUAL REPORT	View image in PDF format
03/14/2006 -- ANNUAL REPORT	View image in PDF format
02/20/2006 -- ANNUAL REPORT	View image in PDF format
10/11/2005 -- ANNUAL REPORT	View image in PDF format
02/14/2005 -- ANNUAL REPORT	View image in PDF format
01/29/2004 -- ANNUAL REPORT	View image in PDF format
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01/27/2002 -- ANNUAL REPORT	View image in PDF format
03/12/2001 -- ANNUAL REPORT	View image in PDF format
01/20/2000 -- ANNUAL REPORT	View image in PDF format
01/15/1999 -- ANNUAL REPORT	View image in PDF format
01/14/1999 -- Merger	View image in PDF format
09/29/1998 -- Merger	View image in PDF format
01/06/1998 -- ANNUAL REPORT	View image in PDF format
02/04/1997 -- ANNUAL REPORT	View image in PDF format
01/25/1996 -- ANNUAL REPORT	View image in PDF format
01/03/1995 -- ANNUAL REPORT	View image in PDF format

Exhibit "A-i"

RFP NOTICE

Polk County, a political subdivision of the State of Florida, requests the submittal proposals from vendors that are interested in providing professional services for design, permitting and construction phase engineering services for water, wastewater and reclaim water facilities as well as regulatory support services for Polk County Utilities Division as described herein. Sealed proposals must be received in the Procurement Division, prior to the due date and time listed below.

RFP Number and Title: 23-448, Utilities Design Services & Regulatory Support Services

Description: Provide professional services for design, permitting and construction phase engineering services for water, wastewater and reclaim water facilities as well as regulatory support services for Polk County Utilities Division

Receiving Period: Prior to 2:00 p.m., Wednesday, July 19, 2023

Bid Opening: Wednesday, July 19, 2023, at 2:00 p.m. or as soon as possible thereafter.

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

Special Instructions: A **MANDATORY** pre-proposal meeting will be held **Tuesday, June 20, 2023, 2:00 p.m.** at the Utilities Administration Building, Room 63, 1011 Jim Keene Blvd, Winter Haven, FL 33880. An authorized representative or agent of the Proposer must be present at this meeting in person as evidenced by their signature on the meeting's sign-in sheet, or the Proposers Proposal will be considered non-responsive.

Questions regarding this RFP must be in writing and must be sent to Ari Goldstein Senior Procurement Analyst, via email at arigoldsteint@polk-county.net or via fax at (863) 534-6789. All questions must be received by, Friday, July 7, 2023, 4:00 p.m.

RFP REGISTRATION

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

RFP Number: 23-448

RFP Title: Utilities Design Services & Regulatory Support Services

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

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

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

Company Name: _____

Contact Name: _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

Phone Number: _____

Email: _____

PROPOSAL SUBMITTAL INSTRUCTIONS

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

Sealed Parcel Submittal:

If you are submitting a sealed parcel proposal submit one (1) original marked ORIGINAL and six (6) copies marked COPY of the proposal in a sealed parcel to the Procurement Division. The parcel should be labeled “RFP #23-448, Utilities Design Services & Regulatory Support Services” and marked with the proposer’s name and address. The Proposals may be mailed or delivered to:

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

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

Sealed Proposal. DO NOT OPEN	
RFP Number	23-448
RFP Title	Utilities Design Services & Regulatory Support Services
Due Date/Time:	July 19, 2023, prior to 2:00 pm
Submitted by:	
Deliver To:	Polk County Procurement Division 330 West Church Street, Room 150, Bartow, Florida 33830

Proposals may be mailed, express mailed or hand delivered. It is the Proposers responsibility to ensure their package is delivered to the Procurement Division prior to 2:00 p.m. on the Receiving date and time referenced above. Proposals delivered at 2:00 p.m. or later will not be accepted.

Electronic Proposals Submittal:

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

“RFP 23-448 Tab 1”

“RFP 23-448 Tab 2”

“RFP 23-448 Tab 3”

“RFP 23-448 Tab 4”

“RFP 23-448 Tab 5”

“RFP 23-448 Tab 6”

“RFP 23-448 Tab 7”

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

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

POLK COUNTY
Procurement Division
Fran McAskill
Procurement Director
REQUEST FOR PROPOSAL 23-448
Utilities Design Services & Regulatory Support Services

Sealed proposals will be received in the Procurement Division, **Wednesday, July 19, 2023, prior to 2:00 p.m.**

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

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

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

Questions regarding this RFP must be in writing and must be sent to Ari Goldstein, via email at arigoldstein@polk-county.net or via fax at (863) 534-6789. All questions must be received by Friday, July 7, 2023, 4:00 p.m.

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

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

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

INTRODUCTION

Polk County, a political subdivision of the State of Florida, seeks professional services for design, permitting, and construction phase engineering services for water, wastewater and reclaim water facilities as well as regulatory support services for Polk County Utilities Division (PCU), and as further defined in the Scope of Services below. Other County Divisions may also use these services.

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

It is the intent of the County to select and negotiate a Master Consulting Agreement with one (1) or more firm(s).

The County will negotiate fee schedules in accordance with the County's Procurement Procedures, with the goal of establishing standardized rates as part of "Selection Process", Elevation Level 4 Contract Negotiations.

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

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

The Successful Proposer must register in our new Vendor Database if you have not already done so prior to award of this RFP. A purchase order cannot be issued to a vendor until they have registered. You may register by going to the following link: <https://www.polk-county.net/procurement/vendor-registration>. Registered vendors will receive a User ID and Password to access their company information. All registered vendors must provide their owner gender, owner ethnicity, corporate status, and a minimum of one (1) commodity code to be considered registered. It is the responsibility of all vendors to update their vendor information. Only registered vendors will receive notifications of future RFP's.

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

SCOPE OF SERVICES

The scope of services shall include, but not be limited, to design, permitting and construction phase engineering services for water, wastewater, and reclaim water facilities within Polk County, Florida. Additionally, the County requires professional services for environmental permitting, planning and compliance. Work will be done in conjunction with the Utilities' Community Investment Program (CIP), which includes Expansion and Renewal and Replacement. In addition, the work may be performed for other Utility Sections including Environmental Permitting, Operations and Maintenance, and Customer Service. Successful Proposers must follow the Polk County Utilities Code while performing these services for the Utilities Division.

Additionally, this RFP is for professional engineering services and regulatory support services in conjunction with water, wastewater and reclaim water systems. Types of services include but are not necessarily limited to design of water, wastewater and reclaim plants/facilities; pipeline design; construction observation; utility relocation; GIS support; utility infrastructure security measures; hydraulic and water quality modeling; permitting of new or existing water, wastewater, and reclaim water facilities for construction and operation; assistance with information requests by regulatory agencies; water, wastewater and groundwater monitoring; well field sampling; hydrogeologic and surface water modeling; evaluation of technical and water quality data as required by federal, state and/or local regulations; preparation of appropriate documents, reports or maps as related to design, permitting and regulatory information requests; land surveying and geotechnical services; well construction and abandonment-related engineering services; well head protection, water quality and environmental assessments; technical assistance for preparation of public information; water conservation education; feasibility studies for developing, improving and maintaining water, wastewater or reclaim water systems; implementation of compliance projects or preparation of reports; utility system master planning; information systems development & implementation; review of water, wastewater, and reclaim development submissions for system capacity and hydraulic compatibility with master plans; and other utility-related professional engineering and consulting services.

Proposers must have in-house, multi-disciplinary capabilities in at least ten (10) of these fields, but more capabilities identified will enhance the scores:

- Civil engineering
- Utility master planning and hydraulic modeling
- Water quality master plans and water conservation plans
- Water quality engineering, modeling, and evaluation
- Wastewater engineering, treatment, and evaluation
- Biosolids management design and operation
- Regulatory compliance and permitting for water and wastewater facilities
- Utility environmental affairs

- Land surveying
- Hydrology and surface water modeling
- Hydrogeologic modeling and evaluation of water quality data
- Well construction and abandonment
- Well head protection, water quality and environmental assessments
- Feasibility studies for developing, improving and maintaining water, wastewater and reclaim water systems
- Geotechnical engineering
- Utility acquisition and evaluation
- Right-of-way and easement acquisition services
- Structural engineering as related to water, wastewater and reclaim water facilities
- Electrical engineering as related to water, wastewater and reclaim water facilities
- Mechanical engineering related to water, wastewater and reclaim water facilities
- Constructability plan review/value engineering
- Instrumentation and controls engineering and programming for SCADA systems
- Construction administration and construction observation-related engineering services for water, wastewater, and reclaim water facilities
- Water, wastewater, and reclaim water facilities operational experience
- Public involvement services, including technical assistance for preparation of public information brochures
- Water conservation education and/or enforcement
- Subsurface utility engineering and locating
- Architectural services
- GIS Analysis, SDE Management and GIS database maintenance and support capabilities
- CADD design capabilities
- Database & Information system development related to utility systems and management
- Energy audits
- Green Engineering Practices

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

AGREEMENT

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

EVALUATION CRITERIA

Proposals should not contain information in excess of that requested, must be concise, and must specifically address the issues of this RFP. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this RFP are not desired and may be construed as an indication of the Proposer's lack of cost consciousness. Elaborate artwork, expensive visual aids, and other presentation aids are neither necessary nor desired unless specifically requested. The Proposal responses shall be contained within a three-ring binder (original and each copy in separate binders). For the purposes of this RFP, one page equals a single sided page. It is requested that the responses be in the same order as the selection and evaluation procedures. The submittals should include the following:

Tab 1 Executive Summary

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

- a) Name, company name, address, telephone number, and email address.
- b) State the number of years in business, as the same company/firm.
- c) State the number of full-time employees.
- d) Provide documentation showing proper incorporation by the Secretary of State.
- e) Provide a copy of the firm's applicable certification(s) from the State of Florida allowing them to provide the services as outlined in the Scope of Service as well as compliance with F.S. 287.055

Tab 2 Approach to the Project (35 points)

(Maximum of four (4) pages)

- a) Describe in detail the components of how your firm proposes to manage assigned project(s), based upon the scope of services. Please identify the services your firm provides which make you qualified to perform the required services.
- b) Describe how the firm plans to maintain the project team and manage the project team members' time in order to ensure sufficient time to complete a project.
- c) Describe the firm's Quality Assurance and Quality Control program as it pertains to engineering services.

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

- Identify a minimum of five (5) and a maximum of eight (8) projects in which the proposer her performed within the past five (5) years as the prime proposer which best illustrate the experience of the firm and current staff as related to the desired services. At least three (3) of the projects identified should be projects performed for public entities. (Maximum of one (1) page only per project).
 - For each project please provide:

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

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

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

- The term “Polk County Entity” means any business having a physical location within the boundaries of Polk County, Florida, at which employees are located and business activity is managed and controlled on a day to day basis. Additionally, the business must have been located within the boundaries of Polk County for a minimum of 12 months prior to the date the applicable solicitation is issued. This requirement may be evidenced through a recorded deed, an executed lease agreement, or other form of written documentation acceptable to the County. The County shall have the right, but not the obligation, to verify the foregoing requirements.
- In the event a Proposer lists one or more sub-consultants in Tab 4 which is a Polk County Entity and receives point(s) as a result, and after the Proposer is awarded the project, if successful, it is determined that the listed sub-consultant does not assist in the performance of the scope of work (and is not replaced with an alternative sub-consultant which is a Polk County Entity), then the Proposer acknowledges and agrees that it may be suspended or debarred by the Procurement Director for failure to comply with the conditions, specifications or terms of a proposal or contract with the County or for committing a fraud or misrepresentation in connection with a proposal or contract with the County, in accordance with the Polk County Purchasing Ordinance and Procedures Manual.

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

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

Purchasing Procedures. Polk County's Purchasing Procedures recognize the following to meet the requirement of a certified W/MBE status:

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

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

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

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

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

Tab 7 Surveys of Past Performance (10 Points)

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

- Average Score between 5-6 (6 Points)
- Average Score between 3-4 (4 Points)
- Average Score between 1-2 (2 Points)
- Average Score of 0 (0 Points)

BID OPENING

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

Selection Process

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

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

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

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

Elevation Level 1 (Procurement Requirements Assessment):

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

Elevation Level 2 (Scoring)

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

Subtotal Points-20 points

by the process stated under each corresponding Tab description as set forth on Pages 9-13.

- Each Selection Committee member shall score each Proposal on the following evaluation criteria:
 - Approach to the Project (Tab 2)-35 points
 - Experience, Expertise, Personnel and Technical Resources (Tab 3)-40 points
 - Interaction w/ County & Regulatory Agencies (Tab 6)-5 pointsSubtotal Points-80 points

Total Points – 100 points

by the following process:

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

etc.) demonstrate the Proposer's ability to perform and deliver at the expected level.

- FAIR (0.4): Average; moderate; mediocre; adequate; sufficient; satisfactory; standard.

The Proposer provided information for a given criteria that satisfied the requirements and described sufficiently how and what will be accomplished in a manner that exhibited an adequate and average degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver at a level slightly below expectation.

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

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

- UNACCEPTABLE (0.0):

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

- 2) After a Selection Committee member has determined the description applicable for each evaluation criterion, the total points available for such criterion shall be multiplied by the factor associated with the applicable description to produce the number of points allocated for that evaluation criterion. For example, a Selection Committee member classifies the "Experience and Expertise" criterion (which shall be worth 25 points for the purpose of this example) as "Very Good" (which is a description factor multiplier of 0.8). The points that Selection Committee member allocated for that evaluation criterion would be 20, calculated as follows: 25 available points x 0.8 applicable description factor multiplier = 20 points.
- 3) A Selection Committee member's total score for each Proposal shall equal the sum of the total points allocated for each evaluation criteria.
- 4) When all Selection Committee members have completed their Proposal evaluations, the individual Selection Committee member's total scores for each Proposal will be added together to produce a final score for each Proposal.
- 5) Procurement will confirm the calculations for the final score for each Proposal. Then, Procurement shall publish a rank-ordered listing of the Proposals to the

Selection Committee with the Proposal receiving the highest point as the highest-ranked Proposal.

- 6) In accordance with Section 287.055(4)(a), Florida Statutes, if there are three (3) or more Proposers in Elevation Level 2, the Selection Committee must elevate no fewer than the three highest scored of such Proposers to Elevation Level 3 for interviews. If there are only two Proposers in Elevation Level 2, the Selection Committee must elevate those two Proposers to Elevation Level 3 for interviews. If there is only one Proposer in Elevation Level 2, then the Selection Committee may collectively decide if they would like to elevate the Proposer to Elevation Level 3 for interviews or if they would like to recommend the Board authorize staff to enter into Contract Negotiations with the Proposer. In the latter case, after Board approval to authorize staff to negotiate a contract, the Proposer will then be elevated to Elevation Level 4 for contract negotiations.

Elevation Level 3 (Proposer Interviews)

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

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

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

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

Elevation Level 4 (Contract Negotiations)

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

If after negotiating for a reasonable time period the parties cannot agree on a contract, the County shall, in its sole discretion, terminate further contract negotiations with that Proposer(s). Procurement shall notify the Selection Committee that contract negotiations with the elevated Proposer(s) have terminated. The Selection Committee shall then determine whether to recommend to the Board to approve contract negotiations with the next-highest-ranked Proposer, and so on. If the Selection Committee decides not to recommend contract negotiations with the next-highest-ranked Proposer, or if the County determines there is no other Proposer with whom the County can successfully negotiate a contract, then the RFP Selection Process shall terminate.

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

GENERAL CONDITIONS

CONTACT

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

INSURANCE REQUIREMENTS

The selected firm, if any, shall maintain, at all times, the following minimum levels of insurance and; shall, without in any way altering their liability, obtain, pay for and maintain insurance for the coverages and amounts of coverage not less than those set forth below. Provide to the County original Certificates of Insurance satisfactory to the County to evidence such coverage before any work commences. Polk County, a political subdivision of the State of Florida, shall be an additional named insured on all policies related to the project; excluding workers' compensation and professional liability. The Workers' Compensation and General Liability policies shall contain a waiver of subrogation in favor of Polk County. All insurance coverage shall be written with a company having an A.M. Best Rating of at least the "A" category and size category of VIII. The firm's self-insured retention or deductible per line of coverage shall not exceed \$25,000 without the permission of the County. In the event of any failure by the firm to comply with the provisions; the County may, at its option, on notice to the firm suspend the project for cause until there is full compliance. Alternatively, the County may purchase such insurance at the firm's expense, provided that the County shall have no obligation to do so and if the County shall do so, the firm shall not be relieved of or excused from the obligation to obtain and maintain such insurance amounts and coverages.

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

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

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

Premises and Operations and Products/Completed Operations;

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

Independent Contractors; Policy must include Separation of Insureds Clause.

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

Professional Liability Insurance. \$2,000,000 for design errors and omissions, inclusive of defense costs. Selected firm shall be required to provide continuing Professional Liability Insurance to cover the project for a period of two (2) years after the projects are completed.

INDEMNIFICATION

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

PUBLIC ENTITY CRIMES STATEMENT

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or proposal on a contract to provide any goods or services to a public entity, may not submit a bid or proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submitting this proposal, the proposer hereby certifies that they have complied with said statute.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

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

WOMEN/MINORITY BUSINESS ENTERPRISE OUTREACH

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

AFFIRMATION

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

DEVELOPMENT COSTS

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

ADDENDA

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

CODE OF ETHICS

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

DRUG FREE WORKPLACE

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

APPLICABLE LAWS AND COURTS

This RFP and any resulting agreements shall be governed in all respects by the laws of the State of Florida and any litigation with respect thereto shall be brought only in the courts of Polk County, Florida or the United States District Court, Middle District of Florida, located in Hillsborough County, Florida. The proposer shall comply with all applicable federal, state and local laws and regulations.

CONTRACTUAL MATTERS

A contract in substantially the same form as attached here to as Attachment "A" (Master Consulting Agreement) will be executed between the County and the successful Proposer(s).

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

PROPOSAL ACCEPTANCE PERIOD

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

ADDITION/DELETION

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

PROPRIETARY INFORMATION

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

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

REVIEW OF PROPOSAL FILES

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

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

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

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

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

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

EMPLOYMENT ELIGIBILITY VERIFICATION (E-Verify)

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

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

C. By entering into this Agreement, the contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and

requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of this Agreement. Failure to comply will lead to termination of this Agreement, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If this Agreement is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of Section 448.095, Fla. Stat., by the contractor, the contractor may not be awarded a public contract for a period of 1 year after the date of termination. The contractor shall be liable for any additional costs incurred by the County as a result of the termination of this Agreement. Nothing in this Section shall be construed to allow intentional discrimination of any class protected by law.

LIMITATIONS

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

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

PUBLIC RECORD LAWS

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

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

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

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

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

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

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

RECORDS MANAGEMENT LIAISON OFFICER

POLK COUNTY

330 WEST CHURCH ST

BARTOW, FL 33830

TELEPHONE: (863) 534-7527

EMAIL: RMLO@POLK-COUNTY.NET

Scrutinized Companies and Business Operations Certification; Termination.

A. Certification(s).

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

- c) the Vendor is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and
 - d) the Vendor was not on any of the Lists referenced in this subsection A(ii), nor engaged in business operations in Cuba or Syria when it submitted its proposal to the County concerning the subject of this Agreement.
 - iii. The Vendor hereby acknowledges that it is fully aware of the penalties that may be imposed upon the Vendor for submitting a false certification to the County regarding the foregoing matters.
- B. Termination. In addition to any other termination rights stated herein, the County may immediately terminate this Agreement upon the occurrence of any of the following events:
 - i. The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(i) above, or the Vendor is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.
 - ii. The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(ii) above, or the Vendor is found to have been placed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, and the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000).

Proposers Incorporation Information

(Submittal Page)

The following section should be completed by all bidders and submitted with their bid submittal:

Company Name: _____

DBA/Fictitious Name (if applicable): _____

TIN #: _____

Address: _____

City: _____

State: _____

Zip Code: _____

County: _____

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

Contact Person: _____

Phone Number: _____

Cell Phone Number: _____

Email Address: _____

Type of Organization (select one type)

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

State of Incorporation: _____

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

EXHIBIT 1

DETAILED INSTRUCTIONS ON HOW TO PREPARE AND SEND PERFORMANCE SURVEYS

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

Sending the Survey

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

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

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

CLIENT NAME	Name of the company that the work was performed for (i.e. Hillsborough County).
FIRST NAME	First name of the person who will answer customer satisfaction questions.
LAST NAME	Last name of the person who will answer customer satisfaction questions.
PHONE NUMBER	Current phone number for the reference (including area code).
EMAIL ADDRESS	Current email address for the reference.
PROJECT NAME	Name of the project (Professional Engineering Services for Hillsborough County Fire Station), Etc.
COST OF SERVICES	Cost of services (\$3,000,000)
DATE COMPLETE	Date when the services were completed. (i.e. 5/31/2020)

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

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

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

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

Preparing the Surveys

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

Survey Questionnaire – Polk County

RFP 23-448, Utilities Design Services & Regulatory Services

To: _____ (Name of Person completing survey)

_____ (Name of Client Company/Contractor)

Phone Number: _____ Email: _____

Subject: Past Performance Survey of Similar work:

Project name: _____

Name of Vendor being surveyed: _____

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

Contract Start Date: _____ Contract End Date: _____

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

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

Printed Name of Evaluator _____

Signature of Evaluator: _____

Please fax or email the completed survey to: _____

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

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

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

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

Company Name: _____

Signature: _____

Title: _____

Date: _____

State of: _____

County of: _____

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

Notary Public Signature: _____

Printed Name of Notary Public: _____

Notary Commission Number and Expiration: _____

(AFFIX NOTARY SEAL)

EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION

(Florida Statutes, Section 448.095)

RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

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

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

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

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

Executed this _____ day of _____, 2023.

ATTEST:

CONSULTANT:

By: _____
PRINTED NAME: _____
Its: _____

By: _____
PRINTED NAME: _____
Its: _____

June 27, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 1
RFP 23-448, Utilities Design Services and Regulatory Services**

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

Contained within this addendum: Questions Received and Answers.

Ari Goldstein, CPP

Ari Goldstein

Senior Procurement Analyst
Procurement Division

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

Signature

Printed Name:

Title:

Company:

RFP 23-448, Utilities Design Services and Regulatory Services

ADDENDUM # 1

QUESTIONS AND ANSWERS

Question 1: Can you please provide the sign-in sheets from the pre-proposal meeting held on June 20, 2023?

Answer 1: The Pre-Proposal Meeting Attendance list was posted on our website and can be found here: <https://www.polk-county.net/procurement/bids/bid-details/utilities-design-services-regulatory-support-services>.

Question 2: Who are the firms that are currently under contract with the County for these services?

Answer 2: Black & Veatch, Carollo Engineers, CHA Consulting, CivilSurv Design Group, Dewberry Engineers, Hazen & Sawyer, Jones Edmunds & Associates, Pennoni Associates, Tetra Tech, Wood Environmental & Infrastructure Solutions, Wright-Pierce, and WSP USA.

Question 3: We have recently responded to a few Polk County proposals. Would the County consider allowing us to use Survey Questionnaires from previous submissions?

Answer 3: Yes, so long as the questions are the same on both surveys and refer to projects that are referenced under Tab 3, Experience, Expertise, Personnel and Technical Resources.

Question 4: Which Tab number would the County like us to include the proposal forms (Proposer's Incorporation Information, Affidavit Certification Immigration Laws, Employment Eligibility Verification)?

Answer 4: These documents can be submitted under Tab 1, Introduction, after the items submitted under Tab 1, Items a-e.

Question 5: On page 7 of the RFP package, it states "Proposers must have in-house, multi-disciplinary capabilities in at least ten (10) of these fields..." Does that include subcontractors that may perform work on behalf of the prime proposers?

Answer 5: The prime proposers submitting proposals must be able to perform a minimum of 10 of the listed capabilities found on pages 7 and 8 of the RFP package. There may be projects that require a prime proposer use subcontractors to complete a scope of work, but the intent of this solicitation is to award to prime proposers that can perform the multi-disciplinary capabilities listed in the RFP package.

Question 6: Does the County prefer the proposals be delivered either as a sealed parcel or an electronic submittal?

Answer 6: The County offers both options and does not have a preferred method of delivery for the proposals.

Question 7: Have there been issues in the past when proposers tried to submit their proposals electronically?

Answer 7: The County has extended receiving/due dates one week in the past when there was a temporary issue with the Kiteworks application website on a receiving date. This was an isolated incident only.

July 3, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 2
RFP 23-448, Utilities Design Services and Regulatory Services**

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

Contained within this addendum: Questions Received and Answers.

Correction: The email address listed on page 1 of the RFP package to submit questions to is incorrect. Please email all questions to arigoldstein@polk-county.net. All questions must be received by 4:00 p.m., Friday, July 7, 2023.

To receive a copy of **Attachment “A”, Sample Master Consulting Agreement**, please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevendor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder **“RFP 23-448 Utilities Design Services and Regulatory Services.zip”**, select “Open” or “Save As” to download the sample agreement. If you need assistance accessing this website due to ADA or any other reason, please email Ari Goldstein at arigoldstein@polk-county.net.

Ari Goldstein, CPP

Ari Goldstein

Senior Procurement Analyst
Procurement Division

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

Signature _____

Printed Name: _____

Title: _____

Company: _____

RFP 23-448, Utilities Design Services and Regulatory Services ADDENDUM # 2

QUESTIONS AND ANSWERS

Question 1: Are we allowed to submit project references/reference surveys for Polk County projects?

Answer 1: Yes.

Question 2: Will points be awarded in Tab 5 for a subconsultant that is a certified Service-Disabled Veteran-Owned Small Business (SDVOSB)?

Answer 2: No. Points are awarded only to certified Women and Minority Business Entities under Tab 5.

Question 3: Can Polk County disclose the selection committee members for this RFP?

Answer 3: The anticipated selection committee members include Tamara Richardson, James Tully, Krystal Azzarella, Jason Jennings, and Sharon Mathis.

Question 4: If the intent of the RFP is to select more than one consultant, is it necessary for the County to conduct proposer interviews per the selection process (Elevation Level 3 – Proposer Interview)?

Answer 4: Yes. Interviews are necessary and shall take place in accordance with Florida Statute 287.055(4)(b).

Question 5: On page 21, the RFP states, “A contract in substantially the same form as attached here to as Attachment ‘A’ (Master Consulting Agreement) will be executed between the County and the successful Proposer(s).” Where can one find the Attachment “A” that includes the Master Consulting Agreement?

Answer 5: Attachment “A”, Sample Master Consulting Agreement is available to on the County’s FTP site for download. Refer to page 1 of this addendum for directions on how to download Attachment “A”.

July 11, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 3
RFP 23-448, Utilities Design Services and Regulatory Services**

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

Contained within this addendum: Questions Received and Answers.

Ari Goldstein, CPP

Ari Goldstein

Senior Procurement Analyst
Procurement Division

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

Signature _____

Printed Name: _____

Title: _____

Company: _____

RFP 23-448, Utilities Design Services and Regulatory Services

ADDENDUM # 3

QUESTIONS AND ANSWERS

Question 1: Can you please clarify whether items d and e in tab 1 count toward the two-page limit?

Answer 1: Items d) and e) under Tab 1, Executive Summary, do not count towards the two-page limit. Only items a) – c) count towards to the two-page maximum limit.

Question 2: How are categories left blank on the performance survey questionnaire handled when averaging the survey scores?

Answer 2: If questions are not answered on the performance surveys, the questions left blank will not be taken into consideration when calculating the overall score average when awarding points under Tab 7, Surveys of Past Performance.

Question 3: Can front and back cover as well as dividers be included when submitting electronically via Kiteworks?

Answer 3: Yes.

Question 4: The FDOT no longer participates in client surveys and refers consultants to an online grading system (scaled 1 to 5 based on quality, scheduling, and management) that is updated on an annual basis. Would a screenshot of the online evaluation be an acceptable replacement for the required performance survey that accompanies projects write ups?

Answer 4: No. The Survey Questionnaire on page 29 of the RFP package must be used and submitted by a proposer under Tab 7, Surveys of Past Performances so that each proposal is scored the same using the criteria outlined in the RFP package.



Proposal for

UTILITIES DESIGN SERVICES & REGULATORY SUPPORT SERVICES

RFP# 23-448 | July 19, 2023



Tab 1

Executive Summary



1. Executive Summary



Contact information

Chris Rader, PE, ENV SP
 Atkins North America, Inc.
 482 South Keller Road, Suite 300
 Orlando, FL 32810
 Phone: 407.806.4211
 Fax: 407.806.4500
 Email: chris.rader@atkinglobal.com



Years in business

63 years in the United States
 Atkins North America, Inc. - 12 years since 4/1/2011
 Post, Buckley, Schuh & Jernigan, Inc. - 51 years from 2/29/1960 to 4/1/2011



Number of full-time employees

Atkins currently has 3,966 full-time employees.

Over the last 30 years, Polk County has become one of the fastest growing areas in the United States, with the U.S. Census Bureau identifying a 26.55 percent growth rate between the year 2010 and 2023. What was founded as a rural county with farms and towns now rivals many small to medium-sized metropolitan areas. Infrastructure is the backbone of any community, and the infrastructure associated with early stages of development in the county is now over 30 years old.

In the course of those 30 years, there have been substantial changes to regulatory guidelines, improvements in infrastructure and treatment technologies, and an enhanced focus on environmental protection and sustainability. Polk County Utilities provides infrastructure management for six service areas throughout the county and continues to expand with Cypress Lake, deep well, wellfield, water treatment facility expansions, and lift station upgrades projects as well as reclaimed, potable, and wastewater projects. Atkins is looking forward to building a partnership with the County to provide professional engineering. Together, we will address the imminent infrastructure challenges and pave the way for sustained success and growth in the years ahead.

Responsibly developing water sources is critically important to support Florida's fast-paced growth. In the last 10 years, Atkins has collectively delivered more than 3,800 water projects in Florida, giving us extraordinary expertise in the planning, design, and construction of water, wastewater, and reclaim water facilities. Our

experience, ranging from sewer collection to potable water distribution and from water supply to wastewater treatment and reclaimed distribution for municipalities and water authorities throughout the state, encompasses the full range of services required by Polk County's Utilities Division.

Atkins understands the County's need for an efficient and comprehensive consultant team committed to exceeding expectations. Our team, comprised of professionals capable of independent engineering judgment and decision making, has a proven track record with the County, demonstrating the skill and coordination needed to respond to your project requirements. We are committed to quality and reliable service, as well as offering the technical expertise and depth of resources necessary to meet all aspects of your engineering needs.



CAPABLE

Our accomplished team will provide comprehensive professional services related to utilities, water treatment, wastewater treatment, water distribution, and wastewater collection and transmission. Our proven experience will assist the County to meet current as well as anticipated demands related to ongoing regional growth.



COMMITTED

Atkins has served the County for over 20 years, providing wellfield and water plant expansion support, permit renewal assistance, optimization studies, and as needed services. We have continuously provided wellfield monitoring support for the County's Environmental Management Plan (EMP) since inception, which began more than 10 years ago. We have thoughtfully assembled a well qualified team that supports County's needs and wish to partner with your staff to help deliver projects and achieve your vision.



LOCAL

Atkins takes great pride in our strong local presence within Polk County, anchored by our long-standing Bartow office, located just 20 minutes from the County's administrative offices at 1011 Jim Keene Boulevard. While much of the project management and technical work will be centered in our nearby Tampa headquarters and the Orlando office, our Bartow office plays a vital role in enhancing our overall service by providing invaluable local knowledge and support. With a team of 34 professionals

based in Bartow, we are able to tap into their expertise and familiarity with the area to ensure that the specific needs and nuances of Polk County are met. Their presence allows us to deliver a comprehensive and well-rounded service that combines the global resources and capabilities of Atkins with the localized understanding provided by our office in Polk County. Through this collaborative approach, we are committed to delivering the highest level of service and contributing to the success of Polk County's projects.

Atkins' Polk County Office Location

600 North Broadway Avenue, Suite 300
 Bartow, FL 33830
 Tel: 863.533.7000
 Fax: 863.533.7888

Chris Rader, PE, ENV SP, will lead our team and serve as the project director. Mr. Rader spent a large portion of his professional career as a public infrastructure manager and brings first-hand understanding of the value in responsive professional services providers. He places this as a priority in delivering services and solutions to clients. Atkins holds client satisfaction and repeat business among its highest accolades, with an understanding that responsiveness is a foundation of such success. Under Mr. Rader's leadership, the diverse and robust resources of Atkins' local, statewide, and global organization will be mobilized to meet the project delivery expectations of the County.

Norman Robertson, PE, PMP, will serve as the project manager for projects issued through this contract. Mr. Robertson is a certified Project Management Professional with more than 19 years of experience managing and designing a broad range of public infrastructure projects. He understands that the key to a successful project starts and ends with project management. Mr. Robertson may be reached at 941.225.4826 or norman.robertson@atkinsglobal.com.

Mr. Rader and Mr. Robertson will be supported by **Renee Price, PWS, CE**, assistant project manager, with the objective of achieving redundancy in being responsive to the needs of the County. Ms. Price has spent her entire

career at Atkins focusing on ecologic and hydrologic assessments, primarily related to large wellfield monitoring projects. She is also deepening her understanding of wetland ecology and hydrology through the Environmental Engineering Ph.D. program at the University of Florida. **Ms. Price has worked with the County for 8 years in support of EMP, during which she has conducted water level monitoring, vegetation surveys, and hydric soil evaluations as well as data management, analyses, and reporting.** Her experience with multiple wellfield monitoring programs, including the County's, will be key for adapting monitoring protocols and reporting in tandem with the area's projected residential growth to ensure that regulatory compliance needs are met. Ms. Price may be reached at 813.281.4583 or renee.price@atkinsglobal.com.

Our organizational chart presented in Tab 3 of this proposal identifies professionals serving similar clients across the state. Our primary delivery of service to the County will be from our Bartow office, located just 20 minutes from the County's administrative offices at 1011 Jim Keene Boulevard. Mr. Rader and Mr. Robertson have initially focused on the right team to meet the immediately identified needs of this Request for Proposal (RFP) notice, but can also identify subject matter experts or other professionals, as required, from Atkins global organization, to deliver solutions for any infrastructure challenges the County may face in the future. As success in the infrastructure space is most readily achieved by forming the right team of technical professionals to meet the project objectives, Atkins has added strategic partners to its team to meet the expected project requirements of this RFP. All of our subconsultants are Woman and/or Minority Business Enterprises (W/MBEs) and include **AVCON, Inc. - MBE; L & S Diversified, LLC - W/MBE; Liquid Solutions Group, LLC - MBE; MTB Engineering, Inc. - W/MBE; NADIC Engineering Services, Inc. - W/MBE; and Quest Corporation of America, Inc. - WBE.** These partners will augment the services, knowledge, or experience of Atkins' local offices.

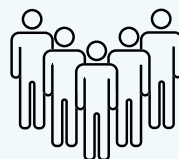
P#78041,KN,23



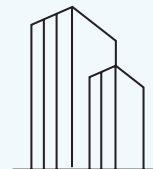
**INCORPORATED
 FEBRUARY 29, 1960**



**EMPLOYEES IN
 UNITED STATES**



**63 YEARS IN
 BUSINESS IN
 NORTH
 AMERICA**



**13 ATKINS
 OFFICES IN
 FLORIDA**



**980+ EMPLOYEES
 IN FLORIDA**

Documentation of incorporation by the Secretary of State

State of Florida Department of State

I certify from the records of this office that ATKINS NORTH AMERICA, INC.
***** is a corporation organized under the laws of the State of
Florida, filed on February 29, 1960.


The document number of this corporation is 233840.

I further certify that said corporation has paid all fees due this office through
December 31, 2023, that its most recent annual report/uniform business report
was filed on January 11, 2023, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Eleventh day of January, 2023*




Secretary of State

Tracking Number: 3889285154CC

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

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

Engineering business license in Florida

Print

Licensee

Name: **HODGES, JASON MICHAEL** License Number: **67502**
 Rank: **Professional Engineer** License Expiration Date: **02/28/2025**
 Primary Status: **Current** Original License Date: **01/17/2008**
 Secondary Status: **Active**

Related License Information

License Number	Status	Related Party	Relationship Type	Relation Effective Date	Rank	Expiration Date
24	Current	ATKINS NORTH AMERICA, INC.	Registry		Registry	

Architecture business license in Florida

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



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Licensee

Name: **HARPER, DAVID M** License Number: **AR0007720**
 Rank: **Architect** License Expiration Date: **02/28/2025**
 Primary Status: **Current** Original License Date: **05/23/1978**
 Secondary Status: **Active**

Related License Information

License Number	Status	Related Party	Relationship Type	Relation Effective Date	Rank	Expiration Date
	Current, Active	ATKINS NORTH AMERICA INC	Responsible Supervisor	06/14/2021	Architect Business Information	
	Current, Active	ATKINS NORTH AMERICA INC	Qualifying Architect	06/14/2021	Architect Business Information	

Page 1 of 1

Printer Friendly

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Related License Search

License Type:

First Name:

Last Name:

License Number:

Expiration Date:

From: To: Search


2601 Blair Stone Road, Tallahassee FL 32399 :: Email: [Customer Contact Center](#) :: Customer Contact Center: 850.487.1395

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Under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. *Pursuant to Section 455.275(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S. must provide the Department with an email address if they have one. The emails provided may be used for official communication with the licensee. However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public. Please see our [Chapter 455](#) page to determine if you are affected by this change.

P#78041,KN,23

Surveyor and Mapper business license in Florida




Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkwy Tallahassee, Florida 32399-6500

License No.: **LB24**
Expiration Date February 28, 2025

Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

ATKINS NORTH AMERICA, INC.
ATTN: LEGAL DEPT.4030 W BOY SCOUT BLVD STE 700
TAMPA, FL 33607-5713



WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

Geology business license in Florida

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



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LICENSEE DETAILS 4:34:17 AM 12/17/2022

Licensee Information

Name:	BAYNE, BRADLEY JOHN (Primary Name)
	ATKINS NORTH AMERICA, INC. (DBA Name)
Main Address:	111 EVELYN AVENUE CLEARWATER Florida 337654304
County:	PINELLAS

License Information

License Type:	Professional Geologist
Rank:	PG
License Number:	PG1733
Status:	Current,Active
Licensure Date:	08/19/1994
Expires:	07/31/2024

Special Qualifications

Qualification Effective

Alternate Names

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P#78041,KN,23

POLK COUNTY | RFP #23-448 | UTILITIES DESIGN SERVICES & REGULATORY SUPPORT SERVICES

5

Addenda

June 27, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 1
RFP 23-448, Utilities Design Services and Regulatory Services**

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

Contained within this addendum: Questions Received and Answers.

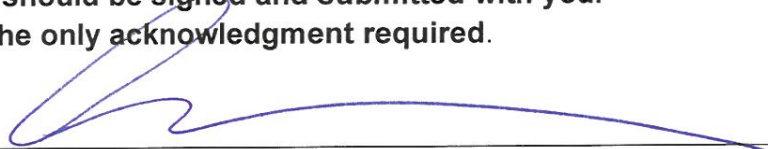
Ari Goldstein, CPP

Ari Goldstein

Senior Procurement Analyst
Procurement Division

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

Signature



Printed Name: Charlotte Maddox, PE, D.WRE, CFM, PMP

Title: Vice President/Senior Sector Manager

Company: Atkins North America, Inc.

July 3, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 2
RFP 23-448, Utilities Design Services and Regulatory Services**

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

Contained within this addendum: Questions Received and Answers.

Correction: The email address listed on page 1 of the RFP package to submit questions to is incorrect. Please email all questions to arigoldstein@polk-county.net. All questions must be received by 4:00 p.m., Friday, July 7, 2023.

To receive a copy of **Attachment "A", Sample Master Consulting Agreement**, please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevondor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder "**RFP 23-448 Utilities Design Services and Regulatory Services.zip**", select "Open" or "Save As" to download the sample agreement. If you need assistance accessing this website due to ADA or any other reason, please email Ari Goldstein at arigoldstein@polk-county.net.

Ari Goldstein, CPP

Ari Goldstein

Senior Procurement Analyst
Procurement Division

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

Signature

Printed Name: Charlotte Maddox, PE, D.WRE, CFM, PMP

Title: Vice President/Senior Sector Manager

Company: Atkins North America, Inc.

P#78041,KN23

July 11, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 3
RFP 23-448, Utilities Design Services and Regulatory Services**

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


Contained within this addendum: Questions Received and Answers.

Ari Goldstein, CPP

Ari Goldstein

Senior Procurement Analyst
Procurement Division

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

Signature	
Printed Name:	Charlotte Maddox, PE, D.WRE, CFM, PMP
Title:	Vice President/Senior Sector Manager
Company:	Atkins North America, Inc.

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Proposers Incorporation Information

Proposers Incorporation Information

(Submittal Page)

The following section should be completed by all bidders and submitted with their bid submittal:

Company Name: Atkins North America, Inc.

DBA/Fictitious Name (if applicable): N/A

TIN #: 59-0896138

Address: 4030 West Boy Scout Boulevard, Suite 700

City: Tampa

State: Florida

Zip Code: 33607

County: Hillsborough

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

Contact Person: Chris Rader, PE, ENV SP

Phone Number: 407.806.4211

Cell Phone Number: 407.394.6603

Email Address: chris.rader@atkinglobal.com

Type of Organization (select one type)

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

State of Incorporation: Florida

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

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Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

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

Print or type. See Specific instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Atkins North America, Inc.</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p> <p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="text-align: right;"><small>(Applies to accounts maintained outside the U.S.)</small></p> <p>5 Address (number, street, and apt. or suite no.) See instructions. 4030 W. Boy Scout Blvd., Suite 700</p> <p>6 City, state, and ZIP code Tampa, FL 33607</p> <p>7 List account number(s) here (optional)</p> <p>Requester's name and address (optional)</p>
--	--

Part I Taxpayer Identification Number (TIN)

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

Social security number									
or									
Employer identification number									
5	9	-	0	8	9	6	1	3	8

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

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person ▶	Date ▶ May 4, 2023
------------------	----------------------------	---------------------------

General Instructions

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

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

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

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Affidavit Certification Immigration Laws

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

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

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

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

Company Name: Atkins North America, Inc.

Signature: _____

Title: Vice President/Senior Sector Manager

Date: July 11, 2023

State of: Florida

County of: Hillsborough

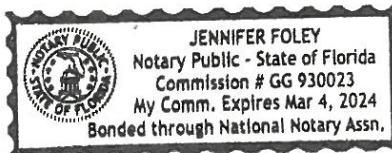
The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 11 day of July, 2023, by Charlotte Maddox (name) as Vice President (title of officer) of Atkins North America, Inc. (entity name), on behalf of the company, who is personally known to me or has produced _____ as identification.

Notary Public Signature: _____

Printed Name of Notary Public: Jennifer Foley

Notary Commission Number and Expiration: GG930023 3-4-24

(AFFIX NOTARY SEAL)



P#78041,KN23

Employment Eligibility Verification (E-Verify) Certification

EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION (Florida Statutes, Section 448.095)

RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

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

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

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


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

Executed this 11 day of July, 2023.

ATTEST:

By: Jennifer Foley
PRINTED NAME: Jennifer Foley
Its: Senior Operations Coordinator

CONSULTANT:

By: 
PRINTED NAME: Charlotte Maddox, PE, D.WRE, CFM, PMP
Its: Vice President/Senior Sector Manager

P#78041,KN23

Tab 2

Approach to the Project



2. Approach to the Project

Project Management and Capabilities

As identified on pages 7 and 8 of the RFP, Atkins provides the following multi-disciplinary services:

- › Civil engineering
- › Utility master planning and hydraulic modeling
- › Water quality master plans and water conservation plans
- › Water quality engineering, modeling, and evaluation
- › Wastewater engineering, treatment, and evaluation
- › Biosolids management design and operation
- › Regulatory compliance and permitting for water and wastewater facilities
- › Utility environmental affairs
- › Land surveying
- › Hydrology and surface water modeling
- › Hydrogeologic modeling and evaluation of water quality data
- › Well construction and abandonment*
- › Well head protection, water quality, and environmental assessments
- › Feasibility studies for developing, improving, and maintaining water, wastewater, and reclaim water systems
- › Geotechnical engineering*
- › Utility acquisition and evaluation*
- › Right-of-way and easement acquisition services
- › Structural engineering as related to water, wastewater, and reclaim water facilities
- › Electrical engineering as related to water, wastewater, and reclaim water facilities
- › Mechanical engineering related to water, wastewater, and reclaim water facilities
- › Constructability plan review/value engineering
- › Instrumentation and controls engineering and programming for SCADA systems
- › Construction administration and construction observation-related engineering services for water, wastewater, and reclaim water facilities
- › Water, wastewater, and reclaim water facilities operational experience
- › Public involvement services, including technical assistance for preparation of public information brochures
- › Water conservation education and/or enforcement*
- › Subsurface utility engineering and locating*
- › Architectural services
- › GIS analysis, SDE management, and GIS database maintenance and support capabilities
- › CADD design capabilities
- › Database and information system development related to utility systems and management
- › Energy audits
- › Green Engineering Practices

**Denotes services provided by subconsultant*

All projects related to the services above will follow Atkins' proven project management approach. This approach follows the project life cycle with the initiating, planning, executing, monitoring/controlling, and closing phases, which include project management policies, procedures, methodologies, and tools to help make every project a success.

Phase 1 - Initiating

The project initiating phase begins when Atkins is first identified for a project. During this phase, contracts, agreements, plans, and reports are reviewed for conformance with general business policies and engineering practices, and the general project needs are examined to ensure that Atkins has the right skills, staff, and qualifications to perform the job. This phase establishes the roadmap for the project and our team's commitment to it, providing the client with the assurance that we are fully prepared to deliver a project that exceeds expectations and reflects their vision.

Phase 2 - Planning

As we move into the second phase, we begin detailing a comprehensive plan before the project kickoff meeting, laying the foundation for success. Atkins' project manager will work closely with the County while developing a detailed scope of work and realistic budget to ensure that all your goals and needs are met.

One of the key elements in the planning phase is the development of the project execution plan (PEP). The PEP is a living document, developed in coordination with the client, which serves as a comprehensive blueprint that

guides the implementation and management of the project. The PEP is regularly updated throughout the project and the latest version is available in the project management folder for easy access by all the project team members. The PEP includes:

- › Documentation on where the project files are to be stored.
- › Project scope of work.
- › Work breakdown structure, including deliverables, milestones, schedules, and budgets.
- › Communication plan, which details how the project manager will communicate with the client, project team members, subconsultants, and other project stakeholders.
- › Staff management plan, including roles, responsibilities, required skills, and reporting relationships.
- › Contact information for all key project team members including subconsultants and project stakeholders.
- › Contract requirements including invoicing details.
- › Risk register, which identifies any potential risks that could be encountered on the project and the plans to mitigate or minimize these risks.
- › Safety plan to ensure all project team members remain safe during field assignments.
- › Quality assurance plan, which documents the quality assurance/quality control (QA/QC) procedures to be utilized for the project, documents the technical leads and QC leads for each project deliverable, and assigns an overall project quality manager to ensure all QA/QC procedures are followed prior to deliverable submittals.

Through our comprehensive planning process, we work closely with you, to develop a detailed scope of work and realistic budget that are centered around your goals

and needs. By investing in this careful preparation, we demonstrate our dedication to meeting your expectations and delivering outcomes that align with your vision.

Phase 3 - Executing

The third phase includes the execution of the project. Successful project delivery depends upon the assignment of staff with the appropriate expertise and availability.

Team

We have preliminarily estimated a requirement for approximately 41 professionals, with additional support staff, specializing in engineering, environmental, and construction management tasks to fulfill the anticipated project needs. The individual skill set and experience of each professional, relative to the services scope, are detailed in the organizational chart provided in Tab 3.

A crucial prerequisite for the successful implementation of any on-call contract task order is the meticulous selection of a task team, chosen for their relevant competencies that align with the needs of the task order. During this crucial phase, our project manager, **Norman Robertson, PE, PMP**, will scrutinize the task order's demands to ascertain the staff quantity and skills required for the task's successful completion. **He will coordinate with this team, while using Atkins' Manpower Planning software, to ensure each team member has appropriate availability for assigned work.**

Atkins has curated a team well versed with the technical prowess to cater to your infrastructure design requisites. Further strengthened by a network of over 980 professionals in Florida, our team is primed to deliver solutions for the most challenging problems, irrespective of the size or intricacy of the task order. This depth and breadth of expertise equips us with the capacity to adjust swiftly to evolving needs, assuring the County of our ability

P#78041,KN.23

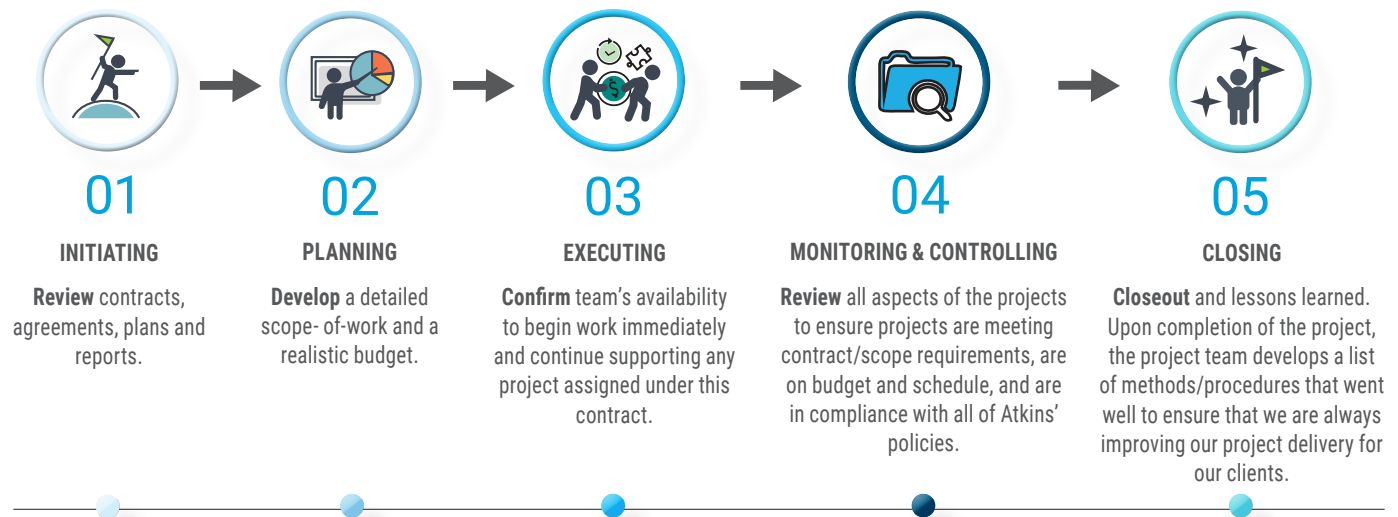


Figure 2.1. Atkins' project process

to assemble a cost-effective mix of personnel tailored to any task order requirements.

Special consideration will be given to ensure that the assigned personnel possess consistent records of delivering thorough and comprehensive outcomes. This evaluation will also steer our choice of subconsultants for the specific assignment. The staff quantity and their credentials will be routinely reviewed in line with the task order's requirements, facilitating necessary adjustments in response to project control requirements, unforeseen changes, or additional requests.

Communication

During the execution phase of the project, communication will adhere strictly to the guidelines outlined in the Communication Plan within the PEP. Client communication typically involves the preparation of agendas and meeting notes for routine progress meetings, supplemented by regular dialogue with the project manager via email and phone conversations.

Atkins operates on a national scale with a Technical Professional Organization structure, where all our technical resources are integrated. This structure facilitates resource sharing across offices nationwide. We utilize Microsoft Teams for internal communication and file sharing and employ Bentley's ProjectWise software for design file sharing amongst our staff, subconsultants, and clients. Such tools and methodologies enable us to negate complexities associated with staff located in different offices and eliminate discrepancies and errors in our deliverables. This systematic approach ensures work is executed with a keen focus on safety, health, and accessibility.

During this execution phase, our priority is turning plans into action. Our professionals, selected specifically for their relevance to the project's requirements, will transform the client's vision into reality. We maintain constant communication, assuring the client that their objectives are our priority. Our ability to adapt and respond effectively to changing needs and challenges further demonstrates our dedication to ensuring our client's success and ultimate satisfaction.

Phase 4 - Monitoring and Controlling

The monitoring and controlling phase is a continuous phase that takes place in parallel with all of the other phases of the project management process. This phase focuses on a review of all aspects of the projects to ensure projects satisfy contract and scope requirements, are on budget and schedule, and comply with Atkins' policies. There are three main components of this phase:

- › **Project reviews.** Project review meetings are held between the project manager and the project director to review the status of the project. These meetings are held every 1-3 months, depending on the complexity of the project. All aspects of the project are reviewed (financials, schedules, scope, resource allocation, etc.) and mitigation plans are developed as needed.
- › **Schedule control.** To appropriately manage resource and work completion, Atkins begins each project with the development of a master schedule that includes comprehensive project controls, as well as schedules that detail each work phase by assignment and associated completion date. The master schedule is reviewed and updated at each project phase to accurately reflect work progress and anticipated needs. Atkins' adherence to established schedules is achieved through proper planning, continuous monitoring, and appropriate follow up action by experienced personnel, in strict compliance with the following guidelines:
 - Development, monitoring, and ongoing updates of a computer software-based project schedule for each task and subtask. This schedule includes all deadlines, milestones, deliverable due dates, and regulatory review points.
 - Frequent communication with client personnel to anticipate, identify, and resolve problems, and to smoothly implement adjustments in work focus or assigned resources.
 - Continuous interaction between the project manager, task managers, and other team members.
- › **Cost control.** Atkins believes positive job control is achieved through the **DIMCA** process, as follows:
 - **D**efine the desired results for each task.
 - **I**nteract with client personnel to provide appropriate instruction and guidelines.
 - **M**onitor the work process.
 - **C**ompare production with anticipated results.
 - **A**just as necessary to achieve desired goals.

Atkins will use our Oracle accounting software to track and evaluate individual task performance. Using this system to continually measure and evaluate work performance, along with our earned value tracking tool, will enable us to identify potential problem areas, predict associated impacts, and then develop and implement appropriate corrective actions. This approach will help minimize conflicts, while supporting quality and efficient service delivery.

QA/QC

Our proposed quality manager, **Jeff Pelletier, PE, PMP, D.WRE**, will oversee the QA/QC process. His location in

our Orlando office will help him perform this QA function impartially, with access to additional resources not involved in the project design. The Atkins project team is locally staffed and well qualified to provide all required services outlined in the RFP.

Atkins believes quality service can only be provided to our clients if we have QC measures in place for all deliverables. To ensure this important step, Atkins develops a QA/QC plan tailored for each assignment. The major objectives of our QA/QC plan are to provide senior-level technical guidance throughout the project, eliminate redundant work and miscommunicated efforts, and ensure consistency and accuracy of deliverables meeting the scope of work.

At each milestone and/or project deliverable point, the work produced undergoes a standard, five-step QC review process prior to completion and/or release. The work product and supporting documentation are gathered and delivered to the QC reviewer from the developing lead technical professional (LTP). The QC reviewer completes an independent review by indicating both items verified and those that may require correction or further clarification. The QC reviewer then returns the documents to the LTP. The LTP reviews the QC comments with the design and management team and indicates concurrence by a red check mark. If there is a difference of opinion, resolution is reached through the use of another qualified technical resource. The agreed-upon adjustments are made to the document by the design team, and a clean, revised document is sent back to the QC reviewer. The QC reviewer checks the revised document and verifies with a green check mark that the appropriate changes were made. The final step is QA, performed by the designated QA/QC manager, verifying that the five-step process was

appropriately performed and authorizing the release of the work product.

This phase provides the client with peace of mind knowing that the project deliverables have been checked and double checked to ensure they meet the project objectives.

How will Atkins perform QC reviews for this contract?

Our QC approach has evolved to include the following elements specific to project delivery. **Every member of the on-site project staff performs “real time” daily QC on our normal focus areas:**



1. Project manager will monitor compliance and review monthly status reports delivered to the County. He will also maintain weekly meetings with staff to ensure project delivery is on schedule.



2. Project director and quality manager will complete reviews, implement best practices, and hold meetings with stakeholders to ensure deliverables meet client expectations.



3. Technical professionals will track the progress and completion of ongoing production and deliverables and work closely with the project manager and quality reviewer to ensure corrective actions are incorporated.

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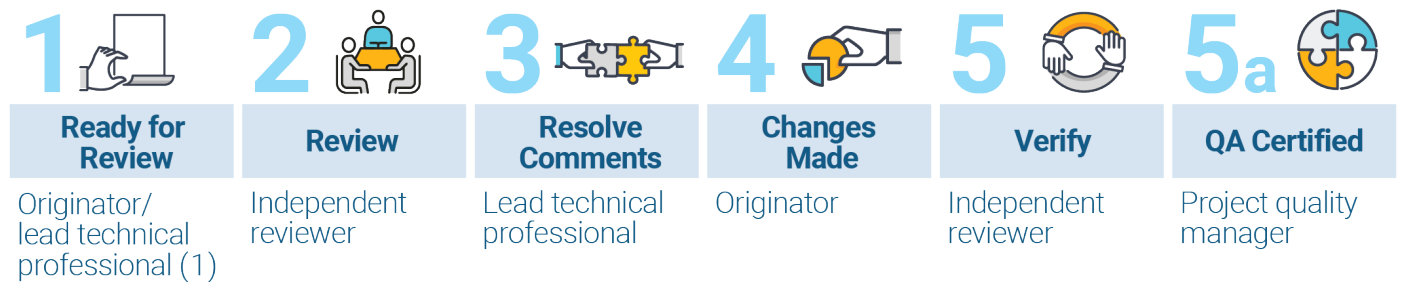


Figure 2.2. Atkins' five-step review process

Phase 5 - Closing

The final phase of the project is closeout and includes more than just sending a final invoice. One key aspect of project closeout at Atkins is lessons learned. Upon completion of the project, the project team develops a list of methods/procedures that went well during the project as well as a list of items that could have been done differently.

These lists are then applied to future projects to ensure that we are always improving project delivery for our clients. These lists, coupled with feedback we have received from the client throughout the project, will ensure we are better prepared to meet your needs with future projects.

Tab 3

Experience, Expertise, Personnel
and Technical Resources



3. Experience, Expertise, Personnel and Technical Resources

Atkins' projects presented below demonstrate our regional experience in addition to more than 20 years of local experience in Polk County. The following examples highlight our team's experience and qualifications on similar projects.

Polk County Utilities Northeast Regional Utilities Services Area Wellfield Monitoring

Project location: Davenport, FL

Project size: N/A

Project cost: \$73,111 (2023)

Client: Polk County Utilities

Summer Collazo

1011 Jim Keene Blvd., Winter Haven, FL 33880

Phone: 863.298.4244

Email: summercollazo@polk-county.net

Completion date: ongoing (estimated 9/30/2023)



Environmental Services - Northeast Regional Utility Service Area (NERUSA) wellfield monitoring includes 10 wetlands equipped with interior and exterior monitoring wells, staff gages, and vegetation transects. Project activities include biweekly water level monitoring, annual vegetation surveys, annual reporting, and 5-year soil assessments.

In 2005, Atkins developed and implemented EMP to address a consent order issued by Southwest Florida Water Management District (SWFWMD). The EMP outlined how environmental conditions near the NERUSA wellfield will be monitored, how unacceptable adverse impacts can be identified, as well as how and when should unacceptable adverse impacts arise, they will be mitigated. EMPs have been subsequently revised to reflect land use changes over the duration of the project.

In 2018, Atkins evaluated groundwater flow model simulations of various withdrawal quantities from the main well and identified drawdown contours within the vicinity of the well and surrounding wetlands as part of the Long-Term Stress Test Plan. After pumping the well at a consistent rate for one year, water levels were analyzed with double-mass curve analyses, nonparametric seasonal trend tests, and multiple linear regressions for 6 years of data.

Atkins performs biweekly water elevation monitoring and annual Wetland Assessment Procedure (WAP) evaluations per SWFWMD protocols to document wetland vegetation conditions. Baseline and period of record wellfield data are used to describe the relationships between surface and groundwater for unaffected and the potentially affected wetlands in annual EMP reports. Annual reports entail evaluating relationships between water levels and rainfall, withdrawals, and historical normal pool; Seasonal Kendall Tau test of trends; and Mann-Whitney comparisons.

GIS - For annual reports, the most current aerial photography is secured from online data sources with the Florida Department of Transportation (FDOT) and compared to historical aerial imagery in order to perform a change detection analysis. Three-band imagery is utilized with a 1, 2, 3 band combination, which is commonly utilized in land cover and vegetation mapping analyses. In addition to true-color imagery, the most recent Florida Land Use, Cover and Forms Classification System (FLUCFCS) data from the SWFWMD was also utilized as an ancillary data set to determine the current landward boundary of the wetlands. Finally, the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) Web Soil Service data is reviewed for the site to evaluate congruence with the photo interpreted wetland boundary, as well as to review areas immediately adjacent to the wetlands.

Surveying and Mapping - Atkins installed and surveyed 21 staff gages and 18 monitoring well associated with the HBMP implementation. Additionally, ground elevations from wetland landward edges to the center were collected in effort to identify water depth dependent transitional, outer deep, and deep zones to meet SWFWMD monitoring requirements.

Change orders: None.

Time extensions: None.

Indian River County Reclaimed Master Plan

Project location: Indian River County, FL

Project size: System-wide reclaimed master plan

Project cost: \$174,909

Client: Indian River County

Rich Meckes

4350 41st Street, Vero Beach, FL 32967

Phone: 772.226.3404

Email: rmeckes@ircgov.com

Completion date: March 2021



Indian River County operates three water treatment facilities (WTFs) in the south, west, and central regions of the county. Reclaimed water is produced at each facility which currently meets the advanced wastewater treatment standards as defined by the Florida Department of Environmental Protection (FDEP). Atkins' Reclaimed Water Master Plan developed a capital improvement plan for the existing regional systems to have adequate disposal for wet weather events in addition to meeting the current and projected customer base.

The reclaimed water customer base will expand more quickly than the expected increase in wastewater flow (reclaimed water supply) throughout the 2040 planning horizon. The goal of the master plan was to establish a backbone for the reclaimed water system where the reclaimed water supply will meet projected demands through 2040. The master plan included a review of existing reclaimed water assets and the hydraulic capacity of the system, as well as an assessment of the ability to meet existing and projected reclaimed water demands. The most important consideration for meeting the existing and proposed reclaimed water demands was the interdependence of the reclaimed water system. The interdependence between the reclaimed water facilities was considered when developing the Reclaimed Water Master Plan, as recommended operational and/or capacity improvements can create challenges for the consecutive facilities.

In addition, Atkins assisted in preparing a strategy, which was subsequently approved, for managing the County's response to the requirements of SB 64 requiring the elimination of surface water discharges for water reclamation facilities throughout the state. This strategy was also a critical consideration for the preparation of the master plan to meet future effluent management needs.

Change orders: None.

Time extensions: The project was extended approximately 6 months while working through the County's strategy direction.



Orange County Utilities Lift Station Package 23

Project location: Orange County, FL

Project size: Five duplex lift stations ranging from 7.5 HP to 20.0 HP

Project cost: \$336,016

Client: Orange County Utilities
Daniel Vaca, PE
9150 Curry Ford Road, Orlando, FL 32825
Phone: 407.254.9791
Email: daniel.vaca@ocfl.net

Completion date: July 2023



Under the continuing service contract Orange County Utilities (OCU) authorized Atkins to prepare a preliminary design report (PDR) documenting evaluation of alternatives for rehabilitation of the existing pump stations, sewer lines, and make recommendations for the optimal method for rehabilitation/replacement of a five existing pump stations

During the preliminary design phase, pump station operating data (run times, wet well operating levels, inflow records including diurnal flow patterns, number of pump starts, etc.), previous maintenance records, system record drawings, projected flows for the collection area associated with each pumps station, and other pertinent data deemed necessary for a thorough evaluation of rehabilitation/replacement options was evaluated to establish future duty points and peaking factors for the replacement pumps.

Records drawings and maintenance record were reviewed and evaluated to establish replacement and rehabilitation options for the existing wet wells and manholes with standalone FRP, and HDPE liners. In conjunction with tabletop analysis of the related data, Atkins team of rehab experts conducted site visits along OCU representatives to filed verification and to observe and document the field conditions.

As a result, new underground structures were not required except for one of the stations where the existing location was within the road right-of-way (ROW) that was replaced with a new wet well. All stations included new SCADA and control panels, site fencing, addition of new manholes, and selected existing gravity sewer cured-in-place-pipe (CIPP) lining.

Atkins team provided design, permitting, bidding, and construction phase services to replace/rehab the pump stations with a new wet well or FRP liners, new submersible pumps, above ground discharge piping and valves, stainless steel risers inside the wet wells, new driveways and gates, manholes rehab, and miscellaneous structural and other site improvements. Based on our bid evaluation, the apparent lower bidder was rejected during bid evaluation and the project was recommended to be awarded to the second low bidder.

Change orders: \$15,877 (4.9%) owner requested changes.

Time extensions: None.



City of Winter Haven SR 542 Buckeye Loop Road to US 27 Utility Relocation

Project location: Winter Haven, FL

Project size: 62,680 lf of 2-, 10-, and 12-inch pipe

Project cost: \$288,484

Client: City of Winter Haven

Todd Gooding

401 6th Street SW, Winter Haven, FL 33880

Phone: 863.298.7569 ext. 3112

Email: tgooding@mywinterhaven.com

Completion date: July 2022



As part of a FDOT roadway project, which widened SR 542 from two to four lanes, including a center turn lane, the City of Winter Haven was required to relocate existing utilities. This was done as a Utility Work by Highway Contractor (UWHC) contract. The project included relocating an existing 8-inch water main, an existing 12-inch water main, and a 6-inch wastewater force main from Buckeye Loop Road to the Peace Canal just west of US 27.

The force main was upsized to a 10-inch force main based on hydraulic modelling completed by our team. In addition to the utility relocations, the City also requested the design of a new 12-inch reclaimed water main and twin 2-inch PVC conduits for future fiber optics along the route. In total, the design included approximately 25,600 linear feet (lf) of water main, wastewater force main, and reclaimed water relocations as well as approximately 37,080 lf of twin 2-inch PVC conduit for future fiber optics.

Due to limited ROW availability, the pipe route was congested with multiple underground utilities. Permits required included Polk County Health Department, FDEP Wastewater, and FDOT Utility permit. Atkins obtained nine partial clearances, five from the water side and four from wastewater side.

Change orders: None.

Time extensions: None.



City of Orlando Lift Station 10 & 11 and Collection System

Project location: Orlando, FL

Project size: Two duplex lift stations 7.5 HP and 10.0 HP

Project cost: \$463,845

Client: City of Orlando

Alan Oyler, PE

3640 Spaulding Road, Orlando, FL 32805

Phone: 407.246.2573

Email: alan.oyler@cityoforlando.net

Completion date: September 2022



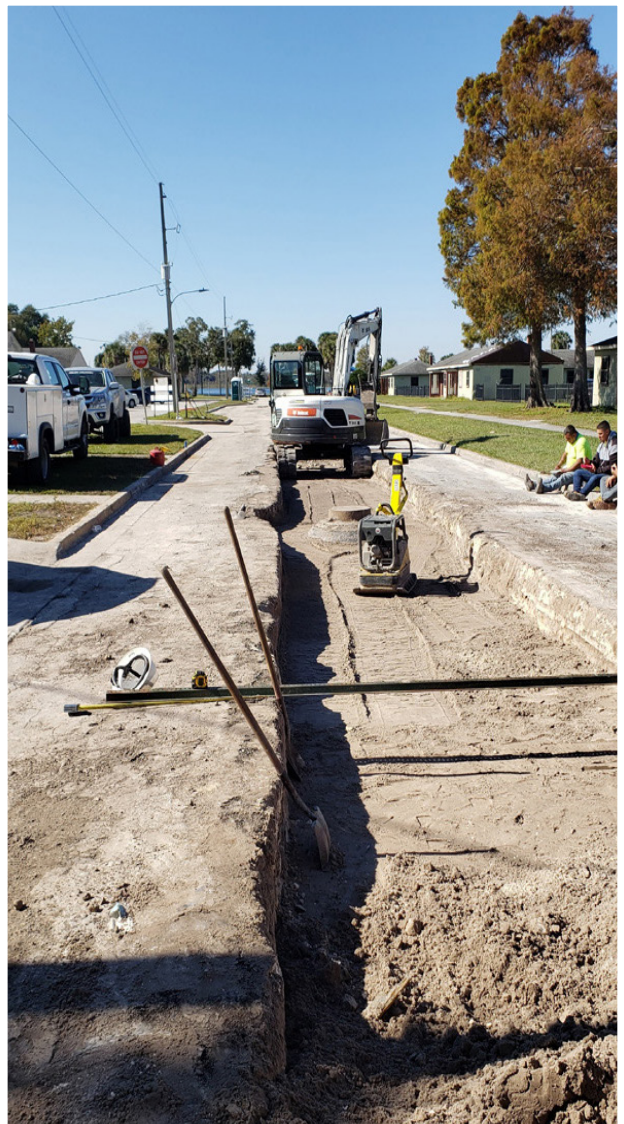
Atkins was commissioned by the City of Orlando to undertake the modernization of Pump Stations #10 and #11. The project entailed the meticulous evaluation and retrofitting of existing wet and dry wells with standalone FRP and HDPE wetwell and manholes, which eliminated the need for a new underground structure. Atkins then upgraded the pump stations with new duplex submersible pumps, on-site emergency power generators, aboveground discharge piping and valves, CIPP lining of all incoming terminal sewer runs, new fencing, a new driveway, and miscellaneous structural and site improvements.

Atkins was additionally asked to provide design, permitting, and construction administration for the replacement of approximately 4,500 lf of existing sewer within the Pump Station #10 service area. This included providing plan/profile sheets for gravity sewer, maintenance of traffic (MOT) plans, and sidewalk improvement plans. Several non-ADA compliant curb ramps were also redesigned to meet the current ADA standards. It was determined that the existing manholes could be rehabilitated rather than replaced.

The City also had the opportunity to "piggyback" on another nearby municipality's construction contract for similar work, which allowed the City to save on mobilization fees as well as cut out the time needed to bid the project. The combination of contract piggybacking and manhole rehabilitation saved the City more than \$1M from the initially projected construction cost of \$1,804,976.

Change orders: None.

Time extensions: None.



City of DeLand 2021 Water Main Improvements

Project location: DeLand, FL

Project size: 84,000 lf of water main in the 5 year program

Project cost: \$150,806 (2021)

Client: City of DeLand

Ray Bahrami

1102 South Garfield Avenue, DeLand, FL 32724

Phone: 386.626.7189

Email: bahramir@deland.org

Completion date: September 2022



Atkins has been providing annual water main improvements design services for the City of DeLand since 2019. Each project replaced smaller-diameter and dissimilar material piping, with minimum 6-inch diameter piping of similar materials with fire hydrants to provide fire protection for residents in different areas throughout the City. Each project obtained FDEP permits and Volusia County ROW permit for each segment of the project at a minimum. Where segments encroached on the FDOT ROW, FDOT utility permits were obtained:

- › 2018 Water Main Improvement project installed approximately 24,000 lf of PVC and HDPE pipe and seven total permits.
- › 2019 Water Main Improvement project installed approximately 23,400 lf of PVC and HDPE pipe and nine total permits.
- › 2020 Water Main Improvement project installed approximately 11,000 lf of PVC and HDPE pipe and eight total permits.
- › 2021 Water Main Improvement project installed approximately 10,500 lf of PVC and HDPE pipe and ten total permits.
- › 2022 Water Main Improvement project installed approximately 16,300 lf of PVC and HDPE pipe.

Change orders: None.

Time extensions: None.



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City of Orlando Water Conserv I WRF Secondary Clarifier Improvements

Project location: Orlando, FL

Project size: Two 110-ft diameter clarifiers with 12-ft side water depth

Project cost: \$251,681

Client: City of Orlando

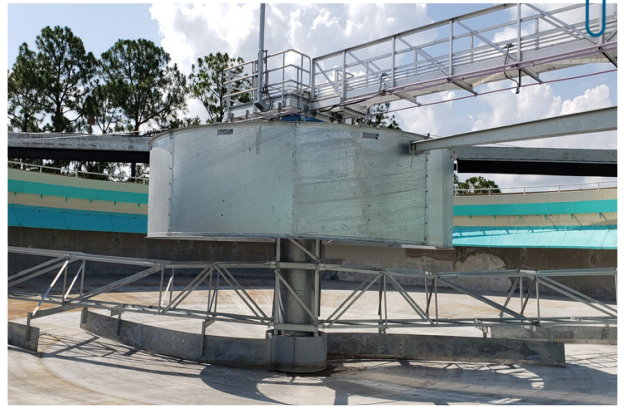
Paul Deuel

11401 Boggy Creek Road, Orlando, FL 32824

Phone: 407.448.1014

Email: paul.deuel@cityoforlando.net

Completion date: September 2021



The Water Conserv I (WCI) facility has a design capacity of 7.5 million gallons per day (mgd) and is classified by FDEP as a Class A, Level 1 treatment plant, which is located at 11401 Boggy Creek Road, Orlando, FL 32824, on a City-owned property.

The plant had two each secondary and final clarifiers. The treated effluent from the plant is used for irrigation or disposed into the RIBS. The secondary clarifiers are 110 feet (ft) in diameter with a side water depth (SWD) of 12 ft and were equipped with dual FRP effluent launders and weirs. The sludge scraper was equipped with suction tubes. The City of Orlando asked the Atkins team to evaluate and make recommendations to replace the existing secondary clarifier mechanisms and sludge withdrawal system with more modern and efficient clarifier mechanism and sludge withdrawal/collection system.

Based on the evaluation presented in the preliminary design report, the following specific improvements were included in the project:

- › Removal and disposal of the existing clarifier mechanism including launders, weirs, and baffles.
- › Installation of new internal concrete launders and coatings.
- › Walkways, control panels, and lighting.
- › Replacement of four scum pumps and piping.
- › Replacement of 24-inch clarifier effluent piping.
- › Demolition of existing scum over-flow and installation of new scum overflow piping.
- › Modification of secondary clarifiers flow splitter boxes.
- › Replacement of two 16-inch RAS magnetic flow meters.
- › Demolition of existing chemical storage tanks and installation of flow straightening vanes to provide proper flow split between two clarifiers.

Change orders: \$19,010 time and materials (T&M) delivery.

Time extensions: None.

Tampa Bay Water Morris Bridge Wellfield Monitoring

Project location: Tampa, FL

Project size: N/A

Project cost: \$323,761

Client: Tampa Bay Water

Joel Deangelis

2575 Enterprise Road, Clearwater, FL 33763

Phone: 727.791.2357

Email: jdeangelis@tampabaywater.org

Completion date: ongoing (estimated 9/30/2023)



Environmental Services - The Morris Bridge Wellfield includes 28 monitored wetlands requiring evaluation and reporting in accordance with the EMP. The project includes ecological monitoring of wetland vegetation and other environmental conditions, semi-annual analyses and reporting, and as needed support to Tampa Bay Water staff for the preparation of sections of the permit-required annual report.

Atkins routinely completes semi-annual impact assessments to quantitatively evaluate water level data at each ecosite; hydrological data comparisons to regional reference sites and identification of wetland outliers relative to performance standards; tabular data including site names, number of consecutive outlier identifications, indication of hydroperiods that were lower than anticipated, indication if lower than expected normal pool offset (NPO), and indication of Candidate Mitigation Site status.

Atkins routinely prepares ecological and hydrological data, including normal pool offsets, current water year and period-of-record statistical outliers based on semi-annual assessment; a summary of water level data (minimum, maximum, and average surface water depth and hydroperiod in days and months); current conditions for all 28 wetlands with a qualitative description addressing any changes in vegetation cover and surrounding land use, and a comparison of surface water levels from previous years will be included; summary of the semi-annual Impact Assessments and sites at which hydrological changes were detected; wetland-dependent wildlife or evidence of their presence (e.g., scat, tracks, burrows, call, or other sign) for each site.

Atkins also conducts semi-annual visits (October and February) at all Morris Bridge Wellfield wetlands to document land use changes and disturbance; field verify conditions identified in aerial photography; inspect wells and other designated monitoring equipment for repairs; and record incidental wildlife sightings. Additionally, Atkins performs annual WAP assessments. All data are collected using Survey123 and imported into Tampa Bay Water's WAP database. Photographs made at photo stations during WAP assessments were also identified and recorded.

GIS - Production of Normal Pool Offset Maps (Entire Year, Wet Season, and Dry Season) for inclusion with the annual report.

Change orders: None.

Time extensions: None.



Organizational Chart

Atkins has assembled a team of highly qualified and experienced professionals with the flexibility to help meet Polk County's needs. Our team, introduced below, has a wealth of experience and was hand-picked based on their background in effectively delivering projects with similar scope requirements.



Subconsultants

- ¹ AVCON, Inc.
- ² L & S Diversified, LLC
- ³ Liquid Solutions Group, LLC
- ⁴ MTB Engineering, Inc.
- ⁵ NADIC Engineering Services, Inc.
- ⁶ Quest Corporation of America, Inc.

-  Key team member
-  Resumé included

All names shown are employees of Atkins unless otherwise noted

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Chris Rader, PE, ENV SP

Chris Rader is a professional engineering and technology leader with more than 26 years of varied leadership, managerial, and technical experience in local government and engineering consulting, and as a veteran of the United States Navy Civil Engineer Corps. He currently leads Atkins' growing Florida water infrastructure business focused on serving public utility clients with an emphasis on water reclamation and water supply facility project delivery.

Current position

- › Senior division manager

Project assignment

- › Project director

Education

- › M.S., Environmental Engineering, University of Central Florida
- › M.S., Information Technology Management, Naval Postgraduate School
- › B.S., Civil Engineering, Tennessee Technological University

Registrations/licenses

- › Professional Engineer - FL #68173

Certifications

- › Envision Sustainability Professional (ENV SP), Institute for Sustainable Infrastructure

Professional affiliations

- › American Society of Civil Engineers
- › American Water Works Association
- › Florida Engineering Society

Relevant project experience

- **Venice Gardens Water Reclamation Facility Expansion and Upgrade, Sarasota County, FL.** Project director and lead Envision Sustainability professional for this 3 to 6 mgd expansion of the facility and upgrade in treatment capability to advanced wastewater treatment (AWT) standards using a new 5-stage membrane bioreactor (MBR) treatment regime. The construction manager at risk (CMAR) project includes a new grit removal and fine screening structure; new biological treatment and MBR basins; new chlorine contact tanks; additional reclaimed storage and pumping capacity; conversion of existing package plants to flow equalization basins; a new administration and operations building; as well as substantial site reconfiguration. Project cost: \$120,000,000 (estimated).
- **Crest Avenue Wastewater Treatment Facility Capacity Expansion, City of Winter Garden, FL.** Project director for this major facility upgrade with capacity expansion from 4.25 mgd to 7.5 mgd and conversion to 5-stage MBR treatment process. The project includes new biological treatment and MBR basins; conversion of two existing trains to the MBR treatment regime; conversion of the remaining two treatment trains to flow equalization and sludge holding; a new headworks facility with grit removal and 2-stage screening; and major upgrades to facility electrical systems to achieve class 1 reliability. Project cost: \$100,000,000 (estimated).
- **Pollard Road Water Production Facility (WPF), Winter Haven, FL.** Project director for this initial 2-mgd phase for the new facility that will provide water to future customers in the City's southwest service area. The WPF includes supply wells, tray aeration, on-site storage, chemical facilities, and staff accommodations. This project also includes accommodations to ensure facility and associated site improvements meet the long-term goals as defined in the City's One Water Master Plan strategy for ensuring a sustainable water supply, beneficial reclaimed water use, and ecologically balanced stormwater management. Project cost: \$12,800,000 (estimated).
- **DeLand Annual Water Main Improvement Design Services, City of DeLand, FL.** Project quality manager responsible for project oversight and quality deliverables during final design, permitting, bidding, and construction phase services for water main improvement projects throughout the City's service area. Each project replaced smaller-diameter, dissimilar material piping, with minimum 6-inch-diameter piping of similar materials with fire hydrants to provide fire protection for residents. Designed and managed at least one project per year from 2008 through 2015, while assisting the City in developing the budget for the upcoming year's project. The 2015 water main improvement project included nearly 5 miles of water improvements ranging in diameter from 4 inches to 12 inches. Project cost: \$4,268,753.
- **Lift Station Nos. 10 and 11 Rehabilitation, City of Orlando, FL.** Project quality manager for the design of a complete sewer replacement for aging gravity sewer system. The project includes preliminary design, final design, permitting, and construction administration for the replacement of approximately 4,500 ft of 8-inch and 10-inch clay pipe with polyvinyl chloride (PVC). All manholes within the project limits will be replaced with pre-cast structures consistent with current design standards and 20 percent of the system will be upsized to 15-inch to accommodate additional system flow from off site through the project limits to Lift Station 10. Project cost: \$1,800,000.



Norman Robertson, PE, PMP

Norman Robertson has over 19 years of experience in managing diverse design projects, including water, wastewater, reclaimed water, stormwater, lift stations, roadways, and site developments. He has successfully delivered dozens of utility relocation and replacement projects using various installation techniques. Currently serving on the board for the Sarasota County Water and Sewer Advisory board and the local American Public Works Association branch as well as an active member of the local Florida Water Environment Association he is deeply involved in his local engineering community.

Current position

- › Project director

Project assignment

- › Project manager

Education

- › B.S., Engineering Management, Missouri University of Science and Technology

Registrations/licenses

- › Professional Engineer - FL #69785

Certifications

- › Project Management Professional (PMP), Project Management Institute (PMI), 1746559, 2014

Professional affiliations

- › Sarasota County Water Sewer Advisory Board Member (2019-present)
- › American Society of Civil Engineers, Suncoast Branch
- › American Public Works Association, Suncoast Branch Board Member, 2013-present
- › Florida Water Environment Association - Manasota Chapter

Relevant project experience

- UWHCA Utility Replacement on SR 542 from Buckeye Loop to US 27, City of Winter Haven, FL.** The relocation of several utilities was required to avoid conflicts with FDOT roadway improvements. Mr. Robertson served as the project manager for the design and permitting of the replacement of several water mains, sanitary force mains, reclaimed water main, and communication conduits. He coordinated the preparation and delivery of necessary documents with FDOT to assist the City in entering into two Utility Work by Highway Contractor Agreements (UWHCAs). The project required the development of plans, technical special provisions, a Utility Work Schedule (UWS), and construction estimates, which needed to conform to FDOT standards while still meeting the City's utility requirements. Project cost: \$3,000,000 (estimated).
- US 41 Utility Replacement, City of Venice Utilities, Venice, FL.** As the project manager and engineer-of-record, Mr. Robertson provided design, permitting, and bidding services for the relocation of several utilities along the US 41 bypass in Venice, Florida. This project was required to address impacts to existing utilities caused by FDOT roadway improvements. Mr. Robertson helped the City to enter into a UWHCA and worked with the FDOT utility coordinator to provide a set of utility construction plans for use with the roadway plans. This project involved relocating potable, raw, and reclaimed water mains; force mains; and gravity sewer mains. Project cost: \$1,500,000 (estimated).
- Utility Relocation Design and UWHCA Assistance, Sarasota, FL.** As the project manager and engineer-of-record, Mr. Robertson provided the design, permitting, and limited construction services for several utility relocation projects resulting from FDOT roadway improvements within the City of Sarasota. He also assisted the City enter into UWHCAs with FDOT by working with FDOT's Utility Coordinator to ensure all requirements of the agreement were met. The project included relocating water and wastewater utilities along US 41, SR 45, SR 758, Siesta Drive, and Osprey Avenue. Project cost: \$850,000 (estimated).
- Siesta Key Lift Station Improvements, Sarasota County, FL.** Mr. Robertson served as the project manager for the rehabilitation design for six lift stations on Siesta Key that were constructed 40-50 years ago and more recently acquired by the County. The design replaces dry-pits and self-priming wastewater pumps with submersible wastewater pumps in the existing wetwell, which will be refurbished and lined. The design includes the replacement of all electric and control panels to provide more uniformity to all the lift stations on Siesta Key. Project cost: \$3,250,000 (estimated).
- Bradenton Road Improvements, City of Sarasota Utilities Department, Sarasota, FL.** Mr. Robertson served as the project manager and engineer-of-record for design, permitting, and bidding to replace approximately 1.25 miles of water main under Bradenton Road. The design required identifying and avoiding conflicts with several existing and proposed utilities within the ROW, removing or abandoning existing pipe including asbestos-cement pipe, meeting FDEP design and permitting requirements, and maintaining existing water main service during construction of the new main. Mr. Robertson also worked on providing the proper documents, including bid forms and technical specifications, to assist in the bidding process. Project cost: \$1,000,000 (estimated).



Renee Price, PWS, CE

Renee Price has 11 years of ecological experience and is currently involved in water quantity and quality monitoring projects within central Florida. For these efforts, Ms. Price is the lead SAS programmer and quantitative ecologist, and evaluates the relationships between water levels, withdrawals, rainfall, and changes in vegetation communities to assess overall ecosystem conditions. Additionally, she participates in threatened and endangered species surveys, contaminant reviews, and due diligence reporting. Her general responsibilities include data collection and management, large-scale and intensive data interpretation, statistical analysis, and reporting.

Current position

- › Senior scientist

Project assignment

- › Assistant project manager

Education

- › Ph.D., Environmental Engineering, University of Florida, expected 2024
- › M.S., Environmental Science and Policy, University of South Florida
- › B.A., Environmental Science, New College of Florida

Certifications

- › Certified Ecologist (CE), Ecological Society of America, 2019
- › Professional Wetland Scientist (PWS) #3598
- › Advanced Florida Master Naturalist, University of Florida IFAS, 2018

Professional affiliations

- › American Ecological Engineering Society
- › American Water Resources Association
- › Ecological Society of America
- › Florida Association of Environmental Professionals
- › Society of Wetland Scientists
- › Tampa Bay Association of Environmental Professionals

Relevant project experience

- NERUSA and Southeast Regional Utilities Service Area (SERUSA), Polk County Utilities, Polk County, FL.** Project manager and scientist responsible for groundwater level monitoring, groundwater quantity evaluations, and short- and long-term monitoring trend analyses and reporting. The project involves WUP mandated biweekly surface and groundwater level monitoring and annual vegetation monitoring to evaluate wetlands potentially affected by aquifer withdrawals. Annual reports include general summary statistics, linear regressions, Kendall Tau, and Mann-Whitney comparisons to examine short- and long-term relationships between water levels, rainfall, and withdrawals, aerial imagery comparisons, as well as soil and vegetation data analyses. Project cost: \$109,805.
- Englewood Wellfield Monitoring, Englewood Water District, Sarasota County, FL.** Project manager and scientist responsible for groundwater level monitoring, groundwater quantity evaluations, and short- and long-term monitoring trend analyses and reporting. This project involves WUP mandated vegetation, soil, and surface/groundwater level monitoring at reference wetlands and wetlands potentially affected by groundwater withdrawals from Englewood Water District. Annual reports include summary statistics and linear regressions to describe short- and long-term relationships between water levels, rainfall, and withdrawals, aerial imagery comparisons, as well as soil and vegetation data analyses. Project cost: \$88,910.
- Morris Bridge Wellfield Monitoring, Tampa Bay Water, Hillsborough County, FL.** Project manager and lead scientist responsible for semi-annual ecological site assessments, annual vegetation monitoring, and short- and long-term monitoring trend analyses and reporting. Monitoring efforts for Morris Bridge are required per a WUP mandated EMP designed to identify adverse environmental impacts in 28 wetlands. Reporting includes semi-annual impact assessments that quantitatively assess water level data for each wetland, including water level conditions, rainfall data, water production, and pan evaporation for the reporting period. Additionally, annual reports include ecological and hydrological data summaries and aerial photographic imagery interpretation. Project cost: \$323,761.
- Van Fleet Long Term Stress Test, Polk County Utilities, Polk County, FL.** Lead scientist responsible for groundwater quantity evaluations, short- and long-term monitoring trend analyses and reporting, and local/regional hydrogeologic data assessments. The Long Term Stress Test was developed in response to outstanding regulatory concerns pertaining to WUPs and to explore withdrawal capacities at the NERUSA wellfield. The test modeled groundwater flow and proposed to consistently pump the water supply well at its permitted annual average withdrawal rate for 365 days with monitoring. The final summary report examined relationships between water levels, withdrawal rates, and rainfall and included single and multiple linear regressions, Kendall Tau analyses, double mass curves, and time series plots. Project cost: \$89,650.



Raj Singh, PE

Raj Singh has 38 years of experience in water and wastewater treatment plant design and troubleshooting, construction cost estimating, sewer system evaluations, field construction supervision, and preparation of operations & maintenance (O&M) manuals. His background also includes the design of potable/reclaimed water booster/high-service pump stations and well head design; design and permitting of potable/reclaimed water transmission/distribution systems; design and permitting of waste collection systems, submersible pump stations, and force mains; landfill gas collection systems; landfill leachate collection storage and pumping; sludge thickening/dewatering/stabilizing/loading facilities; and on-site sodium hypochlorite (NaOCl) generation systems.

Relevant project experience

- **Crest Avenue Wastewater Treatment Facility Capacity Expansion, City of Winter Garden, FL.** Project manager responsible for technical concept development and constructability. Project objectives included meeting or exceeding AWT 5/5/3/1 standards while expanding the treatment capacity from the rated 4.75 mgd to a minimum of 6.0 mgd within the existing footprint of the facility. The preliminary engineering phase has just been completed to convert the treatment process to a 5-stage membrane bioreactor, resulting in achieving effluent standards with no new process tankage and a proposed capacity rating of 7.5 mgd. Project cost: \$100,000,000 (estimated).
- **Silver Springs Shores WWTF Capacity Expansion & Upgrade, Marion County, FL.** Project manager responsible for technical concept development and delivery from preliminary engineering through construction administration. This project included innovative expansion of the treatment facility from 1.5 to 2.0 mgd while meeting effluent 5/5/3/1 treatment standards. The project objectives were accomplished within the footprint of the existing basins and headworks capacity was expanded by appending a new channel to the existing structure. These out of the box approaches saved millions in new construction costs. Project cost: \$4,500,000.
- **Lift Station Nos. 10 and 11 Rehabilitation, City of Orlando, FL.** Project manager responsible for design, permitting, and construction phase services for an existing wet/dry pit type 650 gpm pump station with a submersible pump on an extremely small site in front of a residential dwelling. The station design included an emergency power generator that was eliminated during construction. Project cost: \$1,800,000.
- **Canton Wastewater Treatment Plant Expansion Design Services, City of Canton, GA.** Technical advisor for design of expansion of the existing wastewater plant to 6 mgd. With increased capacity, the facility must meet stringent effluent requirements of 5 mg/l BOD₅, 2 mg/l NH₃-N, and 0.13 mg/l total phosphorus. Monitoring for total nitrogen discharging is also a permit requirement. Atkins also performed a process evaluation and recommended a phased upgrade approach to provide 5/5/3/1 AWT capabilities for the plant capacity rating of 12.5 mgd AADF. Project cost: \$63,800,000.
- **Altamonte Springs Regional Water Reclamation Facility Master Pump Station, Headworks, and Process Improvements, City of Altamonte Springs, FL.** Project manager. Atkins expedited completion of preliminary and final design services. We developed a project design report to establish the design basis for the selected replacement approach. Final design services included 60%, 90%, and bid-ready plans and specifications for complete replacement of existing pretreatment headworks facilities with a new in-ground screening structure, grit removal system, sewer improvements, submersible master influent pump station with dual wet wells, and separate return activated sludge (RAS) pumping station. Project cost: \$10,200,000.

Current position

- › Senior engineer

Project assignment

- › Technical advisor

Education

- › M.S., Environmental Engineering, University of Miami
- › M.S., Civil Engineering, University of Delhi
- › B.S., Civil Engineering, Punjabi University

Registrations/licenses

- › Professional Engineer - FL #41210

Professional affiliations

- › Florida Engineering Society
- › Water Environment Federation



Jeff Pelletier, PE, PMP, D.WRE

Jeff Pelletier has 33 years of water planning experience, including 15 years of experience in planning capital improvement programs (CIP), preparing business case evaluations and planning documents in the water/wastewater industry. He has been the planning manager on regulatory-driven projects and programs worth more than \$10 billion during which he has led and maintained the collection system modeling and applied these models to develop CIPs providing the target level of service. These programs have included integrated planning, using the Environmental Protection Agency (EPA) Integrated Planning Framework, to develop prioritized and affordable implementation schedules for the utility's water, wastewater, and stormwater portfolio. Mr. Pelletier has also successfully negotiated with regulators regarding the technical aspects of a wastewater collection system consent decree.

Relevant project experience

- Houston Wastewater Facilities Disaster Mitigation Large Consolidation Staff Augmentation Services, City of Houston, TX.** Technical manager. To provide greater resiliency against damage caused by flood events, the City of Houston is seeking FEMA funding to eliminate flood-prone wastewater treatment plants (WWTP) by implementing consolidation tunnels to convey flows to expanded WWTPs. The technical aspects of the project include hydraulic modeling and collection system planning, tunneling, and WWTP expansion. Mr. Pelletier leads Atkins' team to provide technical oversight and assistance for the InfoWorks ICM modeling and collection system planning work performed by four consultant teams working in separate areas of the City. His responsibilities include the development of technical guidance documents and QC reviews of hydraulic modeling deliverables and related hydraulic analyses. Project cost: \$2,500,000.
- Asset Management Program, Jefferson County Environmental Services Department, Jefferson County, AL.** Technical manager. Led development of remedial measures plans in the Valley Creek and Cahaba sewer basins to address capacity-related deficiencies and to provide the target level-of-service. The recommended remedial measures included increased conveyance, offline storage, and source reduction through comprehensive, public-side sewer and manhole rehabilitation. Developed a CIP project prioritization scoring system to maximize benefits early on during program implementation. Managed flow and rainfall monitoring program (\$5 million, 3-year contract) to provide data for pre and post-construction system characterization, model calibration, and SSO reporting. Performed QA/QC reviews of hydraulic modeling and capacity assessment report deliverables. Managed an optimization and prioritization task to refine the Remedial Measures Plans to maximize ROI using Optimizer™, which uses a genetic algorithm and cloud computing, resulting in a 25 percent savings (\$40 million) in capital costs. Project cost: \$20,000,000.
- Boston Inundation Model, Boston Water and Sewer Commission (BWSC), Boston, MA.** Technical manager and key contributor to the project planning, modeling software selection, design storm development, and training program. For this project, a 1D model of the combined sanitary and storm systems was integrated with a 2D surface model of the City of Boston. Boundary conditions to the model accounted for sea level rise and tidal surge. Representative dynamic design storms were developed to simulate tropical storms and hurricanes, Nor'easters, frontal storms, and summer thunderstorms and accounted for climate change. The model was used to predict the extent, depth, and duration of inundation under current and future conditions. Custom public-facing and client-facing graphical user interfaces were developed using ArcGIS StoryMaps™ and Microsoft Power BI™, respectively. In order to transition the model and user interface deliverables to BWSC, hands-on training was conducted, as well as a series of video training modules. Project cost: \$1,000,000.

Current position

- › Senior project director

Project assignment

- › Quality manager

Education

- › M.S., Civil Engineering, Cleveland State University
- › B.S., Civil Engineering, Youngstown State University

Registrations/licenses

- › Professional Engineer - FL #88348

Certifications

- › Project Management Professional (PMP), Project Management Institute
- › Diplomat, Water Resources Engineer (D.WRE), American Academy of Water Resources Engineers



Yvonne Picard, PE

Yvonne Picard has 34 years of experience supporting municipalities on water and wastewater infrastructure improvement projects and programs, providing management, design and construction services. She has extensive experience in construction document preparation and services during construction as well as with design/build projects. Ms. Picard has served in various capacities on large CIP, providing client support in asset management, design consultant oversight/coordination, master planning, water quality management, and work planning.

Current position

- › Senior project manager

Project assignment

- › Mechanical engineering related to water, wastewater and reclaim water facilities

Education

- › B.S., Mechanical Engineering, University of Florida
- › A.S., Forestry, Lake City Community College

Registrations/licenses

- › Professional Engineer - FL #48844

Professional affiliations

- › American Water Works Association

Relevant project experience

- Indian River County Reclaimed Water Master Plan, Indian River County, FL.** Provided technical and management expertise in providing the first comprehensive master plan associated with the Indian River County's reclaimed water system. The master plan included evaluations of the current state of the system, review of present and anticipated future reclaimed water supply, and determination of future demands. These evaluations resulted in recommended improvements associated with reclaimed water storage, reduction of hydraulic constraints, and modifications to operation processes. Improvements were prioritized and conceptual cost estimates were provided to assist the County in creating a long-term CIP. Project cost: \$174,110.
- Pollard Road Water Production Facility (WPF), Winter Haven, FL.** As project manager and lead engineer, Ms. Picard lead design and construction services for the Pollard Road WPF. The Pollard Road WPF is designed for an initial capacity of 2 mgd and will provide water to future customers in the City's southwest service area. The WPF includes supply wells, tray aeration, on-site storage, chemical facilities, and staff accommodations. Project cost: \$12,800,000 (estimated).
- Crest Avenue Wastewater Treatment Facility Capacity Expansion, City of Winter Garden, FL.** Design delivery manager for the design and construction of the expansion of the plant from 4.75 to 7.5 mgd. Expansion includes optimization of the treatment process to meet stringent effluent requirements while in expanding capacity within the existing tankage. Treatment processes include new headworks and equalization basins, membrane bioreactors, and structural modifications to existing basins. Project cost: \$100,000,000 (estimated).
- Canton Wastewater Treatment Plant Expansion Design Services, City of Canton, GA.** Lead mechanical engineer responsible for support of construction document preparation for process and mechanical equipment. Atkins was retained by the City to design the expansion of the existing wastewater plant from 4.0 to 7.0 mgd. With increased capacity, the facility was required to meet stringent effluent requirements of 5 mg/L BOD5, 2 mg/L NH3-N and 0.13 mg/L total phosphorous. With minimal open space to expand and constrained by adjacent property owners, Atkins determined that the best option for expansion was the MBR process. As lead mechanical engineer, Ms. Picard was responsible for equipment design for all of the Solids Handling Facility, including digesters, thickeners, presses, pumps, dryer equipment, and odor control. The construction was awarded in January 2021. Project cost: \$63,800,000.
- Miscellaneous WWTF Projects, The Villages, FL.** As project manager and lead engineer, Ms. Picard provides technical and management expertise on technical evaluations, design, and construction projects associated with improvements at the four WWTFs located in the retirement community of The Villages. Projects include filtration and mixing system evaluations, odor control facility design, concrete channel repair and coating, filter system upgrades, chemical system improvements, and other general plant improvements. Project cost: \$1,000,000 - \$5,000,000.



Juan Carlos Vilca, PE

Juan Carlos Vilca has 34 years of experience in the water/wastewater treatment field, specializing in wastewater treatment process design, process mechanical design, design services during construction and facility operations. His experience encompasses project management, task management, design, construction, and evaluation of large scale and small-scale water and wastewater treatment facilities, pilot plant operation, laboratory operation, and permitting. Mr. Vilca has been involved in a variety of projects for water and wastewater treatment facilities in Florida, New York, New Jersey, Connecticut, and North Carolina.

Current position

- › Technical manager

Project assignment

- › Water, wastewater, and reclaim water facilities operational experience

Education

- › M.S., Environmental Engineering, City College of New York
- › B.S., Civil Engineering, City College of New York

Registrations/licenses

- › Professional Engineer - FL #65466

Professional affiliations

- › Water Environment Federation

Relevant project experience

- **Carolina RWWTP Improvements Phase II, Puerto Rico Aqueduct & Sewer Authority, PR.** Project manager for design services for improvements to various processes and equipment at the Carolina Regional Wastewater Treatment Plant located in Loiza, Puerto Rico. Responsible for management of the multi-discipline design team and coordination with the lead office located in Puerto Rico. Project cost: \$48,800,000 (estimated).
- **Crest Avenue Wastewater Treatment Plant Expansion, City of Winter Garden, FL.** Senior process mechanical engineer responsible for design of upgrades to two existing secondary treatment trains. The project involves expansion of the existing treatment facility including installation of MBR treatment trains. Design tasks involve review of existing documents, development of design criteria, modification to existing treatment basins, equipment sizing and drawing development as part of the overall plant expansion design. Responsible for coordination and oversight of other process mechanical engineers designing additional components of the facility expansion. Project cost: \$100,000,000 (estimated).
- **Bee Ridge WRF Class V Recharge Wells, Pump Station and Pipeline, Sarasota County Utilities, FL.** Project manager for design services during construction. The project involved design, permitting, public participation, bidding, and construction phase for two 18.6 mgd Class V recharge wells, monitoring wells, a pumping station, and 1,100 lf of 24-inch and 30-inch interconnecting piping serving the County's Bee Ridge Water Reclamation Facility. Responsible for construction phase services. Project cost: \$8,670,000 (estimated).
- **Waterset Sports Complex RW Pump Station and Storage Tank, Hillsborough County, FL.** Task manager for construction phase services. The project involved design, permitting, bidding, and construction phase for construction of a 5-million gallon welded steel ground storage tank, high service pump station, associated piping, valving, electrical distribution and control systems. Responsible for construction phase services/closeout. Project cost: \$8,270,000 (estimated).
- **FDOT I-10 Columbia County/Suwanee County Rest Area Wastewater Treatment Plant Assessment, FDOT, Columbia County, FL.** Task manager. Responsible for inspection and condition assessment of a packaged WWTP serving two rest areas along Interstate-10 in North Florida. Responsibilities included inspection and condition evaluation of process equipment throughout the WWTP; development of an Assessment Report detailing the condition and recommendations for the plant in general as well as individual pieces of equipment, including conceptual level costs and scheduling; and development of an interim plan for maintaining operability of the existing equipment and further evaluation and repair of critical equipment en route to a full rehabilitation of the facility. Project cost: \$484,000 (estimated).



Chad Setzer, PE

Chad Setzer has 22 years of experience in the water/wastewater field. His background includes the design and construction of potable water distribution systems, wastewater collection and distribution systems, lift stations, and reclaimed water distribution and transmission systems. Mr. Setzer is familiar with the requirements of several permitting regulatory agencies, including FDEP, FDOT, U.S. Army Corps of Engineers (USACE), Florida Central Railroad, CSX, and local municipalities.

Current position

- › Senior project manager

Project assignment

- › Water, wastewater, and reclaim water distribution and collection

Education

- › B.S., Civil Engineering, University of Toledo

Registrations/licenses

- › Professional Engineer - FL #64396

Certifications

- › Pipeline Assessment Certification Program (PACP) U-1218-0703001217

Relevant project experience

- DeLand Annual Water Main Improvement Design Services, City of DeLand, FL.** Mr. Setzer provided design engineering, permitting, bid phase, and limited construction phase services for the City of DeLand, as well as annual water main improvements design services since 2018. Each project replaced smaller diameter and dissimilar material piping, with minimum 6-inch diameter piping of similar materials with fire hydrants to provide fire protection for residents in different areas throughout the City. Each project obtained FDEP permits and Volusia County ROW permit for each segment of the project at a minimum. Project cost: \$4,268,753.
- SR 542 First Street to Buckeye Loop Road – FDOT Utility Relocation Project, City of Winter Haven, FL.** Mr. Setzer provided design engineering, permitting, bid phase, and limited construction phase services for this project. As part of a FDOT roadway project, which widened SR 542 from two to four lanes, including a center turn lane, the City of Winter Haven was required to relocate existing utilities. This was done as a UWHC contract. This project consisted utility relocations as part of an FDOT roadway improvement project. The utility relocation includes 22,000 lf of 2-inch PVC conduit for a future fiber optic line, 32,000 lf of 6-, 8-, 10-, and 12-inch wastewater force main, gravity sanitary sewer, and potable water. Mr. Setzer obtained one Polk County Health Department permit, one FDEP wastewater permit, and one FDOT utility permit. Project cost: \$4,073,653.
- SR 527 Utility Relocates Sand Lake Road to Mandalay Road, Orlando Utility Commission, FL.** Mr. Setzer provided design engineering, permitting, bid phase, and limited construction phase services on this project. The project is a utility relocate project in conjunction with two different FDOT roadway projects. The water mains will be relocated outside of the pavement limits of the project as well as abandon and grout fill an existing cast iron water main that is under SR 527. The project consisted of installation of 4,500 lf of 2-inch PVC WM, 560 lf of 6-inch, and 80 lf 16-inch DIP WM, removal of 2,500 lf of pipe ranging in size from 2 inches to 16 inches, and grout filling 4,400 lf of pipe ranging in size from 2 inches to 8 inches. Mr. Setzer obtained one FDEP permit, two FDOT utility permits, and one Orange County public works e-permit. Project cost: \$889,790.
- Western Way Utilities Extension, Reedy Creek Improvement District, FL.** Mr. Setzer provided design engineering, permitting, bid phase, and limited construction phase services for this multi-phase project. Phase 1 included relocating an existing 8-inch water main, 8-inch reclaimed water main, and 10-inch gravity sewer out of the roadway corridor for a roadway project. Phase 2 included extending a 24-inch water main, 20-inch reclaimed water main, and wastewater force main (varies in size from 12 to 20 inches) approximately 8,000 ft each for a future tie-in for pipelines. Phase 3 included extending a 24-inch water main, 20-inch reclaimed water main, and 12-inch wastewater force main east approximately 2,500 each to tie into existing pipelines. Mr. Setzer obtained four total permits for this project from the following regulatory agencies: FDEP potable water, FDEP wastewater, Orange County ROW, and WDW environmental permit. Project cost: \$6,075,000.



Audreen Robinson, PE

Audreen Robinson has 9 years of experience as an engineer in the water/wastewater utilities industry. Her experience includes work on infrastructure improvement projects, including water distribution systems, wastewater collection systems, and plant improvement projects. Ms. Robinson's involvement in design and construction service experience includes construction document preparation, permitting, shop drawing review, and closeout document preparation and review.

Current position

› Engineer

Project assignment

› Utility master planning and hydraulic modeling

Education

› B.S., Chemical Engineering, University of Florida

Registrations/licenses

› Professional Engineer - FL #94406

Relevant project experience

- **DeLand Annual Water Main Improvements Design Services, City of DeLand, FL.** Engineer responsible for reviewing surveys and proposing preliminary water main layouts. This task order involves design and construction phase services for water main improvements throughout the City of DeLand. Project cost: \$4,268,753.
- **Pump Station R/R Package 23 Improvements, Orange County, FL.** Engineer. Atkins serves as the Prime to prepare a preliminary design report (PDR) documenting evaluation of alternatives for rehabilitation of the existing pump stations, sewer lines, and make recommendations for the optimal method for rehabilitation/replacement of a five existing pump stations. Project cost: \$2,165,000.
- **North Sumter County Utility Dependent District, VCSA AND LSSA Wastewater Treatment Facilities (WWTF) Headworks Improvements, The Villages, FL.** Engineer responsible for assisting in evaluation and design of improvements to the headworks facilities at both VCSA and LSSA WWTFs including upgrades associated with bypass operations, odor control facilities, and corrosion of mechanical and structural elements. The intent of the project is to create a passive bypass operation at each headworks facility, define and specify the necessary repairs and corrosion protection coatings for structural elements, and provide two-stage biotrickling filtration systems for odor control at each Plant. Project cost: \$1,124,700.
- **North Sumter County Utility Dependent District, CSU and NSU Wastewater Treatment Facilities (WWTF) Hypochlorite Facility Improvements, The Villages, FL.** Engineer responsible for assisting in design and construction services for improvements to the sodium hypochlorite systems at CSU and NSU WWTFs. The improvements include replacement of the existing chemical metering pumps with diaphragm metering pumps at the CSU WWTF, and addition of two new duplex pump skids and associated piping, valves, and injection site at the NSU WWTF, followed by the demolition of existing pumps and piping. Project cost: \$108,700.



David Loy, CE, ISA Certified Arborist

David Loy has 19 years of experience providing environmental permitting, resource mapping, and linear infrastructure consulting services for a variety of projects throughout Florida. Mr. Loy has extensive experience with agency coordination, Section 7 consultation, wetlands permitting, mitigation implementation and design, functional assessment, and Sovereign Submerged Lands (SSL) authorizations. He also has experience with performing seagrass surveys, hydrologic and vegetative monitoring of mitigation sites, National Pollutant Discharge Elimination System (NPDES) inspection, and providing construction inspection services for natural systems projects.

Mr. Loy has served as technical manager, project manager, and senior ecological lead on a variety of FDOT projects requiring extensive environmental surveys, permitting, and the preparation of technical documents, including U.S. Fish and Wildlife Service (USFWS) concurrence requests, Environmental Resource Permit (ERP) applications, and Endangered Species Biological Assessment (ESBAs) in accordance with the FDOT Project Development and Environment (PD&E) Manual.

Relevant project experience

- **Pollard Road Water Treatment Plant - Blue-Tailed Mole Skink, Sand Skink, and Gopher Tortoise Surveys, City of Winter Haven, Polk County, FL.** Permitting lead and field scientist responsible for blue-tailed mole skink and sand skink cover board survey as well as gopher tortoise pedestrian survey in accordance with the USFWS February 2012 Peninsular Florida Species Conservation Consultation Guide, and the completion of consultation with USFWS as required by the Endangered Species Act (ESA). Project cost: \$25,000.
- **Crystal River Pipeline, Crystal River, FL.** Project manager and senior permitting lead responsible for permitting a water reuse pipeline for the benefit of the City of Crystal River and Progress Energy, in order to reduce deep-well and surface discharge of power plant cooling water and to provide an alternative water supply. Ecological work consists of informal consultation with state and federal wildlife agencies for bald eagles, southeastern American kestrel, Sherman's fox squirrel, red-cockaded woodpeckers, wood storks, and eastern indigo snakes; Florida scrub jay survey and informal consultation; gopher tortoise survey and temporary relocation; wetland delineation and functional assessment; and permitting through FDEP and USACE. Project cost: \$75,000.
- **West Pipkin Road/Medulla Road, Lakeland, FL.** Senior permitter overseeing final exotic species' treatment, monitoring, and permit compliance, including agency coordination to assure completion of mitigation in satisfaction of permit criteria and timelines. Atkins' ecologists obtained state and federal environmental permits for the road construction and designed over 10 acres of forested and herbaceous wetland creation as mitigation for this project's impacts. Project cost: \$21,000.
- **I-4 at SR 559, FDOT District One and Cone & Graham, Polk County, FL.** Permitting lead responsible for the successful completion of a sand skink survey and the completion of informal Section 7 consultation, USFWS effects determination request, and sand skink survey report. Atkins successfully obtained all environmental clearances for this project within a tight time frame, including SWFWMD and USACE permits, skink surveys, and May Affect Not Likely to Adversely Affect (MANLAA) determination from USFWS. Project cost: \$50,000.

Current position

- › Senior scientist

Project assignment

- › Utility environmental affairs

Education

- › M.S., Environmental Science, College of Charleston
- › B.S., Marine Biology, University of North Carolina

Certifications

- › Certified Ecologist (CE), Ecological Society of America
- › International Society of Arboriculture (ISA), Certified Arborist FL-5825A
- › Certified Open Water Diver

Professional affiliations

- › Society of Wetland Scientists
- › International Society of Arboriculture National
- › Association of Environmental Professionals, Florida and Tampa Bay chapters
- › Ecological Society of America

Subconsultants

Our subconsultants for this important pursuit were selected based on our experience with their responsive staff, attention to quality, and ability to provide services in a timely and responsive manner. Atkins' subconsultant team members bring specialized, relevant expertise and have local knowledge that will facilitate project success.



AVCON, Inc. (AVCON) - MBE, founded in 1988, serves the aviation, facilities, transportation, and development industries and employs over 100

professionals with expertise in all aspects of civil engineering, electrical engineering, mechanical engineering, plumbing engineering, fire protection design, utilities coordination and design, and structural engineering; traffic planning and highway design; aviation planning and design; and a full array of design and construction support services. AVCON has built its reputation on delivering innovative and practical engineering solutions to clients throughout the Southeast. These solutions blend both economic and technological elements to provide an effective approach to all the firm's projects.

AVCON has recent experience working in Polk County. The firm's structural team is currently working on a Mast Arm project along Grove Road, and the MEP team is finishing a plumbing and fire protection project at Garner Elementary School for Polk County Public Schools.



Jason Teliszczak
Constructability plan review/value engineering

Jason Teliszczak has over 22 years of experience in the engineering, environmental, quality, safety, and

security fields. He has worked on a variety of projects, including Southport Landfill Leachate Collection Tank Assessment, Osceola County, FL; Orlando International Airport Structural Assessment, Orlando, FL; Orlando International Airport Emergency Assessment: Terminal Enplane-Deplane Canopies, Orlando, FL; FDOT District Two Interstate I-75 State Line Entrance Feature; Orlando International Airport Airside 2 and 4 Automated People Mover Structures Condition Assessment, Orlando, FL; Treasure Coast International Airport MRO Hangar and Associated Office/Shop Space, St. Lucie County, FL; Winter Park High School Pavement/Drainage Rehabilitation, Winter Park, FL; and Integrys/Peoples Gas Accelerated Main Replacement Program, a 20-year, 1900-mile gas main project.



L & S Diversified

L & S Diversified, LLC (L & S) -

W/MBE, founded in 2010, is a Florida based company with headquarters in Casselberry, Florida. L & S is a fully

integrated firm positioned to design, survey, map, model, and designate utilities for governments, businesses, and organizations throughout Florida. The company provides surveying and mapping, construction surveying, LiDAR, GIS, and subsurface utility engineering (SUE) to the transportation, private development, environmental, energy, and government markets.

Since its inception, L & S has expanded their services from traditional surveying & mapping to LiDAR and SUE. The company has grown by a combination of aggressive strategic marketing, integrating, and providing a broad range of services, and delivering maximum value to clients.

L & S has a good working relationship with Atkins and has performed numerous surveying and SUE projects throughout Central Florida.



Sherry Manor, PSM
Land surveying

Sherry Manor has over 18 years of involvement in large scale boundary and topographic surveys, subdivision platting, specific

purpose route surveys, ROW mapping, and construction surveying. Her responsibilities include the management and supervision of all technical staff, as well as review and QC of all surveying and mapping work. Ms. Manor sets the direction of the company for continued growth and success, oversees the management team, and ensures the company's core values are followed and applied in everyday work. Currently, under her supervision, L & S holds subcontracts for several City and County Continuing Engineering and Surveying Services and has provided professional surveying services for hundreds of private commercial and public design and construction projects.



Brad Alexander, PE, PSM
Subsurface utility engineering and locating

Brad Alexander has 24 years of experience as civil engineer and surveyor. He is well versed in the

design of water, wastewater, and reclaimed water systems; lift-stations; site development; permitting; materials testing; and locating existing underground utilities with ground penetrating radar (GPR). Mr. Alexander also has an extensive survey background, which includes boundary, topographic, ALTA/ACSM land title, condominium, as-built, SUE, and construction surveying.



Liquid Solutions Group, LLC (LSG)

- MBE provides water resources and water supply engineering, planning, permitting, and modeling for a variety of applications to large public utilities, small private utilities, utility collaboratives, water management districts, and national engineering firms.

LSG staff have performed in a wide variety groundwater flow modeling projects throughout Florida, including modeling in support of water use permits, well design, rapid infiltration basin permitting and design, water supply and reclaimed water planning, and injection and ASR well permitting and design. LSG staff have performed groundwater flow modeling in support of several Polk County Utilities projects, including South Florida Water Management District (SFWMD) WUP Modification for NERUSA, SFWMD WUP Modification for the Northwest Regional Utility Service Area (NWRUSA), NWRUSA Water Production Facility Consolidation Project, NWRUSA Reclaimed Water Master Plan, and SFWMD WUP 10-year Compliance Report for NERUSA.



Brian Megic, PE
Water supply evaluation, compliance, and permitting

Brian Megic has more than 20 years of experience as a water resources engineer in Florida. He

has performed water supply planning, modeling, permitting, design, and construction related services for a wide-range of clients with varying capital improvement budgets. Mr. Megic's specific project experience includes a variety of water resource evaluations; groundwater, surface water, and statistical modeling; water resources planning including water (traditional and alternative), wastewater, and non-potable water utility master planning; aquifer recharge; reclaimed water and water facility design; and permitting.



MTB|Engineering|Inc

MTB Engineering, Inc. (MTB) - W/MBE

is a woman-owned consulting structural engineering firm established in 2013. With experience of over 23 years in the structural engineering business with a vast variety of projects from simple one-story buildings to 16-story buildings and everything in between, including specialty type engineering like water and wastewater treatment plant design, parking garages, and site civil structures. MTB strives to maintain client satisfaction by utilizing creative, cost-effective solutions to everyday problems.

Melissa Blaney, PE
Structural engineering

Melissa Blaney has over 23 years of diverse structural experience. She has designed projects for retail, commercial, residential, environmental, federal, and industrial applications. Ms. Blaney experience includes design of structures using masonry, steel, aluminum, light gage steel, cast-in-place concrete, and wood for both traditional design-bid-build and design-build contracts. She has worked extensively with clients that have very specialized, sensitive needs, such as Orange County, Federal Aviation Administration (FAA), NASA, Patrick Air Force Base, and Disney.



NADIC Engineering Services, Inc. (NADIC)

- W/MBE is a client-driven engineering firm providing geotechnical, geo-environmental, and construction materials testing and inspection services. NADIC provides consulting, design,

and construction services through technical excellence, innovative solutions, and devoted client service. The company has established strong policies on QA/QC for each project. NADIC has assembled a highly qualified and experienced professional, technical, and administrative staff who work together to satisfy clients' needs. Each project presents unique opportunities through its location, types of engineering required, and economic importance to clients. Since its founding in September 2001, NADIC has performed over 5,000 projects throughout Florida.



Godwin Nnadi, Ph.D., PE
Geotechnical engineering

Godwin Nnadi directs and manages NADIC's operations throughout Florida. He has more than 41 years of experience in geotechnical

and geo-environmental engineering applications in various areas such as civil, transportation, industrial, and environmental systems. Dr. Nnadi has authored and co-authored over 14 publications and was an adjunct professor at University of Central Florida, Civil and Environmental Department.



Quest Corporation of America, Inc. (Quest) - WBE

is a woman-owned community engagement firm with

a highly respected reputation for serving public sector clients throughout Florida. Quest provides full-service communications and public outreach services, including an award-winning creative design and innovative technologies team. Quest has spearheaded public and stakeholder involvement for many construction phase engineering

services for water, wastewater, stormwater and flood remediation projects, and utilities throughout Florida, including numerous communications and community outreach tasks, public meeting planning, administering surveys, and multimodal and corridor planning, design, and construction projects in Central, West Central, and Southwest Florida.



Nancy Morgan
Public involvement services,
including technical assistance for
preparation of public information
brochures

Nancy Morgan offers a 20-year tenure in communications, public relations, journalism, media relations, community outreach, event planning, and

research and writing. She conveys complex messages into materials easily understood by diverse audiences. Ms. Morgan served as the communications liaison for Sarasota County Government's Utilities Division, managing the Utilities' public presence through website redesign, positive social media posts and monitoring, and responding to public comments regarding all utility, wastewater, treatment plant, and potable water projects. She also worked closely with University of Florida's IFAS Extension services on promoting water conservation practices, reducing nutrient infiltration into county bodies of water through stormwater runoff, and created a social media education initiative to help reduce fats, oils, and grease in county wastewater infrastructure.

Tab 4

Is the Firm a “Polk County Entity”?



4. Is the Firm a "Polk County Entity?"

Atkins is a Polk County entity. Our Bartow office was established in 2009 and currently has 34 employees.

600 North Broadway Avenue, Suite 300
Bartow, FL 33830

Atkins' headquarters is located in Tampa, FL.

4030 West Boy Scout Boulevard, Suite 700
Tampa, FL 33607

Our City of Bartow and Hillsborough County business tax receipts are provided below.

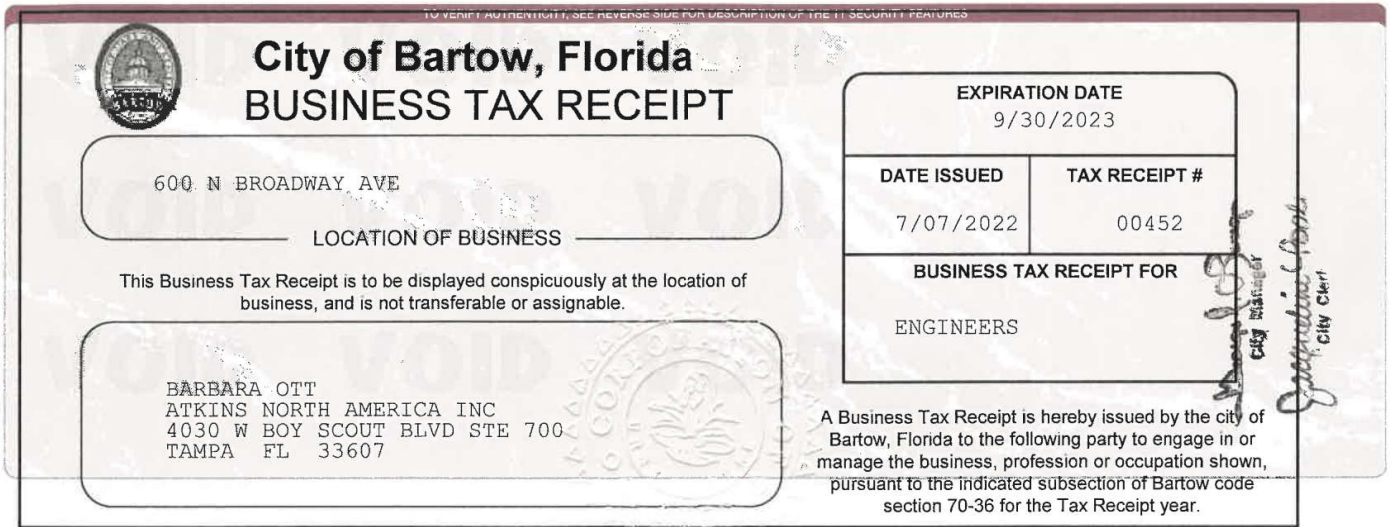


Figure 4.1. Atkins' City of Bartow business tax receipt

2022 - 2023 HILLSBOROUGH COUNTY BUSINESS TAX RECEIPT
OCC. CODE 260.008000 ENGINEER-PROFESSIONAL, CONSULTING

EXPIRES SEPTEMBER 30, 2023

ACCOUNT NO. 233174
RENEWAL

Receipt Fee	30.00
Hazardous Waste Surcharge	0.00
Law Library Fee	0.00
CA24	

BUSINESS ATKINS NORTH AMERICA INC
4030 W BOY SCOUT BLVD 700
TAMPA, FL 33607

2022 - 2023

NAME ATKINS NORTH AMERICA INC
MAILING ATTENTION: TAX DEPARTMENT
ADDRESS 4030 WEST BOY SCOUT BLVD STE 700
TAMPA, FL 33607

Paid 21-0-503826
07/14/2022 30.00

BUSINESS TAX RECEIPT

HAS HEREBY PAID A PRIVILEGE TAX TO ENGAGE
IN BUSINESS, PROFESSION, OR OCCUPATION SPECIFIED HEREON

NANCY C MILLAN, TAX COLLECTOR
813-635-5200
THIS BECOMES A TAX RECEIPT WHEN VALIDATED.

Figure 4.2. Atkins' Hillsborough County business tax receipt

P#78041,KN,23

Tab 5

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



5. Is the Firm a "Certified Woman or Minority Business Enterprise"

Atkins believes in and practices the philosophy of equal opportunity. We recruit and promote on an equal basis, regardless of race, color, religion, sex, sexual orientation, national origin, age, marital status, handicap/disability, or veteran status. Every day, we strive to be more inclusive, more collaborative and more innovative in how we drive change.

Atkins is committed in policy and practice to a business free of discrimination. Policies and procedures are in place to ensure standardization and equity in employment practices, including hiring, promotions, training, and other programs. Various affirmative actions taken by Atkins include placing hiring notices in a broad range of venues, standard interview questions that focus on position requirements, and participating in scholastic internships and employment fairs to broaden our future employee base.

Atkins is committed to enhancing the lives of our clients, employees, and the communities where we live and work. Atkins is also deeply committed to supporting, mentoring, and growing W/MBEs. We believe that strong W/MBE partners ensure a healthy local economy and thriving consulting industry.

Atkins has developed a diversity initiative program to enhance our corporate culture and better reflect our community values. We have an established corporate philosophy that promotes fair and equitable consideration and utilization of W/MBE subcontractors, suppliers, or vendors in support of all of our company programs. Atkins strives to build long-term relationships with W/MBEs and we make every effort to meet or exceed established W/MBE goals on each project we undertake.

The W/MBEs that have participated in our projects have also been the recipients of a significant transfer of technology, expertise, and hands-on experience from Atkins. This reflects Atkins' corporate commitment to a mentoring approach to our W/MBE subconsultants and has enabled some W/MBEs to develop and retain a foothold in various areas of the consultant community. Atkins maintains a minority business development plan that is filed annually with the State of Florida Department of Management Services. Atkins' small and minority business program—an integral part of our operations—provides a vital link between Atkins and the minority business community.

Atkins' interest in mentoring W/MBEs is based on a long-standing, firmly established policy. We develop our project teams to address technical capabilities and to allow flexibility in reaching subcontracting goals for W/MBE concerns.

We have developed and continually promote company policy initiatives that demonstrate the company's support for awarding contracts and subcontracts to W/MBEs, including coordination with state programs that help develop opportunities to work with W/MBE firms.

It is Atkins' corporate policy to:

- › Conduct a program that will enable W/MBEs to be considered fairly as subcontractors and suppliers on projects undertaken by the firm.
- › Provide adequate and timely consideration of the potential usage of W/MBEs.
- › Assure clients that W/MBEs will have an equitable opportunity to compete for subcontracts or provide services.
- › Maintain a list of W/MBEs.
- › Take affirmative action where necessary to assure the policy is adhered to in all instances.

For this project we have partnered with the following W/MBEs:

- › AVCON, Inc.
- › L & S Diversified, LLC
- › Liquid Solutions Group, LLC
- › MTB Engineering, Inc.
- › NADIC Engineering Services, Inc.
- › Quest Corporation of America, Inc.

Copies of their certifications are provided on the following page.

AVCON, Inc.

State of Florida

Minority Business Certification

AVCON, INC.

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:
November 15, 2022 to November 15, 2024


J. Todd Inman
Florida Department of Management Services

Office of Supplier Diversity
4050 Esplanade Way, Suite 380
Tallahassee, FL 32399
850-487-0915
www.dms.myflorida.com/od

FLORIDA DEPARTMENT OF MANAGEMENT SERVICES
OFFICE OF SUPPLIER DIVERSITY

MTB Engineering, Inc.



**Board of County Commissioners
Economic Development Department
Minority and Disadvantaged Business Development**

Minority/Woman Business Certification


MTB Engineering, Inc
HC-3262/22

Valid from July 25, 2022 - July 25, 2024

Approved Lines of Business:
Structural Engineering Consultant


Theresa Kempa
Minority and Disadvantaged Business Manager
Economic Development Department

L & S Diversified, LLC



CITY OF ORLANDO MWBE CERTIFICATION
AWARD LETTER

EXPIRATION DATE: 4/30/2025
CERTIFICATION NUMBER: 20267700

CERTIFICATION TYPE: MWBE

COMPANY NAME: L & S Diversified, LLC
489 FL-436
Suite 117
Casselberry, FL 32730

OWNER NAME: SHERRY MANOR

CERTIFIED LINE(S) OF BUSINESS/SPECIALTY AREA(S):
Professional Surveying and Mapping Services; Subsurface Utility Exploration (SUE); Utility Locating & Coordination and Designating Services

EXECUTIVE OFFICES • MINORITY BUSINESS ENTERPRISE DIVISION
Orlando City Hall • 400 South Orange Avenue • Eighth Floor
PO Box 4990 • Orlando, FL 32802-4990
P 407.246.2623 • F 407.245.0000 • cityoforlando.net


NADIC Engineering Services, Inc.

State of Florida

Woman & Minority Business Certification

NADIC Engineering Services, Inc.

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:
03/28/2023 to 03/28/2025


J. Todd Inman
Florida Department of Management Services

Office of Supplier Diversity
4050 Esplanade Way, Suite 380
Tallahassee, FL 32399
850-487-0915
www.dms.myflorida.com/od

FLORIDA DEPARTMENT OF MANAGEMENT SERVICES
OFFICE OF SUPPLIER DIVERSITY

Liquid Solutions Group, LLC

State of Florida

Minority Business Certification

Liquid Solutions Group, LLC

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:
12/28/2021 to 12/28/2023


J. Todd Inman
Florida Department of Management Services

Office of Supplier Diversity
4050 Esplanade Way, Suite 380
Tallahassee, FL 32399
850-487-0915
www.dms.myflorida.com/od

Department of MANAGEMENT SERVICES
Office of Supplier Diversity

Quest Corporation of America, Inc.

State of Florida

Woman Business Certification

Quest Corporation of America, Inc.

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:
12/07/2021 to 12/07/2023


J. Todd Inman
Florida Department of Management Services

Office of Supplier Diversity
4050 Esplanade Way, Suite 380
Tallahassee, FL 32399
850-487-0915
www.dms.myflorida.com/od

Department of MANAGEMENT SERVICES
Office of Supplier Diversity

P#78041,KN,23

Tab 6

Interactions with County and Regulatory Agency Staff



6. Interactions with County and Regulatory Agency Staff

Specialized Qualifications

Atkins has been providing professional engineering services to cities, counties, community development districts, state agencies, and private clients throughout Florida and across the country for over 60 years. A brief representative list of central Florida municipal clients we are serving or have served include the following:

- › Cities of Orlando, Altamonte Springs, Casselberry, Minneola, Longwood, Winter Haven, Lakeland, Deland, Tampa, and Clearwater.
- › Polk, Marion, Seminole, Orange, Pasco, Osceola, Hillsborough, Pinellas, Brevard, Sarasota, and Indian River Counties.
- › Reedy Creek Improvement District (RCID), Orlando Utilities Commission, Toho Water Authority, Tampa Bay Water, the Villages Community Development Districts, and Lake County Water Authority.

Our experience serving clients with infrastructure needs similar to the County affords our team the insight, knowledge, and capabilities to meet the diverse needs of Polk County in the coming years. We recognize a holistic approach to on-call civil engineering services across a broad range of infrastructure needs adds value to the City, and Atkins offers the range of services required to come alongside your team and help deliver the solutions you require.

Work With the Utilities Division

Atkins and the County have worked together on nearly 250 task orders addressing the proposed scope of services over two decades. The following briefly highlights pertinent projects to this RFP.

Evaluation, design, permitting, bidding, and construction phase services

- › Polk County Correctional Institute WTP
- › Gus Stewart Road WTP
- › Turner Road WTP Expansion
- › Eaglebrooke Water Booster Station
- › Oak Hills and Edge Hill Water and Wastewater Systems
- › South County Jail WTP Upgrades
- › Southeast Deep Exploratory Well (SEDEW)
- › Christina Reservoir Analysis and Watershed Management Plan
- › Combeewood WWTP
- › Sunray WWTP Expansion

- › Southeast and Central Regional WWTPs
- › Southwest Regional Reclaimed Water

Water quality master plans

- › Lake Tennessee
- › Deer Lake
- › Lake Hancock
- › Lake Buckeye

Additionally, Atkins has assisted on design and construction services for ground storage reservoir, high service pumps, well head facility, chemical feed systems and appurtenances, cost-of-service and rate studies, engineering reports to support pending bond issues, reuse system and hydraulic model revisions and updates, water supply planning, surveying, and acquisition and appraisals.

Atkins has also developed and implemented EMPs for Northeast, Southeast, and Central Regional Utility Service Areas (NERUSA, SERUSA, and CRUSA, respectively), which required extensive coordination with SWFWMD and navigating consent orders. Over 10 years later, Atkins still assists the County with these efforts and has maintained regulatory compliance.

Permitting and Regulatory Experience

Atkins has provided permitting, permit compliance, and other regulatory services to utilities and other infrastructure clients throughout Florida for decades. Our experience also includes coordination with a variety of agencies, from Water Management Districts to USACE, pertaining to the following needs:

- › Permitting of new or existing water, wastewater, and reclaim water facilities for construction and operation, including for Polk County, City of Orlando, and Sarasota County.
- › Development of appropriate documents, reports, maps and GIS data for permits and in response to information requests by regulatory agencies, including drainage, utility, and other infrastructure projects for FDOT and City of Tampa.
- › Hydraulic, hydrogeologic, and surface water quality modeling, including watershed, water quality, and wellfield drawdown assessment projects for Hillsborough County, Pinellas County, Collier County, and SWFWMD.
- › Water, wastewater, and groundwater monitoring and reports for permit compliance for Tampa Bay Water hydrobiological assessments and Hardee County landfill.

Tab 7

Survey of Past Performance



7. Surveys of Past Performance

Survey Questionnaire – Polk County

RFP 23-448, Utilities Design Services & Regulatory Services

To: Summer Collazo (Name of Person completing survey)
 Polk County Utilities (Name of Client Company/Contractor)
 Phone Number: 863-298-4244 Email: summercollazo@polk-county.net

Subject: Past Performance Survey of Similar work:
 Project name: Northeast Regional Utility Service Area Wellfield Monitoring
 Name of Vendor being surveyed: Atkins North America, Inc.
 Cost of Services: Original Cost: \$73,111 for FY2023 Ending Cost: Ongoing
 Contract Start Date: 2006 Contract End Date: Ongoing

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

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

Printed Name of Evaluator Summer Collazo
 Signature of Evaluator: Summer L. Collazo Digitally signed by Summer L. Collazo
Date: 2023.06.29 16:22:25 -04'00'
 Please fax or email the completed survey to: renee.price@atkinglobal.com

P#78041,KN,23

Survey Questionnaire – Polk County

RFP 23-448, Utilities Design Services & Regulatory Services

To: Rich Meckes (Name of Person completing survey)
Indian River County (Name of Client Company/Contractor)
 Phone Number: 772.226.3404 Email: rmeckes@ircgov.com

Subject: Past Performance Survey of Similar work:
 Project name: Reclaimed Master Plan
 Name of Vendor being surveyed: Atkins
 Cost of Services: Original Cost: \$174,909 Ending Cost: \$174,909
 Contract Start Date: March 2019 Contract End Date: March 2021

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

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

Printed Name of Evaluator Rich Meckes

Signature of Evaluator: Richard Meckes  Digitally signed by Richard Meckes
 Date: 2023.07.06 06:09:04 -04'00'

Please fax or email the completed survey to: chris.rader@atkinsglobal.com

P#78041,KN,23

Survey Questionnaire – Polk County

RFP 23-448, Utilities Design Services & Regulatory Services

To: Daniel Vaca, PE (Name of Person completing survey)
 Orange County Utilities (Name of Client Company/Contractor)
 Phone Number: 407.254.9791 Email: daniel.vaca@ocfl.net

Subject: Past Performance Survey of Similar work:

Project name: Lift Station Package 23

Name of Vendor being surveyed: Atkins

Cost of Services: Original Cost: \$320,139 Ending Cost: \$336,016

Contract Start Date: February 2018 Contract End Date: July 2023

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

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

Printed Name of Evaluator Daniel Vaca

Signature of Evaluator:  Digitally signed by Daniel Vaca
Date: 2023.06.30 13:53:19-04'00'

Please fax or email the completed survey to: chris.rader@atkinsglobal.com

P#78041,KN,23

Survey Questionnaire – Polk County

RFP 23-448, Utilities Design Services & Regulatory Services

To: Todd Gooding (Name of Person completing survey)

Winter Haven (Name of Client Company/Contractor)

Phone Number: 863.298.7569 x3112 Email: tgooding@mywinterhaven.com

Subject: Past Performance Survey of Similar work:

Project name: SR 542 Buckeye Loop Road to US 27 Utility Relocation

Name of Vendor being surveyed: Atkins

Cost of Services: Original Cost: \$288,484 Ending Cost: \$288,484

Contract Start Date: January 2019 Contract End Date: July 2022

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

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

Printed Name of Evaluator Todd Gooding

Signature of Evaluator: Todd Gooding Digitally signed by Todd Gooding
Date: 2023.06.30 12:32:49 -04'00'

Please fax or email the completed survey to: chris.rader@atkinsglobal.com

P#78041,KN,23

Survey Questionnaire – Polk County

RFP 23-448, Utilities Design Services & Regulatory Services

To: Alan Oyler, PE (Name of Person completing survey)

City of Orlando (Name of Client Company/Contractor)

Phone Number: 407.246.2573 Email: alan.oyler@cityoforlando.net

Subject: Past Performance Survey of Similar work:

Project name: Lift Station 10 & 11 and Collection System Rehabilitation

Name of Vendor being surveyed: Atkins

Cost of Services: Original Cost: \$483,855 Ending Cost: \$463,845

Contract Start Date: June 2016 Contract End Date: September 2022

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

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

Printed Name of Evaluator Alan Oyler

Signature of Evaluator: Alan R. Oyler, P.E.  Digitally signed by Alan R. Oyler, P.E.
Date: 2023.07.03 12:54:13 -04'00'

Please fax or email the completed survey to: chris.rader@atkinglobal.com

P#78041,KN,23

Survey Questionnaire – Polk County

RFP 23-448, Utilities Design Services & Regulatory Services

To: Ray Bahrami (Name of Person completing survey)
City of DeLand (Name of Client Company/Contractor)
 Phone Number: 386-626-7189 Email: bahramir@deland.org

Subject: Past Performance Survey of Similar work:

Project name: City of DeLand 2021 Water Main Improvements

Name of Vendor being surveyed: Atkins

Cost of Services: Original Cost: \$162,715 Ending Cost: \$150,806.76

Contract Start Date: November 2021 Contract End Date: September 2022

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

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

Printed Name of Evaluator Ray Bahrami

Signature of Evaluator: 

Please fax or email the completed survey to: chris.rader@atkinsglobal.com

P#78041,KN,23

Survey Questionnaire – Polk County

RFP 23-448, Utilities Design Services & Regulatory Services

To: Paul Deuel (Name of Person completing survey)
City or Orlando (Name of Client Company/Contractor)
 Phone Number: 407.448.1014 Email: paul.deuel@cityoforlando.net

Subject: Past Performance Survey of Similar work:

Project name: Water Conserv I WRF Secondary Clarifier Improvements

Name of Vendor being surveyed: Atkins

Cost of Services: Original Cost: \$178,038 Ending Cost: \$251,681

Contract Start Date: May 2017 Contract End Date: September 2021

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

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

Printed Name of Evaluator Paul Deuel

Signature of Evaluator: *Paul Deuel*

Please fax or email the completed survey to: chris.rader@atkinsglobal.com

P#78041,KN,23

Survey Questionnaire – Polk County

RFP 23-448, Utilities Design Services & Regulatory Services

To: Doug Keesecker (Name of Person completing survey)
Tampa Bay Water (Name of Client Company/Contractor)
 Phone Number: 727-744-9195 Email: dkeesecker@tampabaywater.org

Subject: Past Performance Survey of Similar work:

Project name: Morris Bridge Wellfield Monitoring

Name of Vendor being surveyed: Atkins North America, Inc.

Cost of Services: Original Cost: \$323,761 Ending Cost: \$323,761

Contract Start Date: 10/1/2018 Contract End Date: 9/30/2023

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

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

Printed Name of Evaluator Doug Keesecker

Signature of Evaluator: *Doug Keesecker*

Please fax or email the completed survey to: renee.price@atkinsglobal.com

P#78041,KN,23

ATKINS

Member of the SNC-Lavalin Group

600 North Broadway Avenue
Suite 300
Bartow, FL 33830

Tel: 863.533.7000
Fax: 863.533.7888



www.atkinsglobal.com/northamerica



AtkinsRéalis USA Inc.
4030 W Boy Scout Blvd., Suite 700
Tampa, Florida 33607

BY EMAIL

October 17, 2023

Subject: Change of Legal Name of Atkins North America, Inc. to AtkinsRéalis USA Inc.

Dear valuable Business Partner,

We are pleased to share Atkins North America, Inc. has changed its legal name to AtkinsRéalis USA Inc., effective October 12th, 2023. What doesn't change is our commitment to you, our agreements, our people and our stakeholders.

Please note that all contracts/agreements entered into with Atkins North America, Inc. remain valid.

AtkinsRéalis USA Inc. remains incorporated in the State of Florida and remains registered to do business in all 50 states, the District of Columbia and all US territories. There has been no change in control or ownership to either the ultimate parent company or its subsidiary and affiliate companies. We will make sure to keep you informed of any changes to our invoicing instructions, if applicable.

We would appreciate if, effective immediately, all invoices for services rendered be sent under the name AtkinsRéalis USA Inc. so that we continue to serve you in the best way possible and avoid any potential rejections.

NEW

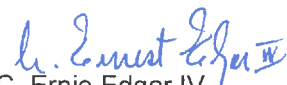
Legal Entity Name: AtkinsRéalis USA Inc.	E-mail addresses Existing e-mail addresses will change the former @atkinsglobal.com with @atkinsrealis.com
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Unchanged Data

TAX IDs	Postal Address The addresses will remain the same for all legal entities and branches
Bank details Our bank details will remain the same	
Corporation number	

For any questions or additional information on invoicing, please contact the Accounts Payable support team by email at TPAAP@atkinsrealis.com or by telephone at 813-282-7275.

Sincerely,


C. Ernie Edgar IV
Corporate Secretary

AtkinsRéalis Labor Multiplier

October 2023

Raw Labor	1.00
Fringe	0.35
OnCost	0.99
Direct Expenses	0.05
<hr/>	
Subtotal	2.39
Profit (20%)	0.48
<hr/>	
Total Multiplier	2.87

AtkinsRéalis Rate Schedule

October 2023

Category	Title	Range of Raw Labor Rates		Range of Billing Rates	
		Min	Max	Min	Max
Management	Project Manager	\$ 41.77	\$ 82.02	\$ 119.97	\$ 235.59
	Sr. Project Manager	\$ 57.51	\$ 104.56	\$ 165.19	\$ 300.33
	Project Director	\$ 65.27	\$ 120.95	\$ 187.48	\$ 347.41
	Division Manager	\$ 72.80	\$ 137.88	\$ 209.10	\$ 396.04
	Sr. Practice Director	\$ 95.00	\$ 146.89	\$ 272.87	\$ 421.92
	Technical Manager II	\$ 70.08	\$ 101.93	\$ 201.28	\$ 292.78
	Sr. Technical Manager I	\$ 74.52	\$ 110.96	\$ 214.03	\$ 318.71
Engineering	Engineer I	\$ 28.80	\$ 43.65	\$ 82.72	\$ 125.38
	Engineer II	\$ 35.83	\$ 50.37	\$ 102.91	\$ 144.68
	Engineer III	\$ 45.50	\$ 107.93	\$ 130.69	\$ 310.01
	Sr. Engineer I	\$ 42.75	\$ 66.29	\$ 122.80	\$ 190.41
	Sr. Engineer II	\$ 50.25	\$ 79.55	\$ 144.34	\$ 228.49
	Sr. Engineer III	\$ 58.06	\$ 91.82	\$ 166.78	\$ 263.74
	Sr. Engineer IV	\$ 70.00	\$ 121.33	\$ 201.07	\$ 348.50
	Principal Technical Professional	\$ 74.33	\$ 136.55	\$ 213.50	\$ 392.23
Architecture	Sr. Architect I	\$ 55.69	\$ 59.07	\$ 159.97	\$ 169.67
	Sr. Architect II	\$ 59.28	\$ 69.23	\$ 170.27	\$ 198.85
	Sr. Architect III	\$ 65.27	\$ 84.84	\$ 187.48	\$ 243.69
	Sr. Architect IV	\$ 68.92	\$ 92.34	\$ 197.96	\$ 265.23
Sciences	Scientist I	\$ 26.25	\$ 31.79	\$ 75.40	\$ 91.31
	Scientist II	\$ 30.00	\$ 47.88	\$ 86.18	\$ 137.53
	Sr. Scientist I	\$ 39.63	\$ 49.64	\$ 113.84	\$ 142.58
	Sr. Scientist II	\$ 42.73	\$ 63.96	\$ 122.74	\$ 183.71
	Sr. Scientist III	\$ 50.13	\$ 69.24	\$ 143.98	\$ 198.88
	Sr. Scientist IV	\$ 55.64	\$ 79.62	\$ 159.82	\$ 228.69
Technical Support	CAD Technician II	\$ 30.16	\$ 41.07	\$ 86.63	\$ 117.97
	CAD Designer II	\$ 31.79	\$ 52.45	\$ 91.32	\$ 150.65
	Sr. Designer I	\$ 42.85	\$ 71.67	\$ 123.07	\$ 205.86
	Sr. Designer II	\$ 43.75	\$ 81.04	\$ 125.67	\$ 232.77
	GIS Analyst I	\$ 30.00	\$ 31.82	\$ 86.18	\$ 91.40
	GIS Analyst II	\$ 36.65	\$ 38.87	\$ 105.27	\$ 111.65
	Sr. GIS Analyst I	\$ 41.00	\$ 48.97	\$ 117.76	\$ 140.66
	Sr. GIS Analyst II	\$ 46.98	\$ 56.71	\$ 134.93	\$ 162.89
	Sr. GIS Analyst III	\$ 57.87	\$ 61.37	\$ 166.21	\$ 176.27
Construction Services	Field Representative	\$ 20.25	\$ 37.50	\$ 58.16	\$ 107.71
	Sr. Field Representative I	\$ 31.36	\$ 48.44	\$ 90.06	\$ 139.14
	Sr. Field Representative II	\$ 36.72	\$ 51.84	\$ 105.48	\$ 148.90
	Sr. Construction Manager	\$ 60.00	\$ 88.24	\$ 172.33	\$ 253.45
	Resident Engineer	\$ 65.23	\$ 97.56	\$ 187.36	\$ 280.22
	Sr. Resident Engineer	\$ 75.00	\$ 102.35	\$ 215.44	\$ 293.98

AtkinsRéalis Rate Schedule

October 2023

Category	Title	Range of Raw Labor Rates		Range of Billing Rates	
		Min	Max	Min	Max
Survey	Rodperson	\$ 21.74	\$ 23.05	\$ 62.43	\$ 66.22
	Instrument Operator	\$ 24.58	\$ 28.61	\$ 70.60	\$ 82.18
	Party Chief	\$ 34.32	\$ 41.58	\$ 98.58	\$ 119.43
	Surveyor	\$ 37.49	\$ 53.03	\$ 107.69	\$ 152.33
	Sr. Surveyor II	\$ 41.12	\$ 57.22	\$ 118.11	\$ 164.35
	Sr. Surveyor III	\$ 56.63	\$ 65.13	\$ 162.65	\$ 187.07
Project Support	Project Assistant II	\$ 27.50	\$ 36.06	\$ 78.98	\$ 103.57
	Sr. Project Assistant	\$ 28.50	\$ 40.87	\$ 81.85	\$ 117.39
	Administrative Coordinator I	\$ 25.23	\$ 43.51	\$ 72.47	\$ 124.97
	Administrative Coordinator II	\$ 27.35	\$ 46.70	\$ 78.56	\$ 134.14

AtkinsRéalis Position Descriptions

October 2023

Category	Title	Requirements
Management	Project Manager	Bachelor's degree in field(s) of practice. Graduate degree desirable. Management coursework and/or MBA a plus. This level may be achieved with 8 years experience in project production and technical professional activities, two of these working as a Sr. Technical Professional. Professional Registration in field of practice preferred if available.
	Sr. Project Manager	Bachelor's degree in field(s) of practice. Graduate degree preferred. Management coursework and/or MBA a plus. This level may be achieved with ten years of experience in project production and technical professional activities, four of these working as a project manager. Professional Registration in field(s) of practice required, if available. Certification as a "Project Management Professional" (PMP) or "Certified Construction Manager" (CCM) required within one year of assuming this position.
	Project Director	Bachelor's degree in field of practice. Graduate degree preferred. Management coursework and/or MBA a plus. This level may be achieved by technical professionals or managers with fifteen years of experience since B.S. or fourteen years since M.S., with at least two of these years in the Senior Program Manager position with highly complex project management responsibility. Professional registration in field of practice is required, if available, e.g., P.E., A.I.C.P., R.A., or R.L.A. Certification as a "Project Management Professional" (PMP) or "Certified Construction Manager" (CCM) required within one year of assuming this position.
	Division Manager	Bachelor's degree in field of practice. Post graduate degree preferred. Management coursework and/or MBA a plus. This level may be achieved by technical professionals or technical managers with 15 years of experience since B.S., with at least three of these years in positions with project management or operational management responsibilities. Professional registration in field of practice is required, if available, i.e., P.E., P.G., PLS, R.A., or RLA.
	Sr. Practice Director	Bachelor's degree in field of practice. Post-graduate degree preferred. Management coursework and/or MBA a plus. This level may be achieved by technical professionals or technical managers with 20 years of experience since B.S., with at least five of these years in a senior operating management position. Professional registration in field of practice is required, if available, i.e., P.E., P.G., PLS, R.A., or RLA.
	Technical Manager II	Bachelor's degree in field of practice. Post graduate degree preferred. Management coursework and/or MBA a plus. This level may be achieved by technical professionals or technical managers with 10 years of experience since B.S., with at least three of these years in positions with project management or supervisory responsibilities. Professional registration in field of practice is required, if available, e.g., P.E., A.I.C.P., R.A., or R.L.A.
	Sr. Technical Manager I	Bachelor's degree in field of practice. Post graduate degree preferred. Management coursework and/or MBA a plus. This level may be achieved by technical professionals or technical managers with 15 years of experience since B.S., with at least three of these years in positions with project management or supervisory responsibilities. Professional registration in field of practice is required, if available, e.g., P.E., A.I.C.P., R.A., or R.L.A.

AtkinsRéalis Position Descriptions

October 2023

Engineering	Engineer I	B.S. in Engineering. Minimal experience is required of incumbents with a Bachelor's Degree in a branch of Engineering directly related to hiring discipline; no experience required with a Master's degree. E.I. or EIT desired.
	Engineer II	B.S. or M.S. in Engineering. This level may be achieved by Engineers with 2 years' experience since B.S. or 1 year since M.S. The typical incumbent has 3 to 5 years' experience since Bachelor's degree. E.I. or EIT is usually required.
	Engineer III	B.S. or M.S. in Engineering. This level may be achieved by Engineers who compensate for lack of P.E. through 10 or more years of experience since Bachelor's degree.
	Sr. Engineer I	B.S. or M.S. in Engineering. This level may be achieved by Engineers with four years' experience since B.S.; three years' experience since M.S. Incumbents typically have six to ten years' experience since Bachelor's degree. P.E. license is required.
	Sr. Engineer II	B.S. or M.S. in Engineering. M.S. or graduate level technical coursework preferred. This level may be achieved by Engineers with seven years of experience since B.S. or 6 years since M.S. Typical incumbent has ten to fourteen years of experience. P.E. license is required.
	Sr. Engineer III	B.S. or M.S. in Engineering. M.S. or graduate level technical coursework preferred. This level may be achieved by Engineers with ten years' experience since B.S. or nine years since M.S. Typical incumbent has 15 to 20 years of experience. P.E. license is required.
	Sr. Engineer IV	B.S. or M.S. in Engineering. M.S. or graduate level technical coursework preferred. This level may be achieved by Engineers with fifteen years' experience since bachelor's or fourteen years since Master's. Typical incumbent has 20+ years of experience. P.E. license is required.
	Principal Technical Professional	Bachelor's or Master's degree in appropriate discipline. Ph.D. preferred. This level may be achieved by technical professionals with 20 years of experience since Bachelor's degree or 18 years since Master's. Typical incumbent has 20-25 years of experience. Professional certification/registration may be required, depending on discipline.
Architecture	Sr. Architect I	Bachelor's or Master's degree in Architecture. This level may be achieved by Architects with four years experience since Bachelor's degree or three years experience with Master's. Typical incumbent has six to ten years experience. Registration as a licensed Architect is required.
	Sr. Architect II	Bachelor's degree in Architecture; graduate level technical coursework preferred. This level may be achieved by Architects with seven years experience since Bachelor's degree or six years experience with Master's degree. Typical incumbent has ten or more years' experience. Registration as a licensed Architect is required.
	Sr. Architect III	Bachelor's degree in Architecture; Master's degree in Architecture or graduate level technical coursework preferred. This level may be achieved by Architects with ten years experience since Bachelor's degree or nine years experience with Master's degree. Typical incumbent has fifteen or more years' experience. Registration as a licensed Architect is required.
	Sr. Architect IV	Bachelor's degree in Architecture; Master's degree in Architecture or graduate level technical coursework preferred. This level may be achieved by Architects with fifteen years experience since Bachelor's degree or fourteen years with Master's degree. Typical incumbent has twenty or more years' experience. Registration as a licensed Architect is required.

AtkinsRéalis Position Descriptions

October 2023

Sciences	Scientist I	B.S. or B.A. in a field of Science to commensurate with hiring discipline. Minimal experience is required of incumbents with directly related Bachelor's degree; no experience is required with a Master's degree.
	Scientist II	B.S./B.A. or M.S. in a field of Science to commensurate with hiring discipline. This level may be achieved by Scientists with minimum three years' experience since Bachelor's degree or two years' experience with Master's degree; typical incumbent has five years' experience.
	Sr. Scientist I	B.A./B.S. or M.S. in a field of science to commensurate with hiring discipline. This level may be achieved by Scientists with minimum five years' experience since Bachelor's degree or four years' experience with Master's degree; typical incumbent has six to seven years' experience. Professional certification/registration may be required, depending on discipline.
	Sr. Scientist II	B.S./B.A. or M.S. in a field of Science to commensurate with hiring discipline; M.S. or graduate level coursework preferred. This level may be achieved by Scientists with minimum seven years' experience since Bachelor's degree, or six years' experience with Master's degree; typical incumbent has eight to ten years' experience. Professional certification/registration may be required, depending on discipline.
	Sr. Scientist III	B.S./B.A. or M.S. in a field Science to commensurate with hiring discipline; Master's or applicable graduate level coursework preferred. This level may be achieved by Scientists with ten years' experience since Bachelor's degree or nine years' experience with Master's degree; typical incumbent has twelve to fifteen years' experience. Professional certification/registration may be required, depending on discipline.
	Sr. Scientist IV	B.S./B.A. or M.S. in Science to commensurate with hiring discipline; Master's or graduate level science coursework preferred. This level may be achieved by Scientists with fifteen years experience (with Bachelor's degree) or fourteen years experience (with Master's degree); typical incumbent has fifteen to twenty years experience. Professional certification/registration may be required, depending on discipline.

AtkinsRéalis Position Descriptions

October 2023

Technical Support	CAD Technician II	High school diploma (or equivalent) plus six years related experience OR an Associates Degree in a related technical field plus four years related experience is required.
	CAD Designer II	College degree in related technical field. CAD training required. Generally requires minimum eight years of related experience in a combination of technician and/or CAD technician or designer positions. May also require experience in the particular discipline supported. Strong knowledge of sat and local codes and ordinances, design inputs codes and standards.
	Sr. Designer I	Bachelor's degree in Engineering, Architecture or equivalent technical discipline plus ten years' experience, or Associate's degree plus a minimum of fifteen years' progressive drafting and design experience, including at least seven as a Designer, or HS diploma (or equivalent) plus a minimum of twenty years progressive drafting and design experience, including at least ten as a Designer.
	Sr. Designer II	Bachelor's degree in Engineering, Architecture or equivalent technical discipline plus fifteen years' experience, or Associate's degree plus a minimum of twenty years' progressive drafting and design experience, including at least twelve as a Designer, or HS diploma (or equivalent) plus a minimum of twenty five years progressive drafting and design experience, including at least fifteen as a Designer.
	GIS Analyst I	B.S. or B.A. in Geography, Computer Science or related GIS Environmental Discipline, commensurate with hiring discipline. Minimal experience is required of incumbents with directly related Bachelor's Degree; no experience required with a Master's degree.
	GIS Analyst II	B.S. or B.A. or M.S. in Geography, Computer Science or GIS related Environmental Discipline commensurate with hiring discipline. This level may be achieved by GIS practitioners with 2 years of experience since Bachelor's degree or 1 year since Master's. Typical incumbent has 4 -5 years' experience.
	Sr. GIS Analyst I	B.A. or B.S. or M.S. in Geography, computer science, or GIS-related environmental discipline commensurate with hiring discipline. This level may be achieved by GIS practitioners with 4 years of experience since Bachelor's degree or 2 years since Master's. Typical incumbent has 6 -7 years experience.
	Sr. GIS Analyst II	B.S. or B.A. or M. S. in Geography, Computer Science, or GIS related Environmental Discipline. This level may be achieved by GIS practitioners with 7 years of experience since Bachelor's degree or 6 years since Master's. Typical incumbent has 8 - 10 years experience. Professional certification/registration may be required depending on discipline.
	Sr. GIS Analyst III	B.S. or B.A. or M.S. in Geography, Computer Science or GIS related Environmental Discipline. Master's or graduate level coursework preferred. This level may be achieved by GIS Practitioner with 10 years of experience since Bachelor's degree or 9 years since Master's. Typical incumbent has 12 - 15 years experience. Professional certification/registration may be required, depending on discipline.

AtkinsRéalis Position Descriptions

October 2023

Construction Services	Field Representative	High school diploma (or equivalent) plus six years related experience OR an Associate degree in a related technical field plus four years related experience is required. No professional registration required but should be actively pursuing certification in nuclear density, aggregate, concrete, and asphalt testing.
	Sr. Field Representative I	High school diploma (or equivalent) plus ten years related experience OR an Associates Degree in a related technical field plus eight years related experience is required. No Professional Registrations required. May be required to obtain certification in nuclear density, aggregate, concrete and asphalt testing or other applicable areas.
	Sr. Field Representative II	High school diploma (or equivalent) plus twelve years related experience OR an Associate Degree in a related technical field plus ten years related experience is required. No Professional Registrations required. May be required to obtain certification in nuclear density, aggregate, concrete and asphalt testing or other applicable areas.
	Sr. Construction Manager	Bachelor's degree in construction management, civil engineering, or related field and ten years related experience including personnel supervision. Engineering design experience desirable. With Associate's degree, eighteen years of related experience. Without a degree, twenty years related experience is required. P.E. desired.
	Resident Engineer	Bachelor's degree in Civil Engineering or equivalent. Ten years experience with Bachelor's in a combination of engineering design and construction/construction observation activities, including management and supervision of field personnel. Twenty years experience without degree. Professional Registration required.
	Sr. Resident Engineer	Bachelor's Degree in Civil Engineering or equivalent. Fifteen years of experience with Bachelor's degree combining engineering design and construction observation administration, and including management and supervision of field and office personnel. Twenty five years experience without degree. P.E. desired.
Survey	Rodperson	High school diploma (or equivalent) required. One year experience as a rod person or instrument operator required. Interest in pursuing a Land Surveying or Geomatics degree highly desirable. CST Level I preferred.
	Instrument Operator	High school diploma (or equivalent) plus four years related experience OR an associate's degree in a related technical field plus two years related experience is required. Interest in pursuing a Land Surveying or Geomatics degree highly desirable. CST Level II preferred.
	Party Chief	High school diploma (or equivalent) plus eight years related experience OR an associate's degree in a related technical field plus six years related experience is required. Experience should include four years as Party Chief or similar role. Interest in pursuing a Land Surveying or Geomatics degree highly desirable. CST Level III and FAA Part 107 Remote Pilot Certificate preferred.
	Surveyor	Bachelor's degree plus two years related experience OR an associate's degree in a related technical field plus ten years related experience OR high school diploma (or equivalent) plus twelve years related experience is required. LSIT Required.
	Sr. Surveyor II	Bachelor's degree plus seven years related experience OR an associate's degree in a related technical field plus fifteen years related experience OR high school diploma (or equivalent) plus seventeen years related experience is required. RLS/PLS Required.
	Sr. Surveyor III	Bachelor's degree plus ten years related experience OR an associate's degree in a related technical field plus eighteen years related experience OR high school diploma (or equivalent) plus twenty years related experience is required. RLS/PLS Required.

AtkinsRéalis Position Descriptions

October 2023

Project Support	Project Assistant II	High school diploma (or equivalent) plus three years related experience OR an Associates Degree in a related administrative field plus one year related experience is required.
	Sr. Project Assistant	High school diploma (or equivalent) plus ten years related experience OR an Associates Degree in a related administrative field plus eight years related experience is required.
	Administrative Coordinator I	Bachelor's degree in Business Administration, plus five years' experience. Without a degree, requires ten years' experience in progressively responsible administrative work.
	Administrative Coordinator II	Bachelor's degree in Business Administration, plus seven years' experience. Without a degree, requires twelve years' experience in progressively responsible administrative work.

Fran McAskill
Director
Procurement Division



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EXHIBIT C

Board of County Commissioners

REIMBURSABLE COST SCHEDULE

- | | |
|--|--|
| 1. Subcontractor Services | Actual Costs |
| 2. Special Consultants | Actual costs |
| 3. Travel Expenses | In accordance with Chapter 112.061, F.S.;
and further defined in the Polk County Employee Handbook. |
| 4. Pre-approved Equipment
(includes purchase and rental of equipment used in project) | Actual Costs |