

# REQUEST FOR LEGAL SERVICES

TO: COUNTY ATTORNEY'S OFFICE (AT01)

ATTENTION: Noah Milov   
(CHECK ONE) Heather Bryan

FROM: Jose Fernandez (863) 535-2310 DATE: 02/12/2026  
(Name and Phone Number)

RETURN TO: Jose Fernandez, TR01 DIVISION: Roads & Drainage

BOARD AGENDA DATE: 03/17/2026 COUNTY MANAGER ITEM:

PROJECT: Starling Road Sidewalk

CSA/CONTRACT NUMBER: 22-090-03

MODIFICATION NUMBER: 1 CHANGE ORDER NUMBER:

TYPE OF AGREEMENT: CSA

NAME OF CONSULTANT/CONTRACTOR: Kimley-Horn and Associates, Inc.

*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.*

County Attorney	
<b>For CAO Use Only:</b>	
Assigned Staff: <u>Noah</u>	Log-In Date: <u>FEB 17 2026</u>
CAO Project Number: <u>2026-120</u>	Log-Out Date: <u>2/17/2026</u> <u>B</u>

**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 #:** 2022-090-03 Mod.1 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 02/09/2026 Division: Roads & Drainage Division

Project Manager's Name: Jose Fernandez, EI Phone #: 863-535-2310

Project Name: Starling Road Sidewalk: Eloise Loop Road to Gray Road

Total Project Budget: \$2,000,000.00 Project # 5400012

Estimate of Construction Cost: \$ 350,000.00

Proposed Consultant: Kimley-Horn & Associates, Inc Fee: \$ 124,955

Master Consultant Agreement # 22-090

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

Approved By: [Signature] Date 2/16/26  
Division Director/Designee

**Procurement Division**

Date Received: 2/17/26 Date Reviewed by Analyst: 2/17/26

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

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

Date Received: 2/17/26 Date Reviewed: 2/20/26

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

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

Date Received: \_\_\_\_\_ Date Reviewed: 2/29/26

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 Name:	Kimley-Horn & Associates, Inc.
Master Agreement No.:	22-090
CSA No.:	22-090-03
CSA Modification No.:	1
Project Name:	Starling Road Sidewalk
Project Description:	Design of new sidewalk along Starling Road from Eagle Lake Loop Road to Gray Road and along Eagle Lake Loop Road from Starling Road to East of N 12 <sup>th</sup> Street.
Project Exhibit Attachment	Exhibit "A" - Modified Scope of Services
Original # of days to complete project	Through completion of construction
# of days increased by previous modification (if applicable)	N/A
Additional # of days for this Modification	N/A
Revised total # of days to complete project	Through completion of construction
Original Compensation	\$99,095.00
Net change by previous modifications	\$0.00
Compensation increase/decrease this Modification	\$25,860.00
Revised total compensation	\$124,955.00
Budget Source/Availability	14971.540152101.5663400.5400012

IN WITNESS WHEREOF, the parties hereto have executed this CSA Modification on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**Attest:**

STACY M. BUTTERFIELD

By: \_\_\_\_\_

Deputy Clerk

Date Approved by County: \_\_\_\_\_

POLK COUNTY, a political subdivision  
of the State of Florida

By: \_\_\_\_\_

\_\_\_\_\_, Chairman  
Board of County Commissioners

Review as to form and legal sufficiency

*Mark Miller* 2/20/26

County Attorney's Office Date

**Attest:**

CONSULTANT COMPANY NAME *KIMLEY-HORN AND ASSOCIATES, INC.*

*[Signature]*  
Authorized Corporate Officer

*BRENT LENZEN, SR. VICE PRESIDENT*

*[Signature]*  
Corporate Secretary

Date

*2/10/2026*

Printed Name and Title

Date *2/10/26*

SEAL





February 6, 2026

Jose Fernandez, E.I.  
Project Manager, Roads & Drainage  
3000 Sheffield Road  
Winter Haven, FL 33880

Re: Amendment Number 1 to MSA 22-090-03 Starling Road Sidewalk

Dear Mr. Fernandez:

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “Consultant”) and Polk County Roads and Drainage (“Client”) entered in a Professional Services Agreement dated June 3, 2025 (“Agreement”) concerning Starling Road Sidewalk (“Project”).

The parties now desire to amend the Agreement to include services to be performed by Consultant for compensation as set forth below in accordance with the terms of the Agreement, which are incorporated by reference.

The services currently authorized to be performed by Consultant in accordance with the Agreement shall be modified as follows:

**Task 1 – Project Coordination**

Kimley-Horn will provide project management and coordination services with Polk County and local stakeholders. This task includes one (1) coordination meeting and preparation of exhibits for the coordination meeting.

Kimley-Horn will coordinate with TECO Energy to install a new light fixture at the intersection of Starling Road and Eagle Lake Loop Road to illuminate the proposed crosswalk for the southbound direction. It is anticipated that the new light fixture will be installed on the existing TECO utility pole on the west side of Starling Road.

**Task 2 – Roadway Design**

Kimley-Horn will design an extension of the proposed sidewalk along Eagle Lake Loop Road. The sidewalk will connect to the existing sidewalk east of N 12<sup>th</sup> Street and the previously designed sidewalk along Starling Road. The design will include sidewalk, curb and gutter, curb ramps for the crossing at the Starling Road intersection, reconstruction of pavement to accommodate proposed drainage design, and signing and pavement markings for the roadway and pedestrian crossing. The roadway and temporary traffic control plans will be updated to reflect the sidewalk extension in accordance with the FDOT Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Street and Highways (Florida Greenbook) and the FDOT Standard Plans. The proposed mid-block crossing and associated design elements will be removed from the plans.

**Task 3 – Drainage Design**

Kimley-Horn will design a drainage collection system and provide an updated design report to accommodate the proposed sidewalk and curb extension to the north of the intersection of Eagle Lake Loop Road and Starling Road. This design will include an inlet and pipe collection system to

accommodate the curb extension. Kimley-Horn will prepare additional drainage calculations which will include spread calculations for the proposed curb extension for review of the proposed design by the County Staff. Kimley-Horn will prepare the final design package for the stormwater improvements in accordance with County's direction, FDOT Drainage Manual, and requirements by regulatory agencies. Drainage elements of the roadway plans including the drainage maps will be updated to reflect the sidewalk extension.

## Fees and Expenses

Kimley-Horn will perform the services in Tasks 1 – 3 for the total not to exceed fee below. Individual task amounts are informational only.

Task	Not To Exceed Fee
Task 1: Project Coordination	\$ 4,140
Task 2: Roadway Design	\$ 15,345
Task 3: Drainage Design	\$ 6,375
Total Not to Exceed Fee	\$25,860

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

By: Joseph A. Roberts Jr., P.E.  
Associate



By: Brent A. Lenzen, P.E.  
Senior Vice President

Starling Road Amendment - Staff Hour Estimation - Polk County Continuing Services

Classification		Chief Engineer 2	Chief Engineer 1	Senior Engineer 2	Senior Engineer 1	Engineer 2	Engineer 1	Engineering Intern	Engineering Tech	Design Intern	Chief Designer	Chief Planner	Senior Planner	Land Planner	Chief Scientist	Senior Env. Specialist	Env. Specialist	Senior Specialist	Secretary Clerical	Prime Fee Subtotal	Subconsultant Fee Subtotal	
Task	Description/Rate	\$ 340.00	\$ 300.00	\$ 265.00	\$ 235.00	\$ 205.00	\$ 170.00	\$ 150.00	\$ 115.00	\$ 73.00	\$ 215.00	\$ 300.00	\$ 225.00	\$ 170.00	\$ 225.00	\$ 165.00	\$ 125.00	\$ 178.00	\$ 95.00			
1	Project Coordination				12			5												6	\$ 4,140.00	\$ -
2	Sidewalk Design		3	3	5	15	20	40													\$ 15,345.00	\$ -
3	Drainage Design		1	2	3	6	8	15													\$ 6,375.00	\$ -
	Subtotal Hours	0	4	5	20	21	28	60	0	0	0	0	0	0	0	0	0	0	6	\$ 25,860.00	\$ -	

Project Total \$ 25,860.00