

Exhibit Bii

Scope Of Services

Mulberry Roadway Maintenance Facility

Project Delivery System

The Lunz Group's services, compensation, and time schedule for performance of services are based on the use of the Design/Bid/Award/Construction with one prime construction contract project delivery system and are subject to adjustment if another delivery system is utilized.

Design Services

Architectural and consultants services are to include design/documentation and administration of the project from concept to completion of the new buildings. Architecture and interior design/documentation will be performed by The Lunz Group. Civil/Landscape, structural, MEP/FP engineering and cost estimating will be performed by consultants to The Lunz Group. The architect's estimator consultant will develop a cost estimate at the end of each design phase. The architect and consultants will provide Pre-Design, Schematic Design, Design Development, Construction Document/Permitting, Bidding and Construction Administration phase services.

The scope includes:

- Site Plan layout
- Building Core and Shell
- Interior Design

Design Services Included in Proposal

DESIGN SERVICE/CONSULTANT	IN BASE PROPOSAL	CLIENT'S CONSULTANT	EXTRA SERVICE
Architecture The Lunz Group	✓		
Site Surveys Chastain Skillman	✓ ¹		
Geotechnical Investigations, Reports, and Recommendations Chastain Skillman	✓		
Environmental Surveys, Studies, or Reports		✓	
Landscape Design: Chastain Skillman (Code requirement only)	✓		
Civil Engineer: Chastain Skillman	✓		
Structural Engineer: Fullone Structural Group	✓		
Mechanical/Electrical/Plumbing Engineer: SGM Group	✓		
Parking Field Lighting SGM Group	✓		
Telecommunications:			✓
Interior Design Consultant: The Lunz Group	✓		
Graphic Design and Signage Consultant:			✓
Construction Cost Estimating Consultant: Blue Cord	✓ ²		
Audio-Visual Consultant:			✓
Irrigation Consultant: (Part of landscape design)	✓		
Life Safety/Fire Protection: SGM Group	✓		

DESIGN SERVICE/CONSULTANT	IN BASE PROPOSAL	CLIENT'S CONSULTANT	EXTRA SERVICE
Security Consultant:			✓

Notes to Above Table:

In Base Proposal: Included in Base Proposal. The Lunz Group will coordinate work of consultant.

Client's Consultant: The Lunz Group will coordinate with consultant retained directly by Client.

Extra Service: Consultant not included in Base Proposal but could be added upon Client's authorization.

1. Survey services provided as part of base contract are Survey for Underground Utilities. Boundary, topo, and other surveys are to be provided by client.
2. Can be added but will be billed against allowances line item.

I – Pre-Design Services

The Lunz Group will review existing relevant information provided by the Client. The Lunz Group shall be entitled to rely upon all such information not limited to site plans, surveys, topography, zoning, existing building drawings/specifications, geotechnical reports, marketability reports, Client's Design Standards, Client's program, design and construction schedule, construction budget, adjacent sites/structures, building restriction, etc. The Lunz Group will provide Pre-Design services consisting of Listen and Idea phases to gather project data, document and validate success metrics and offer design solutions. These elements will be assembled into a Pre-Design Services Package for review and approval by the Client.

Listen

During the Listen phase, The Lunz Group team will seek to understand your project needs. Working with internal and external stakeholders to understand and document your project specific vision, mission and business needs as well as the project's success metrics. The Listen phase will encompass The Lunz Group's initial project startup and evaluation, creating team understanding of the full scope of the project and will conclude with the executive summary including information from the following:

Deliverables

Executive Summary (11 x 17 digital presentation)

- Review and coordination of Client supplied data.
- Host Kick-off call with the Client and the Client's consultants to align the project team, schedule, budget and to establish the project's success metrics
- Host Informing meeting to present site visit findings and jurisdictional due diligence.

Idea

The Idea phase is a highly collaborative phase where The Lunz Group, along with the Client and the Client's consultants, will develop and evaluate the project success metrics in order to create the ideas. The Lunz Group's project team will continue to analyze data from the Listen phase pushing the boundaries and defining what's possible.

Architectural Deliverables

- Meeting Minutes
- Pre-Design Services Package (11 x 17 digital presentation)
 - Host a Collaboration workshop with the Client and Client's consultants to establish a project vision for the look and feel of the architecture and interior design.
 - Written summary of goals, budget and schedule including Client's Design Standards, Program and Preliminary Project Description
 - Develop preliminary program and spatial relationship diagrams to determine the overall program and overall design direction.
 - Diagrammatic massing option One (1).
 - In house generated exterior or interior renderings (One (1) eye level, One (1) aerial view)
 - Host Pre-Design Presentation to present the final concepts to gain Client feedback, direction and approval, which will be basis of the Schematic Design phase.

- Cost Estimate - If approved by client and billed in the allowance.

Civil / Landscape Deliverables

- Survey Phase Services:
The County will be responsible for providing a Topographic Survey of an approximately 10-acre portion of Parcel id #252915-000000-014000, located at 3000 Sheffield Rd., Winter Haven, 33880. CS will also depict the West and South Boundary lines of the above-mentioned parcel as depicted on the Boundary Survey performed by Imperial Polk County, dated 03/27/1996. If CS finds discrepancies between filed conditions and the provided Boundary Survey. CS will notify the client before proceeding. This survey will be performed to aid in the design of the site. The specific items are listed below.
 - Conduct office research, field coordination, and quality control measures as deemed necessary by CS in order to produce the survey.
 - The horizontal datum for the project will be NAD 83 (2011 Adjustment) Florida State Plane, West Zone (902). All measurements will be in US Surveyor's Feet (Sft)
 - CS will retrace the Boundary Survey provided by Imperial Polk County and spatially relate the Topographic Survey to said Boundary through field measurements of Boundary points from said survey. If the field monumentation is not found or there are discrepancies between current field conditions and the provided Boundary Survey, CS will notify the client before proceeding. CS will depict said South and WEST Boundary lines on the survey.
 - Locate and depict aboveground improvements, rights-of-way and encumbrances that affect the surveyed parcel.
 - Depict provided and/or visual easements, right-of-way and encumbrances that affect the surveyed parcel.
 - Create a legal description for the above-referenced parcel.
 - The vertical datum for the project will be based on the North American Vertical Datum of 1988 (NAVD88)
 - Provide spot elevations and one-foot (+/-6 inches) will also be plotted on the drawings.
 - Spot elevations will extend approximately to the parcel boundaries and/or to the limits shown on the attached Survey Exhibit.
 - Provide invert information of accessible storm water and sanitary sewer structures.
 - Locate trees of 6-inch diameter or larger as measured at approximately 4 feet above ground. In areas of dense tree coverage, only the edge of the tree line will be depicted.
 - Pavement markings and roadway signage location with sign content.
 - Depict special flood hazard areas inundated by 100-year flood as shown on Federal Emergency Management Agency (FEMA), Flood Insurance Rate Maps (FIRM).
 - Provide electronic copy of the Survey in AutoCAD Civil 3D 2018, excluding title block and certifications.
 - Provide an electronic copy of the signed and sealed survey(s) of the above referenced site. The survey(s) will be performed in accordance with standards of practice adopted by the State of Florida Department of Agriculture and Consumer Services.
- Survey for Underground Utilities
 - Subcontract with George F Young Inc. to provide Subsurface Utility Designations:
 - Provide ASCE Quality Level "B" designations' utilizing conventional electronic designating equipment including Ground Penetrating Radar (GPR) to designate and mark the horizontal location of found underground utilities within the limits shown on the attached Survey Exhibit.
 - Conduct five (5) ASCE Quality Level "A" test holes.
- Geotechnical Investigation Phase Services:
 - Contract with Madrid Engineering Group, Inc. to provide a Geotechnical Report for the proposed Road and Drainage Facility to include:
 - Site reconnaissance to review existing conditions and stake the borings.
 - Utility locates via Sunshine Once Call (required 3 days prior to field work)
 - Mobilize to the site.
 - Conduct four (4) Standard Penetration Test (SPT) borings, each to a depth of 25 feet existing grade, within the structure footprints.
 - Conduct two (2) shallow (approximately 2 feet deep) test pits and two (2) 6- feet deep auger borings within the proposed retention area. At the base of each test pit, two (2) undisturbed samples will be collected (1 horizontal and 1 vertical) for permeability testing in the laboratory.
 - Provide an electronic copy of the report signed and sealed by registered professional geotechnical engineer which will include:

- A description of the site, fieldwork, laboratory testing and general soil conditions encountered, together with a Boring Location Plan and Test Boring Records.
- Site preparation considerations that include geotechnical discussions regarding site stripping and subgrade preparation, and engineered fill/backfill placement.
- Foundation system recommendations for the proposed structures, as appropriate based on the borings results.
- Recommended soil related design parameters for the pond area.
- Suitability of on-site for re-use as structural fill and backfill. Additional criteria for placement/compaction of suitable fill materials will be provided.

Meetings

- Kick-off call One (1)
- Collaboration Workshop (One (1))
- Pre-Design Presentation (One (1))

II - Schematic Design Phase Services

Based on the approved Pre-Design Package, along with any adjustments authorized by the Client, The Lunz Group will provide schematic design documents based on the mutually agreed upon program, schedule and budget for project. The documents will establish the schematic design of the project illustrating the scale and relationship of project components. The documents will include preliminary site plan, floor plans, elevations, and sections as appropriate and preliminary selection of major systems and construction materials.

The schematic design documents will address the site and building massing, access and circulation, views to/from the building(s), concepts for grading, planting, paving and water retention as appropriate, the architectural character of site and exterior enclosures, the roof design, building functional issues, geotechnical issues, preliminary Structural System / MEP System and space requirements.

The Lunz Group will calculate areas and volumes to check the following against the program:

- Usable Area
- Area per Person
- Parking Count

Architectural Deliverables

- Meeting Minutes.
- Preliminary Code Research
- Preliminary Permitting Requirements Research
- Schematic Design Package.
 - Overall Illustrative Site Plan.
 - Life Safety Plans
 - Principal Floor Plans.
 - Roof Plan.
 - Main Building Elevations.
 - Overall Building Sections.
- Digital Study Models (up to Two (2))
- Perspective Sketches (up to Two (2))
- In house generated exterior or interior renderings (One (1) eye level, One (1) aerial view)
- Outline specifications.
- Cost Estimate

Civil / Landscape Deliverables

- Preliminary Schematic Level Engineering Layout Design Services:
 - Prepare a Preliminary Engineering Layout/Design for conformance with the requirements of Polk County. This Preliminary Design shall utilize the above referenced Survey and Geotechnical Report. The Preliminary Engineering Design shall include:

- Coordination with the Project Architect and Polk County Staff to show the proposed buildings, pedestrian access, water and sewer utilities, the stormwater retention area and parking area.
- Modify the Preliminary Engineering Design based on two rounds of comments from the Polk County Staff and the Project Architect and provide three (3) sets of the final Engineering layout to the County.

Structural Deliverables

- SD plans showing preferred systems

MEP/FP Deliverables

- Attend in person meetings/workshops & virtual meetings.
- Provide mechanical, electrical, plumbing and fire protection drawings for review
- Specifications
- Response to comments.

III – Design Development Phase Services

Based on the approved Schematic Design Documents and adjustments authorized by the Client, The Lunz Group will proceed with design development. We will illustrate and describe the design establishing the scope, relationships, forms, size, and appearance of the project by means of plans, elevations, and sections, typical construction details, and equipment layouts. The documents will identify major systems and materials and in general their quality levels.

For review by regulatory agencies, The Lunz Group's design development documents will be submitted to the following departments, as applicable, for their early initial review and comments.

- Building Department
- Fire Marshall
- Department of Health
- Zoning Commission
- Planning Commission
- Design Review Board

For utilities, The Lunz Group will:

- Check availability and capacity.
- Initiate approval process by utility companies

The Lunz Group will update area and volume calculations to check the following against the program:

- Usable Area
- Area per Person
- Parking Count]

The Lunz Group will review the drawings for the following disciplines to verify that the information reflects the design intent and to help avoid conflicts. BIM coordination meetings will occur to aid in collaboration and coordination. Models will be automatically clashed for interference checks via cloud clash detection software.

- Structural
- Mechanical
- Electrical
- Plumbing

Architectural Deliverables

- Meeting Minutes.
- Code Research
- Permitting Requirements Research
- Drawings
 - Overall illustrative Architectural Site Plan
 - Life Safety Plans

- Floor Plan including
 - Typical and Special Room Layouts
- Typical and Special Room Reflected Ceiling Plans
- Roof plan indicating access and location of major equipment
- Main Building Elevations
- Typical Bay Fenestration
- Overall Building Sections
- Details
- Typical Exterior Wall Sections
- Typical Assembly Types
- Key Exterior Details
- Typical Partition Details
- Typical and Special Interior Elevations
- Schedules
 - Typical Room Finish Schedule
 - Typical Door Schedule
 - Typical Glazing Schedule
- Equipment
 - Typical and Special Room Layouts
- Coordination
 - Typical ceiling spaces with architectural, structural, mechanical, and electrical elements
 - Typical shaft spaces with architectural, structural, mechanical, and electrical elements
- Digital study models (up to Two (2))
- Perspective sketches (up to Two (2))
- In house generated exterior or interior renderings (One (1) eye level, One (1) aerial view)
- Draft specifications
- Cost Estimate

Civil / Landscape Deliverables

- Preliminary Engineering Design Development level Layout Design Services:
 - Prepare a Preliminary Engineering Layout/Design for conformance with the requirements of Polk County. This Preliminary Design shall utilize the above referenced Survey and Geotechnical Report. The Preliminary Engineering Design shall include:
 - Coordination with the Project Architect and Polk County Staff to show the proposed buildings, pedestrian access, water and sewer utilities, the stormwater retention area and parking area.
 - Modify the Preliminary Engineering Design based on two rounds of comments from the Polk County Staff and the Project Architect and provide three (3) sets of the final Engineering layout to the County.

Structural Deliverables

- DD plans with minor sections and details.

MEP/FP Deliverables

- Attend in person meetings/workshops & virtual meetings.
- Provide mechanical, electrical, plumbing and fire protection drawings for review
- Response to comments.

Meetings

- Design Development progress meeting (One (1))
- Design Development Presentation (One (1))

IV – Construction Documents/Permitting Phase Services

The Lunz Group will provide Construction Documents based on the approved design development submission and updated project budget. The documents will be based on AIA A201-Current Edition General Conditions with The Lunz Group's modifications, and The Lunz Group Master Specifications. This will include detailed requirements for construction and include drawings and specifications that establish the quality level for systems and materials. The Lunz Group and its consultants will issue final construction documents to the local jurisdiction for permit review and approval, and address any comments in order to finalize the permitting process.

The Lunz Group will confirm that the following area and volume calculations meet the program:

- Usable Area
- Area per Person
- Parking Count

Architectural Deliverables

- Meeting Minutes
- Construction Documents for Bidding
- Construction Documents for Permitting
- Response to Governing Body Review Comments
- Project Book Specifications
- Cost Estimate

Civil / Landscape Deliverables

- Engineering Design Phase Services:
 - Based on the approved Final Engineering Layout referenced above, prepare construction drawings utilizing the survey data obtained above. The construction drawings shall include:
 - A key Sheet containing an Index of Drawings
 - General notes and details
 - Plans sheets for limits of construction showing the proposed buildings, parking layout, utilities and stormwater retention area.
 - Provide domestic water service to the proposed building and for service to the site by connecting to the existing 12" watermain on or near site.
 - Provide sanitary sewer service from the proposed building(s) to a proposed on-site lift station. The lift station shall be maintained by Polk County Lift Station and therefore shall meet the design requirements for a County Lift Station. Access to the existing County force main located within the Powerline Easement to the west of the site shall be provided.
 - Provide a 25-year/24-hor design for the on-site stormwater retention area.
 - Plans shall be submitted to the client and one round of comments addressed. An opinion of probable cost will be provided covering the work.
 - Subcontract with Dirt Landscape Architecture to design a planting schematic irrigation plan compliant with applicable landscape code requirements. Included are all landscape plans with planting notes, schedules and details, as well as irrigation plans with notes, schedules and details. Dirt will submit signed and sealed landscape permit drawings to the Engineer to be included in the overall design set for the project.
- Utility Coordination Phase:
 - Contact Sunshine "One-Call" for design locates to determine the name and contact information of any utilities located within the project area.
 - Plan sets will be submitted to the utility companies identified above with a request for the utility companies to provide drawings for all known utilities within the project area.
 - Coordination with utility owners to include preparation of a letter describing the proposed construction, submittal of preliminary plan documents and requesting records and drawings from the utilities detailing the location of their existing facilities.
 - Provide the location of existing utilities on the drawing where the potential for conflicts occurs.

- Project Manual/Bid Documents:
 - Compile and provide the Architect with the technical bid documents and specifications for the Civil Engineering Water and Wastewater components of the project, including the Geotechnical Report and Permits to be included in the Architects Specification package.
- Permit Phase Services:
 - Conduct a pre-application meeting with the Southwest Florida Water Management District (SWFWMD) and Polk County Land Development.
 - Prepare calculations and submittal documents for the Environmental Resource Permit and submit to the Southwest Florida Water Management District (SWFWMD)
 - Prepare and submit FDRP Notice of Intent to Use General Permit for Construction of Water Main Extension and FDEP Domestic Wastewater Collection/Transmission System Permit Application.
 - Prepare and submit to Polk County Land Development the Civil Engineering Construction Plans for Level III approval.

Structural Deliverables

- CD developed plans with full sections and details

MEP/FP Deliverables

- 5 virtual meetings.
- 50% Construction Documents
- Final Construction Documents (for permit)

Meetings

- Construction Documents Progress Meeting (One (1))

Construction Phasing

Construction documents will be produced in one package.

Bidding Documents

The Lunz Group will assist the Client in the preparation of bidding forms and requirements.

Conditions Of Construction Contract

The Lunz Group will review Client provided General Conditions and make recommendations for supplementary conditions.

V - Bidding Or Negotiation Phase Services

Services include:

- One (1) on site pre-bid conference
- Response to bidders' requests for clarifications
- Participation in bid opening
- Preparation of bid summary for Client review

VI –Construction Phase Services

The Lunz Group will provide Construction Phase services as set forth in AIA A201-Current Edition General Conditions, with The Lunz Group's modifications.

Deliverables

- As described in AIA A201-Current Edition General Conditions, with The Lunz Group's modifications
- The review of shop drawing and finish submittals includes one resubmission.

Meetings

- Scheduled visits to the property to review the work (up to quantities in travel section below)

Construction Period

This Scope of Services is based on a thirteen (13) month construction period to Substantial Completion. Services provided after this timeframe shall be compensated as Additional Services. The Lunz Group has identified three hundred and ninety-two (392) man hours associated with the construction administration of the project. Any time beyond what is identified can be addressed as an additional service.

VII – Post Completion Services

No Post Completion services included.

Travel

Proposal includes travel to project location, Client's office or teleconference for coordination with the Client and its consultants, meetings or presentations as outlined below.

Person-trips	Kick Off	Pre-Design	SD	DD	CD	CA
Architecture	1	1	2	2	1	14
Civil/Landscape	1	1	1	1	1	3
Structural	1	1	1	1	1	3
MEP/FP	1	1	1	1	1	3
Total	4	4	5	5	4	23

Construction Cost Estimates

The Lunz Group will submit Four (4) estimates of construction cost prepared by a professional cost estimator. One after Pre-Design, SD, DD and CD phases. This Scope of Services is not based on a fixed limit of construction cost unless The Lunz Group is permitted to include contingencies and determine project scope, systems, and materials to be included in construction documents. This is to be an approved additional expense by the client and billed in the Allowance line item.

Qualifications

The following items are qualifications to the proposal outlined above.

- The Lunz Group, at its option, will utilize REVIT or AutoCAD software for drawings. For Specifications and Finish Schedules, The Lunz Group may use any or all of the following software: Excel, Word, Studio Designer, InDesign or AutoCAD. We will provide design documents based on a mutually agreed program, schedule and budget for the project. All consultants working with The Lunz Group will adhere to The Lunz Groups BIM Execution Plan.

Architectural Additional Services

The following items are services that are additional to the proposal outlined above. These services will only be provided if requested by the Client and will be billed at the hourly rates noted herein.

- Change Orders, Change Directives or revisions to the design and construction documents after previous Client approvals.
- Value engineering and modification to design and construction documents and specifications requiring preparation of design and construction documents for alternate pricing or re-pricing.
- Preparation of Construction Documents for Alternates.
- Additional submission packages exceeding the number specified in our basic services.
- Detailed Quantity Survey of the Project.
- Attendance at multiple Pre-Bid Conferences.
- Field visits and Construction Phase Services or providing scheduled periodic representation in the field during construction beyond that stipulated in our basic services.
- Substantial Completion Inspections in excess of one inspection.
- Final Completion Inspections in excess of one inspection.
- Services in connection with the activities of separate construction contractors.
- Professional services due to default of the Client's consultants, other design professionals, General Contractor or by major defects in the work.
- Submissions for Government approval other than for building permit.
- Review and approval of proposed alternates or substitutes.
- Coordination and review of the Client's other consultants' drawings and specifications requiring adjustments and modifications to The Lunz Group's documents.

- Multiple Reviews of Shop Drawings and Submittals beyond one (1) original review and one (1) resubmittal.
- Acoustical Design Services.
- Lighting Design Services.
- Building Commissioning Services.
- Renderings and Models beyond those stipulated in our basic services.
- Electronic Modeling (walkthroughs and fly-bys).
- Wind Analysis.
- Life Cycle Analysis.
- Marketing / Leasing Brochures.
- Record Drawings prepared from the General Contractor's as-built drawings upon completion of project.
- Meeting time beyond that stipulated in our basic services.
- Enhanced clash detection to help with model coordination before construction phase.
- BIM Model with LOD higher than 300.
- LEED or WELL certification.
- Low Voltage systems.

Civil / Landscape Additional Services

- Payment of permit application fees
- Excavation and location of underground improvements
- Owner and Encumbrance Report
- Wetland Delineation and Location
- Gopher Tortoise Survey or Permitting
- Cover Board Survey for Sand Skinks or Permitting
- Cultural or Archaeological Review or Assessment
- Construction staking
- Cost of utility locates, if any provided by the utility companies.
- Utility Relocation Plans.
- Verification of information provided by others.
- Lighting Plans.
- Fire Sprinkler Design.
- Utility plans other than water and sewer.
- Advertisement of bid.
- As-Built Survey
- Any other services not expressly stated in the Scope-of-Services.

MEP/FP Additional Services

- Cost estimations are excluded.
- Re-design due to change in scope, Value Engineering (VE), alterations after 50% construction documents or budget constraints.
- Any permitting cost including but not limited to application fees, agency fees, impact fees and environmental fees.
- Any alternates will need to be provided as additional services since it is additional design scope.
- Multiple phases of construction documents are not included unless specifically stated. Breaking the project into multiple design phase submissions will require additional services to account for the additional cost to perform the additional submissions.
- LEED Certification or Green Globe
- Any service or deliverable not explicitly stated in the scope of work above.
- Plans and specifications will be in accordance with the Florida Building Code Eighth Edition and the Florida Fire Prevention Code – Eighth Edition.
- Current Owner Design Guidelines
- Any municipal code or design guideline not explicitly listed or stated in this proposal shall be excluded.

Client's Responsibilities

Prior to commencement of the work, the Client shall furnish to The Lunz Group full information as to their design requirements, operational standards and guidelines, preliminary program, project schedule, total budget broken down for all areas, and all such information which shall be pertinent to the creation and carrying out of the project's design intent.

The Client shall designate a single representative authorized to act in the Client's behalf who shall make decisions with respect to the project. The Client, or such authorized representative, shall examine the design documents submitted by The Lunz Group and shall render decisions pertaining thereto promptly, to avoid unreasonable delay in the process of The Lunz Group's design services.

The Lunz Group shall provide information and specifications for products and their manufacturer, sufficient to convey design intent. However, The Lunz Group will not bear any liability, should the Client choose to have the product made by a third party. It is the sole responsibility of the Client not to infringe on any copyright, trademark or design-right of the original manufacturer specified.

Client warrants that in transmitting existing documents prepared by other designers or design professionals, or any other information, Client is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

End Of Scope of Services