

*BACKUP  
DOCUMENTS*

**POLK COUNTY**

## REQUEST FOR LEGAL SERVICES

**To:** County Attorney's Office- Attention : Tom Norsworthy

**From:** Tamara Richardson, P.E. Utilities Director

**Division:** Utilities

**Prepared by:** Emily Perez **Phone Number:** 863-298-4142

**Date:** November 5th, 2025

**Subject:** Consultant Services Authorization (CSA) 2024-014-03, with Jones Edmunds & Associates, Inc. for the Sun Ray Wastewater Treatment Facility Advanced Wastewater Treatment Upgrades and Improvements Evaluation project.

### **BACKGROUND:**

The Utilities Division operates the Sun Ray Wastewater Treatment Facility (WWTF) in the County's Southeast Regional Utility Service Area. The Sun Ray WWTF is regulated under the Lake Okeechobee Basin Management Action Plan (BMAP), which mandates compliance with stringent nutrient discharge limits. The BMAP was updated in June 2025 and now requires wastewater treatment facilities within the BMAP to upgrade to advanced wastewater treatment to meet new nutrient effluent limits. The County is required to comply with these requirements by 2030. This project is for the evaluation of conceptual-level alternatives for upgrading the Sun Ray WWTF to meet the aforementioned BMAP requirements and improve the facility's treatment efficiency and operational reliability. The County has requested the consultant to provide these services.

### **REQUESTED ACTION:**

Request approval of Consultant Services Authorization 2024-014-03, with Jones Edmunds & Associates, Inc. for the Sun Ray Wastewater Treatment Facility Advanced Wastewater Treatment Upgrades and Improvements Evaluation project at a not-to-exceed cost \$127,234.00.

**Need response no later than** **Thursday** **11** **13** **2025**  
(day of month) (month) (day) (Year)

APPROVED BY



Tom Norsworthy

For County Attorney office use only:

\_\_\_\_\_  
Signature Date

County Attorney

Assign to :

TOM

Date

NOV 07 2025

County Attorney Project No:

2025-726

Logged out:

11-7-25

**Utilities Division -Signature Request/Routing Request**

**PLEASE REVIEW AND APPROVE THE ENCLOSED DOCUMENTS AND  
FORWARD AS NOTED BELOW**

**Board Agenda Track**

This item is slated for the (Month) 12 (Day) 16 (Year) 2025  
Bocc Meeting

PROJECT TITLE: Sunray Wastewater Treatment Facility

PROJECT MANAGER: Hunter Johnson

Number of original documents enclosed: 2

**MUST BE RETURNED BY :**

11/13/2025

- ☒ **PROCUREMENT** / Michele Sims: All originals with support are attached for your review and approval. **MICHELE: Please forward this package to the County Attorney offices Attention Jackie Lanfair after signature?**
- ☒ **COUNTY ATTORNEY**/Thomas Norsworthy: All originals with support are attached for your review and approval. **JACKIE: Please forward this package to the Deputy County Manager offices, Atten: Stacy Craver, after signature?**
- ☒ **DEPUTY CO<sup>2</sup>MGR<sup>2</sup>**/ John Bhode: All originals with support are attached for your review and approval. **STACY: Please return this entire package back to Charles Richards in the Utilities Division after signature?**

Please email me a quick message to let me know when this package has left your offices to the next party – THANKS!

ATTEN: Emily Perez, Mail Drawer UT01 (Phone: 863-298-4142)

## CONSULTANT APPROVAL FORM

**CPO:** If Consultant fee is under \$50,000 & construction is under \$250,000

**CSA:** If Construction is under \$7,500,000;

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

**CPO/CSA #:** 2024-014-03 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 11/03/2025 Division: Utilities

Project Manager's Name: Hunter Johnson Phone #: 863-344-9959

Project Name: Sun Ray WWTF AWT Upgrades and Improvements Evaluation Project

Total Project Budget: \$127,234.00 Project # 6897998

Estimate of Construction Cost: \$NA - Study

Proposed Consultant: Jones Edmunds & Associates, Inc Fee: \$127,234.00

Master Consultant Agreement # 2024-014

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

Approved By: Amara Richardson Date 11-5-25  
Division Director/Designee

### Procurement Division

Date Received: 11/6/25 Date Reviewed by Analyst: 11/6/25

Approved by: \_\_\_\_\_  
(Procurement Director/Designee)

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

Date Received: \_\_\_\_\_ Date Reviewed: 11/7/25

Approved by: [Signature]  
(County Attorney Office Signature)

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

Date Received: \_\_\_\_\_ Date Reviewed: 11/7/25

Approved by: [Signature]  
(County Manager Office Signature)

**Additional Attachments:** number of days to complete project, not to exceed/lump sum amount, justification for consultant selected, fee schedule, and Professional Liability COI (COI applicable to CSA only, description field must be project specific (contract requirement)).

**December 16, 2025 Board of County Commissioners Regular Meeting**  
**Agenda Item #**

**SUBJECT**

Approve Consultant Services Authorization (CSA) 2024-014-03, with Jones Edmunds & Associates, Inc. for the Sun Ray Wastewater Treatment Facility Advanced Wastewater Treatment Upgrades and Improvements Evaluation project. (\$127,234.00 not-to-exceed, one-time expense).

**DESCRIPTION**

The Utilities Division operates the Sun Ray Wastewater Treatment Facility (WWTF) in the County's Southeast Regional Utility Service Area. The Sun Ray WWTF is regulated under the Lake Okeechobee Basin Management Action Plan (BMAP), which mandates compliance with stringent nutrient discharge limits. The BMAP was updated in June 2025 and now requires wastewater treatment facilities within the BMAP to upgrade to advanced wastewater treatment to meet new nutrient effluent limits. The County is required to comply with these requirements by 2030. This project is for the evaluation of conceptual-level alternatives for upgrading the Sun Ray WWTF to meet the aforementioned BMAP requirements and improve the facility's treatment efficiency and operational reliability. The County has requested the consultant to provide these services.

**RECOMMENDATION**

Request Board approve Consultant Services Authorization 2024-014-03, with Jones Edmunds & Associates, Inc. for the Sun Ray Wastewater Treatment Facility Advanced Wastewater Treatment Upgrades and Improvements Evaluation project at a not-to-exceed cost \$127,234.00.

**FISCAL IMPACT**

Funding in the amount of \$127,234.00 is available in the Utilities Capital Improvement Projects Program Budget.

**CONTACT INFORMATION**

Hunter Johnson

Capital Projects Manager

863) 344-9959

[hunterjohnson@polk-county.net](mailto:hunterjohnson@polk-county.net)

## Project Checklist

- Project Name: Sun Ray Wastewater Treatment Facility Advanced Wastewater Treatment Upgrades and Improvements Evaluation
- Project Location: Southeast Regional Utility Service Area
- Source of Funds: Funding is available in 42011.680536150.5662020.6897998 (Utilities Miscellaneous Services)
- Project Cost Summary: \$127,234 not to exceed cost
- Certifications: This request has been reviewed by:



Hunter Johnson  
Capital Projects Manager



James Tully  
Capital Projects Program Manager



Charles Richards, CPA  
Customer Service/Finance Manager



Tamara Richardson, P.E.  
Utilities Division Director

## Selection Procedure for Consultants with Continuing Contracts

<b>Division:</b>	<u>Utilities</u>
<b>Project Manager:</b>	<u>Hunter Johnson</u>
<b>Division Director:</b>	<u>Tamara Richardson, PE</u>
<b>Scope:</b>	<u>Sun Ray WWTF AWT Upgrades and Improvements Evaluation</u>
<b>CSA/CPO</b>	<u>CSA 2024-014-03</u>
<b>Date Analysis Performed</b>	<u>November 4, 2025</u>

Step 1:

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

Consultant	Expertise	Experience	Personnel	Local (Y/N)	Elevated for Consideration (Y/N)
AtkinsRéalis USA, Inc.	Y	Y	Y	N	Y
Black & Veatch Corp	Y	Y	Y	N	Y
Carollo Engineers, Inc.	Y	Y	Y	N	Y
CHA Consulting, Inc. (FKA Reiss Engineering, Inc.)	Y	Y	Y	Y	Y
Chastain-Skillman, Inc.	Y	Y	Y	Y	Y
CivilSurv Design Group Inc.	Y	Y	Y	Y	Y
Dewberry Engineers, Inc.	Y	Y	Y	Y	Y
Halff Associates, Inc.	Y	Y	Y	N	Y
Hazen and Sawyer, P.C.	Y	Y	Y	N	Y
Jones Edmunds & Assoc.	Y	Y	Y	Y	Y
Kennedy/Jenks Consultants, Inc.	Y	Y	Y	N	Y
Pennoni & Associates, Inc.	Y	Y	Y	Y	Y
Rummel, Klepper, and Kahl, LLP	Y	Y	Y	Y	Y
Tetra Tech, Inc.	Y	Y	Y	N	Y
Wright-Pierce, Inc.	Y	Y	Y	Y	Y

**State justification for each firm not elevated and why:**

NA

Step 2:

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

Consultant	Has past performance been satisfactory (Y/N)	Elevated for Consideration(Y/N)
Black & Veatch Corp	Y	Y
AtkinsRéalis USA, Inc.	Y	Y
Black & Veatch Corp	Y	Y
Carollo Engineers, Inc.	Y	Y
CHA Consulting, Inc. (FKA Reiss Engineering, Inc.)	Y	Y
Chastain-Skillman, Inc.	Y	Y
CivilSurv Design Group Inc.	Y	Y
Dewberry Engineers, Inc.	Y	Y
Halff Associates, Inc.	Y	Y
Hazen and Sawyer, P.C.	Y	Y
Jones Edmunds & Assoc.	Y	Y
Kennedy/Jenks Consultants, Inc.	Y	Y
Pennoni & Associates, Inc.	Y	Y
Rummel, Klepper, and Kahl, LLP	Y	Y
Tetra Tech, Inc.	Y	Y
Wright-Pierce, Inc.	Y	Y

**State justification for each firm not elevated and why:**

NA.

Step 3:

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

Consultant	Contracted Amount	Elevated (Y/N)
Dewberry Engineers, Inc.	\$ 1,809,100	N
Black & Veatch Corp	\$ 1,543,535	N
Kennedy/Jenks Consultants, Inc.	\$ 833,804	N
Carollo Engineers, Inc.	\$ 440,654	N
Wright-Pierce, Inc.	\$ 307,381	N
Tetra Tech, Inc.	\$ 291,448	N
CivilSurv Design Group Inc.	\$ 220,908	N
Rummel, Klepper, and Kahl, LLP	\$ 213,750	N
Hazen and Sawyer, P.C.	\$ 197,390	N
Jones Edmunds & Assoc.	\$ 160,328	Y
Halff Associates, Inc.	\$ 157,202	N
AtkinsRéalis USA, Inc.	\$ 130,143	N
CHA Consulting, Inc. (FKA Reiss Engineering, Inc.)	\$ 113,885	N
Pennoni & Associates, Inc.	\$ 69,000	N
Chastain-Skillman, Inc.	\$ 42,722	N

Step 4:

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

Dewberry, B&V, K/J, Carollo, W-P, Tetra Tech, CivilSurv, RK&K, and Hazen all have more contract awards during this contract period compared to Jones Edmunds. Halff is supporting the ongoing Septic to Sewer project. The County is coordinating EMP proposals with Atkins. CSA for Holly Hill LFA Blending Study was just awarded to CHA. Pennoni is providing aerial imagery support. Chastain is heavily involved in the SE Wellfield pipeline work and has limited resources. JEA is currently working on EMP an other environmental related proposals based on their prevailing expertise. JEA has the experience, expertise, and available personnel to provide the services; in the best interest of the County, JEA was selected to provide the services for this project.

Step 5:

**Based on the procedures and step analysis above, Jones Edmunds & Assoc. is selected.**

## Perez, Emily

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**From:** St. Jean, Mitch  
**Sent:** Wednesday, November 5, 2025 3:51 PM  
**To:** Perez, Emily  
**Subject:** RE: Sunray wastewater treatment, adequate insurance confirmation

Good afternoon,

The certificate of insurance provided is in accordance with our requirements.

Thanks,

Mitch St. Jean, CWCL  
Safety & Claims Administrator



Polk County Board of County Commissioners  
Risk Management Division  
P. O. Box 9005, Drawer AS06  
Bartow, FL 33831  
Ph: 863-534-5268  
Fax: 863-519-4726  
[mitchstjean@polk-county.net](mailto:mitchstjean@polk-county.net)

**From:** Perez, Emily <EmilyPerez@polkfl.gov>  
**Sent:** Wednesday, November 5, 2025 3:25 PM  
**To:** St. Jean, Mitch <mitchstjean@polk-county.net>  
**Subject:** Sunray wastewater treatment, adequate insurance confirmation

Dear Mitch, please see attached certificate of insurance for the attached contract. Please review the certificate of insurance and advise if it meets county requirements 😊 Thank you.

Emily Perez  
Administrative Specialist  
Polk County Utilities  
1011 Jim Keene Blvd.  
Winter Haven, FL 33880  
(863) 298-4142