



Consultant Services Authorization

Firm	Chastain Skillman, LLC.
Master Agreement No.	2022-061
CSA No.	
Project Name	Hunt Fountain Park Soccer Artificial Turf
Project Description	Design, permitting, bid assistance & construction administration services to convert the Hunt Fountain Park soccer fields to artificial turf.
Projects Exhibits and Attachments	Exhibit "A"- Scope of Services Exhibit "B"-Fee Schedule (Master Agreement) Exhibit "C"-Reimbursable Cost Schedule Exhibit "D"-Insurance Documents
Duration (in days)	To project completion
Compensation	\$ 220,165.50 Lump Sum per Task
Special Contract Conditions	
Insurance Requirements	Professional Liability
Liquidated Damages	\$0 Per Day
Budget Source/Availability	30801.350308001.5666000.3500041

IN WITNESS WHEREOF, the parties hereto have executed this CSA on this ___ day of _____, 20__.

Attest:
STACY M. BUTTERFIELD

POLK COUNTY, a Political subdivision of the State of Florida

By: _____
Deputy Clerk

By: _____
Chairman
Board of County Commissioners

Date Approved by Board: _____

Review as to form and legal sufficiency

County Attorney's Office Date

Attest:

Corporate Secretary

Chastain-Skillman, LLC
CONSULTANT COMPANY NAME

Authorized Corporate Officer

SEAL

James R. Chastain, III | CEO/President
[Printed Name and Title]

Date: 10/4/2024

Date: 10/4/2024



Print

Clear



EXHIBIT A

Hunt Fountain Community Park Civil Engineering Services to Convert Four Soccer Fields to Artificial Turf Scope of Services and Professional Fee

Client: Polk County Board of County Commissioners
Project Name: Hunt Fountain Community Park
Convert Existing Soccer Fields to Artificial Turf
CSI File No.: WRC24007
Date: September 11, 2024

Polk County Parks and Natural Resources Division (PNR) is seeking design, permitting, geotechnical services, surveying and construction administration services for converting four (4) natural grass soccer fields to artificial turf in Hunt Fountain Community Park.

PNR is seeking to convert all four existing soccer fields located on the south side of the park to artificial turf. Developing a performance specification and/ or bid documents for a complete artificial turf system that includes sub-base, drainage, carpet and in-fill to meet the site conditions and recreational level of use will be a critical component of the scope / deliverable. The design shall improve drainage in this area to the greatest extent possible. The scope includes coordinating and submitting all permit applications, permit modifications, or exemption letters from the agencies described below (i.e. water management district, etc.). The initial construction of the existing fields pre-dates permitting requirements.

PNR does not anticipate any electrical, potable water, sewer utility design and/ or permitting to be required other than irrigation removal.

PNR requires digital copies of all data and deliverables, in both a pdf format and in usable shapefiles, when appropriate, to include but not limited to: site survey, geotechnical survey locations, concept design, final design plans, as-builts and other data collected that is georeferenced for this project.

Upon authorization of the Agreement between the Polk County Board of County Commissioners (Client) and Chastain Skillman, LLC (CS), CS will be responsible to provide engineering services as well as permitting and limited construction administration services for the above-referenced project. Specifically, the Scope-of-Services shall include the following task items:





SCOPE-OF-SERVICES: CS will be responsible to provide:

I. Project Initiation:

1. Project Kickoff Meeting:

- a.) Attend a kickoff meeting with the Client and the Design Team in order to understand the lines of communication, goals/objectives of the project and schedule.

2. Preapplication Conferences:

- a.) Schedule and meet with the following regulatory agencies to review the design and permitting requirements for the conversion of the existing grass soccer fields to synthetic turf:
- Southwest Florida Water Management District.
 - Polk County Land Development.

3. Environmental Services:

- a.) Contract with Environmental Science and Technologies, (ESA) to perform a cursory environmental site review to include:
- Desk top Review of Parcel Limits – Prior to any field surveys, a desk top review will be conducted of the site to determine any potential constraints that may currently exist. This includes, but not limited to, National Wetlands Inventory, National Resource Conservation Service Soils and United States Geographical Survey Topographic databases. Listed species databases. Listed species databases will be reviewed as well as Audubon Florida Eagle Watch Bald Eagle Locator.
 - Preliminary Listed Species Survey – During the site review a preliminary listed species survey will be conducted to determine the potential for the existence of state and federally listed species and/or their habitat within the review area. While on site a 15% gopher tortoise burrow survey will be conducted to determine the potential density of individuals on the site.
 - Wetland/Waterbody Delineation – ESA will delineate all wetlands and waterbodies in accordance with Chapter 62-340, Florida Administrative Code (F.A.C.). In addition, all other surface water (OSW) features within the review area will be reviewed and field located where applicable.
 - Environmental Memorandum Preparation – Upon completion of the field review of the proposed site, an environmental Memorandum will be written that define the environmental constraints that exist within the Project Area. This memo will describe the onsite site conditions, wetlands and waterbodies, permitting, mitigation option, listed species avoidance and minimization measures.
 - Coastal Zone Management (CZM) Act Exemption – Because of the location of the park and since wetland features that are
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considered Waters of the U.S. (WOTUS) are not proposed to be impacted as a result of the project, it is anticipated that the park improvements will be exempt from the CZM Act. As part of the Environmental Memo preparation, the CZM Act exemption will be addressed.

- Florida Master Site File TRA Search – A database search will be conducted with the Department of Historical Resources (DHR) to identify any previously recorded archaeological and cultural resource sites.
- USFWS Coordination – ESA will conduct early coordination with the USFWS to decide if species surveys are warranted and to determine the potential effects the project will have on federally listed species such as the Eastern indigo snake, sand skink, blue-tailed mole skink and Florida scrub jay. If no surveys are required for the above listed species, a letter from USFWS will be secured and provided to the client prior to construction.

4. Topographical Survey:

- a. CS will be responsible to prepare a Topographic Survey of an approximately 14-acre portion of Parcel Id #232714-000000-043010, located at 7036 Green Road, Lakeland, 33810 as shown on the attached Survey Exhibit. This survey will be completed to aid in the design of the site. The specific scope 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).
 - Depict the East, West, and South Boundary lines based on found field monumentation found at the time of the survey and deeds of record.
 - Locate and depict aboveground improvements on the survey within the project limits.
 - The vertical datum for the project will be based on the North American Vertical Datum of 1988 (NAVD88).
 - Provide spot elevations and one-foot (+/-) contours. The spot elevations upon which the contours are based will be indicated on the drawings. An interpolated one-foot contour line (+/- 6 inches) will also be plotted on the drawing.
 - The spot elevations will extend approximately to the limits as shown on the attached Survey Exhibit and parcel boundaries.
 - Provide invert information of accessible storm water and sanitary sewer structures.
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- Locate trees of 6-inch diameter or larger as measured at approximately 4 feet above the 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.
- 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 Certification: The survey certification shall read as follows: I hereby certify that this drawing correctly reflects the results of a recent survey made under my direction and this survey was made in accordance with Standard of Practice adopted by the State of Florida Department of Agriculture and Consumer Services, Board of Professional Surveyors and Mappers, Chapter 5J-17 of the Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.

5. **Geotechnical Investigation Report:**

Contract with Madrid Engineering Group, Inc. to provide a Geotechnical Report of the soccer field area to include:

- Site reconnaissance to review existing conditions in the field.
- Utility locates via Sunshine One Call (required 3 days prior to the field work).
- Mobilization to the site.
- Conduct eight (8) SPT borings (two on each soccer field), to a depth of 6 feet below ground surface (beg), within the soccer field area.
- Conduct two (2) shallow (approximately 2 feet deep) test pits and two (2) Standard Penetration Tests (SPT's) to a depth of 10 feet below existing grade (beg), within the retention area and soccer field area. At the base of the 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 a registered professional geotechnical engineer which will include:
 - A description of the site, fieldwork, laboratory testing and general soil conditions encountered.
 - Measured apparent and estimated seasonal high groundwater level within the soccer field and retention areas.
 - General geotechnical recommendations for stormwater pond.

II. **Conceptual Plan:**

1. Attend one (1) meeting with the Client and Design Team for the purpose of finalizing the layout and dimensions of the soccer fields.
 2. After the above meeting, submit the final Conceptual Plan to the Client for approval.
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III. Civil Engineering Site/Grading/Soccer Fields:

1. Based on the approved Conceptual Site Plan above, prepare the final engineered Site Plan for the four (4) soccer fields.
2. Design collector storm sewer to proposed on-site retention area in location of existing softball field for new construction activities. No new impervious area is proposed.
3. Contract with OSports to provide:
 - Turf consulting services to PNR to determine a basis of design product or competitive turf specification for public bidding procedures. Assist in ranking/prequalifying synthetic turf providers and contractors for ultimate selection by the County.
 - Prepare plans and specifications for the four (4) proposed soccer fields, including:
 - Field Layout and striping/graphics plans based off NCAA and/or NFHS design requirements.
 - Field area grading plans.
 - Field area utility plans containing:
 - Layout of field underdrain and storm collector system.
 - Layout of electrical or future use conduit pathways.
 - Field cross sections and field related details.
 - Prepare plans and specifications for construction of perimeter fencing and netting as needed.
 - Assist with coordination of graphics design for the field lines, field logo and any donor names with PNR and include in our plan set.
 - Make periodic site visits throughout the field construction phase for approximately two hours per visit. We are providing three (3) site visits/construction meetings in this proposal.
4. Construction drawings shall be submitted for review at 30%, 60%, 90% and 100% Completion.

IV. Permit Documents and Applications:

1. Prepare and submit permit packages and respond to comments from required agencies and jurisdictions. The following are anticipated:
 - a. Southwest Florida Water Management District – Exemption to Environmental Resource Permit. No new impervious area is proposed.
 - b. Polk County – Land Development Review.
 - c. Coastal Zone Management Act (Exemption).
 - d. Florida Department of Environmental Protection – NPDES to be submitted by Owner or Contractor.

V. Project Specifications Manual:

1. Provide the County with project specifications for all civil engineering, including the artificial turf. A technical specifications manual, with Opinion of Probable Cost (Containing Quantities) will be provided at 60% and 90% completion with final construction specifications and Opinion of Probable Cost being provided at 100% completion.
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VI. Limited Construction Administration:

1. Limited construction administration shall consist of the following:
 - a. Responding to bidder's questions.
 - b. Addressing RFI's
 - c. Reviewing Shop Drawings
 - d. Attend up to Eighteen (18) construction meetings at 2 hrs. each.
 - e. Attend substantial and final inspections on-site.

VII. Record Drawings

1. Prepare record drawings based on the contractor provided as-built drawings. CS requires four (4) signed/sealed (Florida Registered Professional Surveyor) copies of the "as-built" drawings, as well as, a pdf file and a CAD file.
2. Provide 1 hard copy, 1 pdf copy, and 1 CAD copy to the Client.

EXAMPLE OF SERVICES NOT INCLUDED:

- Payment of utility locate fees, if any, provided by the utility companies.
- Archaeological cultural resource field study.
- Appraisal or land acquisition services.
- Wetland delineation and location, permitting or design.
- Bald Eagle Permitting.
- Gopher Tortoise Permitting or Relocation.
- Listed species relocation.
- Phase I Site Assessment.
- Research, Excavation, and location of underground improvements.
- Boundary Survey or ALTA/ACSM Land Title Survey.
- As-built Survey.
- Landscape and irrigation services.
- Electrical, Potable Water or Sanitary Sewer Utilities.
- Verification of accuracy of information provided by others.
- Any other services not expressly stated in the Scope-of-Services herein.

ASSUMPTIONS:

The Scope-of-Services and Compensation arrangement outlined in this Task Order are based on the following assumptions:

1. It is assumed that the Client will furnish CS with all information as to its requirements including any special or extraordinary considerations for the Project, and also to make available existing pertinent data.
 2. It is assumed that the information required to complete CS's services will be readily available.
 3. It is assumed that the information provided by the Client and any third parties is accurate and can be relied upon by CS.
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4. It is assumed that a zoning or land use change will not be required for the development.
5. It is assumed that the gopher tortoise permitting, and relocation is not part of this work.
6. It is assumed that the sand-skink survey and permitting is not a part of this work.

PERIOD OF SERVICE:

Upon acceptance of this agreement and receipt of a Notice to Proceed from Polk County, the Consultant will promptly initiate its services, and would expect to substantially complete the services through submittal for permitting within approximately One-Hundred Twenty (120) days. The time required for review of drawings by the agencies, approval of permits, and the County's Construction Manager review is estimated at 90 days but is beyond the control of the Consultant.

The following general schedule is anticipated for the period of service:

<u>Task</u>	<u>Duration</u>
Project Design	120 Days
Permitting	60 Days
Bidding (During Permitting)	60 Days
Construction	240 Days
Permitting Close-out	30 Days

COMPENSATION:

Our compensation for the Professional Engineering Services delineated above will be based on the Lump Sum of \$191,448.50 as summarized below:





TASK	DESCRIPTION	FEE, \$
I.	Project Initiation	
1	Kickoff Meeting	1,570
2	Preapplication Conferences	2,140
3	Environmental Services	6,050
4	Topographical Survey	12,800
5	Geotechnical Investigation Report	7,500
II	Conceptual Plan (30%)	27,332.50
III	Civil Engineering Site/Grading/Soccer Fields	
1	Final Site Plan	3020.00
2	Collector Storm Sewer and Retention Area	3,020.00
3	60% Design Plans, Opinion of Probable Cost, Technical Specs.	33,132.00
4	90% Design Plans, Opinion of Probable Cost, Technical Specs.	33,132.00
5	100% Design Plans, Opinion of Probable Cost, Technical Specs	34,732.00
IV	Permit Documents and Applications	7,840
V	Project Specifications Manual	6,760
VI	Limited Construction Administration	10,000
VII	Record Drawings	1,420
VIII	Reimbursable Expenses	1,000
LUMP SUM (Including Reimbursables)		\$191,448.50

TASK	CONTINGENCY	FEE, \$
I.	15% Contingency (Not to be Utilized without prior County Approval)	28,717.00
LUMP SUM		\$28,717.00

The Client and CS agree that the individual tasks may be exceeded, provided the total fixed fee is not exceeded without the prior written authorization from the Client.



We trust that this working arrangement is agreeable with you, and if so, would appreciate execution of this Letter-of-Agreement in the appropriate spaces provided below and the return of one executed copy of same to this office.

Signed and accepted by:

CHASTAIN-SKILLMAN, LLC

W. R. Cauthan, PE

Vice President of Civil Engineering

Oct. 17, 2024

Date

POLK COUNTY BOCC

Authorized Representative for Client

Date



Exhibit "B" - Fee Schedule

Polk County RFP 22-315

Professional Engineering Services for Parks Natural Resources

Bill Rates

Position/Title	Labor Rates by Position / Title			
	Raw Labor Rates		Raw Rates x Mult. (3.48)	
	Minimum	Maximum	Minimum	Maximum
Principial/Program Manager	\$ 52.89	\$ 123.08	\$ 184.06	\$ 428.32
Sr Consultant	\$ 49.76	\$ 118.05	\$ 173.16	\$ 410.81
Department Director	\$ 55.00	\$ 74.12	\$ 191.40	\$ 257.94
Sr Project Manager	\$ 56.01	\$ 76.92	\$ 194.91	\$ 267.68
Sr Project Engineer/Professional	\$ 56.01	\$ 76.92	\$ 194.91	\$ 267.68
Project Manager	\$ 46.00	\$ 57.69	\$ 160.08	\$ 200.76
Project Engineer/Professional	\$ 45.67	\$ 57.29	\$ 158.93	\$ 199.37
Assistant Project Manager	\$ 28.00	\$ 51.23	\$ 97.44	\$ 178.28
Engineer IV	\$ 32.00	\$ 42.97	\$ 111.36	\$ 149.54
Engineer III	\$ 31.50	\$ 39.86	\$ 109.62	\$ 138.71
Engineer II	\$ 29.20	\$ 37.85	\$ 101.62	\$ 131.72
Engineer I	\$ 26.44	\$ 29.35	\$ 92.01	\$ 102.14
GIS Database Manager/Programer	\$ 45.25	\$ 49.81	\$ 157.47	\$ 173.34
GIS Analyst	\$ 37.12	\$ 45.92	\$ 129.18	\$ 159.80
Project Coordinator II	\$ 28.12	\$ 38.50	\$ 97.86	\$ 133.98
Project Coordinator I	\$ 15.00	\$ 28.12	\$ 52.20	\$ 97.86
Intern	\$ 12.00	\$ 23.00	\$ 41.76	\$ 80.04
Sr Construction Representative	\$ 35.92	\$ 42.00	\$ 125.00	\$ 146.16
Construction Representative	\$ 24.00	\$ 36.01	\$ 83.52	\$ 125.31
CADD Manager	\$ 41.34	\$ 56.00	\$ 143.86	\$ 194.88
Sr CADD Designer	\$ 28.00	\$ 41.99	\$ 97.44	\$ 146.13
Designer	\$ 20.00	\$ 32.21	\$ 69.60	\$ 112.09
Survey Director	\$ 64.00	\$ 69.15	\$ 222.72	\$ 240.64
Sr Project Manager (Survey)	\$ 51.92	\$ 69.15	\$ 180.68	\$ 240.64
Project Manager (Survey)	\$ 38.40	\$ 52.00	\$ 133.63	\$ 180.96
Assistant Project Manager (Survey)	\$ 28.00	\$ 38.50	\$ 97.44	\$ 133.98
3 man Crew			\$ 185.00	\$ 210.00
2 Man Crew			\$ 165.00	\$ 185.00
1 Man Crew			\$ 155.00	\$ 170.00

Labor Multiplier Calculation	
Category	Std Multi
Direct Labor	1.00
Fringe Benefits/OH/Adm/GA	2.11
Subtotal	3.11
Profit @ 12%	0.37
Actual Multiplier	3.48



DESCRIPTIONS AND RESPONSIBILITIES OF PERSONNEL

CLASSIFICATION	POSITION OVERVIEW	RESPONSIBILITIES	EDUCATION/EXPERIENCE
Project Manager	Project Representative; Manage project staff, budget, schedule and design	Communicate with client and subs, Manage activities of project staff, Create budget and schedule, Report to Principal-in Charge	Registered PE, Degree in Engineering, 25 years of experience, supervisory & management experience
Principal-in-Charge	Represents company, Provides project leadership, Supervises Project Manager	Responsible for project to be completed correctly, on time and on budget	Registered PE, Degree in Engineering, 25 years of experience, supervisory & management experience
QA/QC	Ensures project quality and efficiency	Make sure team adheres to Quality Control checklist, Reviews external deliverables for quality	15 years of experience, supervisory & management experience
Project Engineer	Provide project design, permitting, specification preparation and site inspection	Communicate with team members, ensure projects stays on budget and schedule, Report to Project Manager	Registered PE, Degree in Engineering, 5 years of experience
Survey Director	Provides leadership & development of survey operations, Directs survey field crew	Research existing project information, QA/QC of survey activities, planning of survey crew schedule, communication with client & team members	Registered PSM, 10 years of experience, supervisory & management experience
Survey Technician	Working on survey field crew	Perform basic survey field tasks	High School Diploma
Construction Inspector	Monitors construction of project, Provides construction engineering inspection	Coordinates MOT, Provides materials testing, Resolves construction issues, Keeps construction on schedule and inspects for quality	5 years of experience, High School Diploma
Administrative Professional/Intern	Administrative support	Office duties that include filing, typing and correspondence	High School Diploma



KEY PERSONNEL

1. Ron Cauthan, PE – Project Manager
 2. Lennie Arnold, PE, LEED AP – QA/QC
 3. Jim Chastain, PhD, PE, BCEE, MPH – Principal-In-Charge
 4. Doug Forni, PE – Senior Project Engineer – Parks
 5. Drew Morson, PE, CFM – Stormwater Lead
 6. Doug Jones, PE – Utilities Engineering/Coordination
 7. Fred Ammermann, PSM – Senior Project Surveyor
 8. Jeff Ammermann, PSM – Project Surveyor
 9. Sean Childs – Survey/CAD Technician
 10. Albert Truman – Construction Project Representative
 11. Chris Plowman – Construction Project Representative
-

Fran McAskill
Director
Procurement Division



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Fax: (863) 534-6789
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EXHIBIT C

Board of County Commissioners

REIMBURSABLE COST SCHEDULE

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