



# SCOPE OF SERVICES

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Construction Engineering and Inspection (CEI) Services

Chestnut Rd Sidewalk- Phase 2 & 3

Polk County

Prepared by: Eisman & Russo, Inc.

## 1. DESCRIPTION

Polk County (the "County") has selected Eisman & Russo, Inc. (the "Consultant") to provide Construction Engineering and Inspection (CEI) services for the Chestnut Rd Sidewalk- Phase 2 & 3 project. The Consultant will act as the County's representative to oversee and administer the construction contract, ensuring the project is completed in reasonable conformance with the plans, specifications, and applicable regulations.

The Consultant will manage construction activities from pre-construction through final acceptance and post-construction close-out.

## 2. SCOPE OF SERVICES

### A. General Contract Administration

- Administer, monitor, and inspect the Construction Contract in accordance with County guidelines.
- Serve as the County's primary representative for field operations.
- Coordinate and document pre-construction conferences.
- Maintain contract files, correspondence logs, and decision records throughout the construction duration.
- Conduct progress meetings.
- Coordinate with the Design Engineer of Record (EOR) prior to construction and during construction to address plan discrepancies, clarifications, or respond to Contractor requests for information.

### B. On-Site Inspection and Oversight

- Provide qualified field personnel to monitor the Contractor's daily operations.
- Inspect the work to ensure reasonable compliance with contract documents and acceptable quality standards.
- Maintain detailed daily reports and photographic documentation of construction activities.
- Monitor compliance with the approved Work Zone Traffic Control Plan, including reviewing modifications.

### C. Sampling and Testing

- Coordinate and arrange for materials testing through an independent, certified laboratory.
- Review testing results and verify materials meet contract specifications.
- For any materials not meeting contract requirements, coordinate investigation and evaluation of materials, assessment of acceptability, and final disposition.
- Maintain documentation of material certifications, sample logs, and testing results.
- Prepare a comprehensive materials summary upon project completion.

#### **D. Construction Contract Management**

- Review and respond to Requests for Information (RFIs) and shop drawings.
- Track, review, and recommend approval or rejection of contract change orders and contractor claims.
- Monitor compliance with project schedules, including baseline schedule reviews and monthly updates.
- Review contractors' requests for monthly progress payments and, if appropriate, certify pay application is proper and transmit to County with recommendation that the invoice be paid.
- Verify quantity calculation and field measure for payment purposes as needed to prevent delays in Contractor operations and facilitate prompt processing of such information for the County to make timely payment to the Contractor.
- Direct the contractor, after consultation with the County, on removal and replacement of defective work which does not meet specifications or is otherwise incorrectly constructed.
- Coordinate with the County and Design EOR in the event of the need to revise the contract drawings during the construction period.

#### **E. Utility Coordination**

- Facilitate coordination with utility companies and contractors in assisting conflict avoidance and resolution.
- Monitor utility relocation and installation activities for conformance with contract documents.
- Track and maintain documentation of utility adjustments and approvals.
- Assist the EOR, Contractor, and Utility Owner with resolving utility conflicts to ensure there are limited impacts.

#### **F. Stormwater and Environmental Compliance**

- Verify contractor compliance with erosion and sedimentation control measures.
- Ensure stormwater pollution prevention plans (SWPPP) are properly implemented and documented.
- When a NPDES General Permit is required, provide at least one inspector who has successfully completed the "Florida Storm Water, Erosion, and Sedimentation Control Training and Certification Program for Inspectors and Contractors".

#### **G. Public Involvement & Documentation**

- Document issues of public concern and maintain a photo log of the project.
- Record and archive digital video of pre-construction conditions and significant construction events.
- Conduct coordination meetings and prepare minutes to distribute to relevant parties.

## H. Quality Assurance and Plan

- Prepare and maintain a QA Plan for the County's approval within 30 days of Notice to Proceed.
- Perform quality reviews and internal audits to ensure compliance with CEI responsibilities.
- Maintain all project records in accordance with the County's file management requirements and Public Records Law.
- Provide verification of the Contractor's activities on the project site and perform the sampling and testing of materials and completed work items that are normally done in the vicinity of the project.
- Provide verification samples determining the acceptability of materials and completed work items on the basis of either test results or verification of a certification, certified mill analysis, DOT label, DOT stamp, etc.
- Provide sampling, testing, and laboratory methods as required by the construction contract documents or as modified by the County.
- Documentation reports on the sampling and testing performed will be maintained in the project files and submitted to the County upon request.

## I. Contractor Final Payment Request

- Prepare documentation and records in compliance with the Consultant's approved QA Plan and County procedures.
- Submit the Final Estimate within thirty (30) calendar days of final acceptance or where all items of work are complete and conditional / partial acceptance is utilized by the County.
- A scope of any items the County requests to be partially accepted will be provided to the County's Project Manager detailing each item.
- If final as-builts are recommended for disapproval, monitor contractor's preparation of revised final as-built drawings.
- Generate a punch list for the Contractor and ensuring all items are resolved timely.
- Submit a final project report and final pay estimate within 30 calendar days of project acceptance.
- Provide close-out documentation for individual Environmental Resource Permit (ERP) or USACOE Permit.

## 3. COMPENSATION

Compensation for services rendered under this CEI Contract will be reimbursed based on agreed upon hourly rates and hours worked on the project. The hourly rates will cover all labor, materials, equipment, and other direct costs associated with the services. Any modifications to the scope of work or adjustments to the compensation must be formally approved by Polk County through an official amendment process.

**CEI CONSULTANT ESTIMATED STAFFING**

25-308, Roads & Drainage Construction Engineering and Inspection (CEI) Professional Services

Description: Bid 22-439, Drainage Work and Culvert Replacement (Chestnut Road Sidewalk Project Phase 2 & 3)



Personnel Classification	Name	Firm Name (DBE/SBE)	Construction											TOTAL Staff Months	TOTAL Staff Hours	Loaded Billing Rate	Total			
			2025		2026															
			Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep							
Senior Project Engineer	TBD	Eisman & Russo	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	1.1	182	Senior Project Engineer	\$270.00	\$49,005.00
Project Administrator	TBD	Eisman & Russo	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	1.1	182	Project Administrator	\$195.00	\$35,392.50
Senior Inspector	TBD	Eisman & Russo	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	11.0	1815	Senior Inspector	\$115.00	\$208,725.00
Inspector	TBD	Eisman & Russo	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	5.5	908	Inspector	\$85.00	\$77,137.50
Admin	TBD	Eisman & Russo	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	1.1	182	Admin	\$81.49	\$14,790.44
<b>TOTAL IN STAFF MONTHS</b>			<b>1.80</b>	<b>1.80</b>	<b>1.80</b>	<b>1.80</b>	<b>1.80</b>	<b>1.80</b>	<b>1.80</b>	<b>1.80</b>	<b>1.80</b>	<b>1.80</b>	<b>1.80</b>	<b>1.80</b>	<b>1.80</b>	<b>19.8</b>	<b>3267</b>			<b>\$385,050.44</b>

DBE		
RCS	\$10,000	2.5%
<b>TOTAL</b>	<b>\$10,000</b>	<b>2.5%</b>

OT \$	-
Subtotal \$	385,050
Other Services \$	10,000
<b>TOTAL \$</b>	<b>385,050</b>

Contract Term: 11 Months

OTHER SERVICES			
Survey	3-person Survey Crew Days	0	\$1,850
	PLS oversight, office support and analy:	15%	\$293
			\$0
Materials Testing (RCS) (DBE)	Laboratory	Soils, Concrete	\$10,000
	Asphalt Plant	Plant Inspector	\$0
			\$10,000
Aerial Photography			\$0
	<b>TOTAL - Other Services</b>		<b>\$10,000</b>

**Project Duration**

	Start Date	Time	End Date	Months
CEI	11/1/2025	333	9/30/2026	11.10
Construction	12/1/2025	273	8/31/2026	9.10

**Fran McAskill**  
*Director*  
**Procurement Division**



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**EXHIBIT C**

**Board of County Commissioners**

**REIMBURSABLE COST SCHEDULE**

- |  |   |
|--|---|
| 1. Subcontractor Services  | Actual Costs  |
| 2. Travel & Mileage Expenses   | In accordance with Chapter 112.061, F.S.; and further defined in the Polk County Employee Handbook for pre-approved out-of-county travel (excluding travel from home offices located outside of Polk County to the Polk County line). |
| 3. Pre-approved Equipment<br>(includes purchase and rental of equipment used in project) | Actual Costs  |

# REQUEST FOR LEGAL SERVICES

TO: COUNTY ATTORNEY'S OFFICE (AT01)

ATTENTION: Noah Milov \_\_\_\_\_  
(CHECK ONE) Heather Bryan \_\_\_\_\_

FROM: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Name and Phone Number)

RETURN TO: \_\_\_\_\_ DIVISION: \_\_\_\_\_

BOARD AGENDA DATE: \_\_\_\_\_ COUNTY MANAGER ITEM: \_\_\_\_\_

PROJECT: \_\_\_\_\_

CSA/CONTRACT NUMBER: \_\_\_\_\_

MODIFICATION NUMBER: \_\_\_\_\_ CHANGE ORDER NUMBER: \_\_\_\_\_

TYPE OF AGREEMENT: \_\_\_\_\_

NAME OF CONSULTANT/CONTRACTOR: \_\_\_\_\_

*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:

Assigned Staff: \_\_\_\_\_ Log-In Date: \_\_\_\_\_

CAO Project Number: \_\_\_\_\_ Log-Out Date: \_\_\_\_\_

