

**CONSULTANT APPROVAL FORM**

**CPO:** If Consultant fee is under \$50,000 & construction is under \$250,000 (procedure)  
**CSA:** If Construction is under \$4,000,000;  
OR for study activity if consultant fee is under \$500,000- FS 287.055(CCNA))

**CPO/CSA #:** 22-088-01 Mod. #1 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 10/04/2023 Division: Roads & Drainage Division

Project Manager's Name: William Lorenzo, P.E. Phone #: 863-535-2286

Project Name: Cypress Parkway at Lake Marion Creek Road Intersection Improvements

Total Project Budget: \$2,600,000.00 Project # 5400234

Estimate of Construction Cost: \$ 1,800,000.00

Proposed Consultant: HNTB Corporation

Fee: \$156,510.00

*Original = \$102,255.00  
#54,255.00  
New total = \$156,510.00*

Master Consultant Agreement # 22-088

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

Approved By: [Signature] Date 10/4/23  
Division Director/Designee

**Procurement Division**

Date Received: 10/31/23 Date Reviewed by Analyst: 10/31/23

Approved by: [Signature]  
(Procurement Director/Designee)

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

Date Received: 11/1/23 Date Reviewed: 11/1/23

Approved by: [Signature] 11/1/23  
(County Attorney Office Signature)

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

Date Received: \_\_\_\_\_ Date Reviewed: 2023/11.07

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)).

### Consultant Services Authorization - Modification

Firm	HNTB Corporation
Master Agreement No.	22-088
CSA No. Modification No.	22-088-01 1
Project Name	Cypress Parkway at Lake Marion Creek Road Intersection Improvements
Project Description	Prepare evaluation report of roundabout vs traditional mast arm traffic signal.
Project Exhibits and Attachments (Ex. B, C & D not required)	Exhibit "A" – Scope of Services
Duration : (Original): Additional days:	Through completion of all related work.
Compensation (Original) Additional Compensation:	Total Cost Not to Exceed: \$ 102,255.00 Total Cost Not to Exceed: \$ 54,255.00
Special Contract Conditions	None in Modification
Insurance Requirements	Same requirement as original
Liquidated Damages	Same as original
Budget Source/Availability	14971.5405152101.5663400.5400234

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: \_\_\_\_\_  
Chairperson  
Board of County Commissioners

Date Approved by Board: \_\_\_\_\_

Review as to form and legal sufficiency  
*Jordan B. [Signature]* 11/1/23  
County Attorney's Office      Date

**Attest:**

*Craig W. Denson*  
\_\_\_\_\_  
Corporate Secretary

HNTB Corporation  
\_\_\_\_\_  
CONSULTANT COMPANY NAME  
*Leonard C. Becker*  
\_\_\_\_\_  
Authorized Corporate Officer  
Leonard C. Becker, Senior Vice President  
[Printed Name and Title]

SEAL

Date: 10/9/23 \_\_\_\_\_

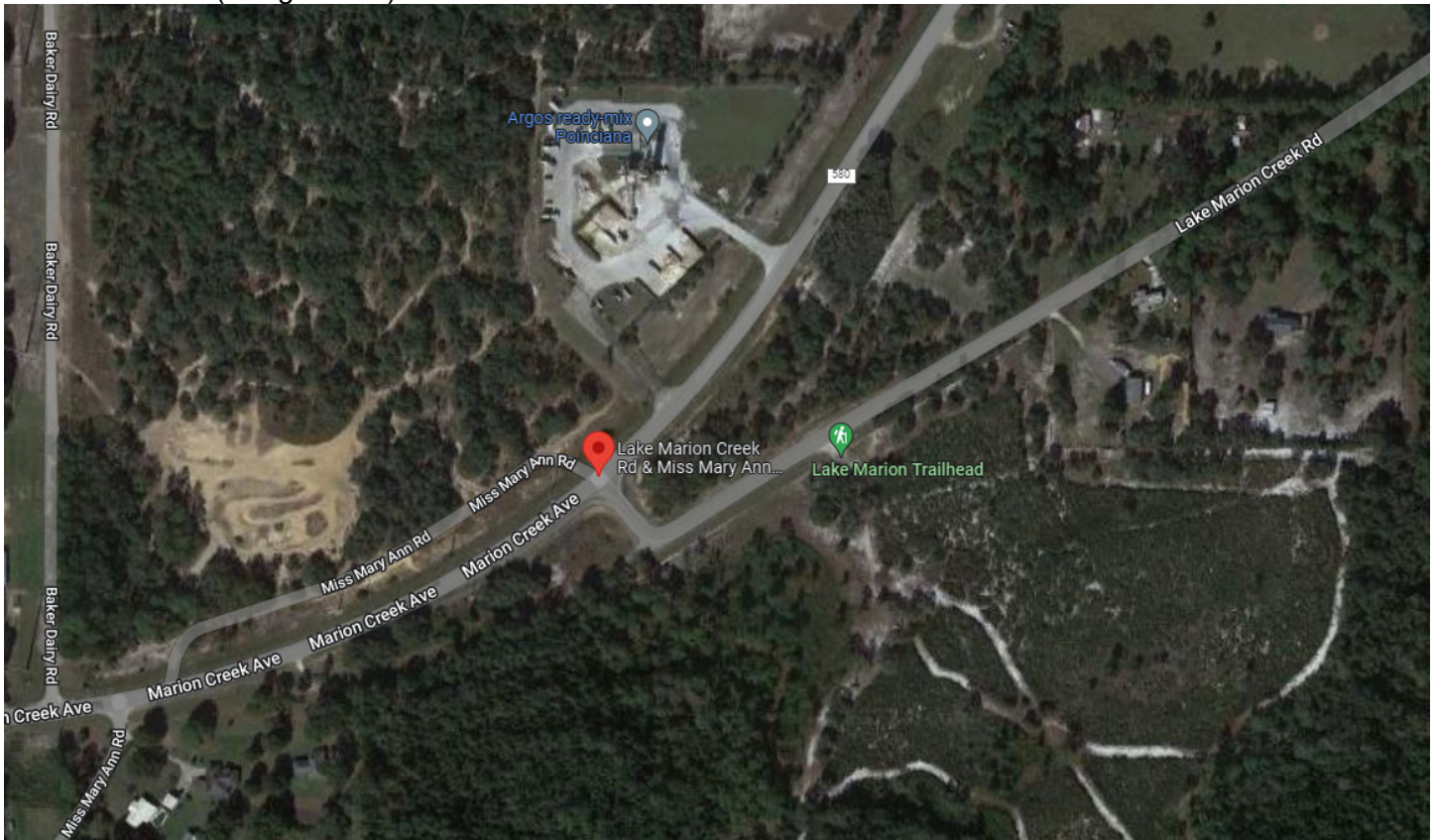
Date: 10/9/23 \_\_\_\_\_

**Exhibit "A"**  
**Scope of Services for**  
**Cypress Parkway and Lake Marion Creek**  
**Intersection Alternatives Analysis**  
**Amendment 1 to CSA-22-088-01**  
**9/18/2023**

**I. PURPOSE & BACKGROUND**

The purpose of this Exhibit is to define the responsibilities of HNTB Corporation (CONSULTANT) and Polk County Roads and Drainage Division (COUNTY) in connection with the intersection alternatives analysis for Cypress Parkway at Lake Marion Creek Road in Haines City, Polk County, Florida. Based on traffic count information, signal warrant analysis and crash data provided by COUNTY, CONSULTANT shall modify the traffic analysis for the intersection and determine the capacity and operational improvements needed to bring the overall intersection performance to an acceptable level of service on all approaches, based upon the anticipated 4-lane expansion of Cypress Parkway within the study limits. The CONSULTANT shall also prepare a roundabout evaluation for the intersection and perform geometric and operational analysis to establish the roundabout layout and lane requirements. The CONSULTANT shall utilize the results of the traffic analysis to develop one (1) conceptual intersection alternative for a 4-laned signalized intersection design addition and/or extension of auxiliary turn lanes, and one (1) conceptual intersection alternative for a 2-lane roundabout design.

Cypress Parkway is a northeast-southwest roadway that operates as the major corridor. Lake Marion Creek Road intersects Cypress Parkway at a right angle, as shown below, and is controlled by a stop condition (unsignalized).



**POLK COUNTY** has requested the **CONSULTANT** to analyze and develop intersection alternatives for Cypress Parkway at Lake Marion Creek Road with the goal of creating a safe intersection, operates within the adopted level of service standard and adjusted to accommodate the developmental activities to the west of this intersection including the Marion Creek Estates to the north of the intersection. The posted speeds for Cypress Parkway and Lake Marion Creek Road is 55 MPH and 45 MPH, respectively. The project location will extend towards the connectivity with the Lake Marion Trail. The **CONSULTANT** will provide anticipated right-of-way requirements for each alternative but will not be finalized until the design phase.

The design alternatives shall be based on the 2018 Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (aka "Florida Greenbook"), FY 2023-2024 FDOT Standard Plans for Road Construction, 2009 FHWA Manual on Uniform Traffic Control Devices (revised 5/2012), and the Polk County Technical Standards Manual (10/2009).

## **II. ALTERNATIVES ANALYSIS SERVICES**

The **CONSULTANT** shall furnish professional engineering services for the preliminary intersection design alternatives for the subject project.

The **CONSULTANT'S** Scope of Services shall include:

- Update detailed traffic data analysis for each of the intersection alternatives approved for further evaluation by the COUNTY to incorporate the four-laning of Cypress Parkway. The alternatives analysis will account for a 20-year design year condition from the opening year.
- As part of the background traffic, the **CONSULTANT** will incorporate the traffic impacts from the proposed Marion Creek Estates Traffic Impact Study.
- The growth rate will be updated to incorporate the four-laning of Cypress Parkway within the study area of influence in the District One Regional Planning Model (D1RPM) The updated growth rate will be submitted to the COUNTY for approval before using to forecast future volumes.
- Utilize FDOT's SPICE spreadsheet to predict the number of crashes expected under each of the two (2) Build Alternatives.
- High level ICE analysis to determine feasible intersection configurations and include accommodations to the Lake Marion Trail.
- Perform preliminary drainage analysis review for each alternative.
- Provide preliminary right-of-way assessment for each alternative (not to be finalized till design phase).
- Determine any permitting efforts required for each alternative.
- Develop construction cost estimates for each alternative using FDOT's 6-month state moving average and FDOT's Market Area 8 average.
- Perform benefit/cost (B/C) analysis for each of the alternatives.
- Provide a technical memorandum to the COUNTY presenting updated alternatives and providing an intersection alternative recommendation.
- Preparation of intersection alternative exhibits (plan view roll plots or 11"x17" sheets).
- Present the alternatives to the COUNTY and address all questions.
- The **CONSULTANT** will request an updated Sunshine One Call Design Ticket.
- Review and update conceptual temporary traffic control considerations and constraints in the intersection analysis report.

The **COUNTY** shall furnish the following to the **CONSULTANT**:

- Provide crash data for the intersection.

- Developer's plans and commitments to access management.
- Furnish the CONSULTANT with copies of existing right-of-way maps within the vicinity of the project and topographic survey.
- Provide notice to the consultant of any known utilities within the project limits.
- Provide Gracelyn Grove Traffic Study
- Provide County's Signal Warrant Analysis

### III. DESIGN REQUIREMENTS AND PROVISIONS FOR WORK

#### Design Construction Standards

**CONSULTANT** shall prepare the design in accordance with current editions of the following:

- 2018 Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (aka "Florida Greenbook")
- FDOT Florida Roundabout Guide
- FDOT Florida Intersection Design Guide
- NCHRP Report 672- Roundabouts: An Informational Guide (Second Edition)
- FDOT Project Traffic Forecasting Handbook.
- FDOT Traffic Analysis Handbook
- FY 2023-2024 FDOT Standard Plans for Road Construction
- January 2023 FDOT Standard Specifications for Road and Bridge Construction
- 2009 FHWA Manual on Uniform Traffic Control Devices (Revised 5/2012)
- Polk County Technical Standards Manual (Revised 10/2009).

In case of conflicts between criteria stated in the aforementioned documents, the **CONSULTANT** shall contact **COUNTY** for directions. If it becomes necessary for **CONSULTANT** to deviate from the standard design criteria specified in the documents, the **CONSULTANT** shall formally request authorization from the **COUNTY** by submitting a design variation request that describes the condition and states in writing, the reasons for the deviations. The Request for Design Variation shall be signed and sealed by the Engineer of Record.

#### Plans Preparation

**CONSULTANT** shall prepare plans and other documents that are accurate, legible, and complete in detail. Final Submittals shall be made to **COUNTY** in reproducible form and on disk for those items described in this Scope of Services.

The roadway concept plans will be based on a 55-mph Design Speed. The limits of the 4-lane approaches will accommodate a superelevation transition and roadway widening transition from both approaches, in accordance with the Florida Greenbook. This represents a distance of approximately 3,800 linear feet, from west of Jo Anne Road to north of the concrete plant.

The scope for plans preparation will be developed in a subsequent amendment following approval of the intersection concept.

### **Submittals**

**CONSULTANT** shall prepare exhibits, memorandums and other documents that are accurate, legible, and complete in detail. All submittals shall be made to **COUNTY** in reproducible form and in electronic format for those items described in this section.

### **Final Design Project Schedule**

**CONSULTANT's** services shall commence upon receipt of written notice to proceed issued by **COUNTY**. The **CONSULTANT** shall submit the draft Intersection Alternatives Analysis report 70 days from the issuance of the Notice to Proceed. Upon receiving draft comments from the **COUNTY**, the **CONSULTANT** shall finalize the report within 20 days.

### **Exclusions**

This scope of services does not include:

- **Design Phase** – A separate Scope of Services will be provided at the completion of the alternatives analysis (Design Phase to include: Roadway, Drainage, Structures, Lighting, and Traffic Design services)
- **Signal Warrant Analysis** – Provided by County
- **Traffic Counts** – Provided by County per Project Kick-Off meeting minutes.
- **Utility design or utility relocation design services**
- **Lighting analysis or design**
- **Survey or R/W Mapping services** – Provided by County
- **R/W Cost Estimates**– Provided by County
- **R/W Appraisal support, Acquisition support, or Expert witness services**

### **Project Fees**

This project is a limiting amount contract and shall not exceed a cost of **\$54,255.00**.

**PROJECT DEVELOPMENT & ENVIRONMENT  
PROJECT DATA**

**ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT**

Name of Project: Cypress Pwy at Lk Marion Ck Rd  
 County: Polk  
 FPN: N/A  
 FAP No.: N/A

Consult. Name: HNTB  
 Consult. No. 79337-DS-001  
 Date: 9/28/2023  
 Estimator: E. Ponce

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Principal	Senior Project Manager	Chief Engineer/Planner	Senior Engineer/Planner	Chief Designer	Project Engineer/Planner	Designer	Engineering/Planning Intern	Contract Support Specialist	Engineer/Planner	Staff Classification 11	Staff Classification 12	SH By Activity	Salary Cost By Activity	Average Rate Per Task
		\$320.00	\$290.00	\$285.00	\$215.00	\$200.00	\$175.00	\$125.00	\$125.00	\$115.00	\$150.00	\$0.00	\$0.00			
Project Description and Objectives	29	0	6	0	4	2	6	3	0	8	0	0	0	29	\$5,345	\$184.31
Public Involvement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
Engineering Analysis & Report	276	0	18	28	29	18	48	70	41	0	24	0	0	276	\$48,910	\$177.21
Environmental Analysis & Reports	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
Environmental Document	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
Design Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
<b>Total Staff Hours</b>	305	0	24	28	33	20	54	73	41	8	24	0	0	305		
<b>Total Staff Cost</b>		\$0.00	\$6,960.00	\$7,980.00	\$7,095.00	\$4,000.00	\$9,450.00	\$9,125.00	\$5,125.00	\$920.00	\$3,600.00	\$0.00	\$0.00		<b>\$54,255.00</b>	<b>\$177.89</b>

Check = \$54,255.00

Survey Field Days by Subconsultant  
 4 - Person Crew:

SALARY RELATED COSTS:		\$54,255.00
OVERHEAD:	0.00%	\$0.00
OPERATING MARGIN:	0.00%	\$0.00
FCCM (Facilities Capital Cost Money):	0.00%	\$0.00
EXPENSES:	0.00%	\$0.00
<b>SALARY RELATED SUBTOTAL:</b>		<b>\$54,255.00</b>
Survey (Field - if by Prime)	0.00	4-man crew days @ \$ - /day
<b>SUBTOTAL - PRIME</b>		<b>\$54,255.00</b>
<b>SUBTOTAL ESTIMATED FEE:</b>		<b>\$54,255.00</b>
Optional Services		\$0.00
<b>GRAND TOTAL ESTIMATED FEE:</b>		<b>\$54,255.00</b>

Notes:

1. This sheet to be used by Prime Consultant to calculate the Grand Total fee.
2. Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden.
3. Enter the rate for each classification in Row 9.



# REQUEST FOR LEGAL SERVICES

TO: COUNTY ATTORNEY'S OFFICE (AT01)

ATTENTION: Elizabeth Voss  
(CHECK ONE) Sandi Howard



FROM: William G. Lorenzo, P.E. 863-535-2286  
(Name and Phone Number)

DATE: 10/04/2023

RETURN TO: William G. Lorenzo, P.E.

DIVISION: Roads & Drainage TR01

BOARD AGENDA DATE: 11/07/23

COUNTY MANAGER ITEM:

PROJECT: Cypress Parkway at Lake Marion Creek Road Intersection Improvements

CSA/CONTRACT NUMBER: 22-088-01

MODIFICATION NUMBER: 1

CHANGE ORDER NUMBER:

TYPE OF AGREEMENT: CSA

NAME OF CONSULTANT/CONTRACTOR: HNTB Corporation

*Please indicate any time limits and attach all necessary documentation.*

REQUEST IN DETAIL:

*Please review attachments for the Board Agenda date indicated and return APPROVED documents at your earliest convenience. THANK YOU.*

For CAO Use Only:

County Attorney

Assigned Staff:

Sandi

Log-In Date:

NOV 01 2023

CAO Project Number:

2023-696

Log-Out Date:

11/1/23