



SCOPE OF SERVICES

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)

			Construction															
			CEI															
			2025		2026										TOTAL Staff Months	TOTAL Staff Hours		
			Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep					
Personnel Classification	Name	Firm Name (DBE/SBE)	1	2	3	4	5	6	7	8	9	10	11			Loaded Billing Rate	Total	
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	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	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	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	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	1.1	182	Admin	\$81.49	\$14,790.44
TOTAL IN STAFF MONTHS			1.80	1.80	1.80	1.80	1.80	1.80	1.80	1.80	1.80	1.80	1.80	19.8	3267			\$385,050.44

DBE		
RCS	\$10,000	2.5%
TOTAL	\$10,000	2.5%

OT	\$	-
Subtotal	\$	385,050
Other Services	\$	10,000
TOTAL	\$	395,050

Contract Term: 11 Months

OTHER SERVICES				
Survey	3-person Survey Crew Days	0	\$1,950	\$0
	PLS oversight, office support and analy:	15%	\$293	<u>\$0</u>
				\$0
Materials Testing (RCS) (DBE)	Laboratory	Soils, Concrete		\$10,000
	Asphalt Plant	Plant Inspector		<u>\$0</u>
				\$10,000
Aerial Photography				<u>\$0</u>
			TOTAL - Other Services	\$10,000

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



330 West Church Street
P.O. Box 9005, Drawer AS05
Bartow, Florida 33831-9005
Phone: (863) 534-6757
Fax: (863) 534-6789
www.polk-county.net

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
(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: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/28/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER GHG Insurance 1000 Riverside Ave., Suite 500 Jacksonville FL 32204	CONTACT NAME: Kim Miazga PHONE (A/C, No, Ext): 904-421-8621 E-MAIL ADDRESS: KMiazga@ghgins.com FAX (A/C, No): 904-421-8601												
INSURED Eisman & Russo, Inc. 6455 Powers Ave. Jacksonville FL 32217	INSURER(S) AFFORDING COVERAGE <table><tr><td>INSURER A: Charter Oak Fire Insurance Company</td><td>NAIC # 25615</td></tr><tr><td>INSURER B: Admiral Insurance Company</td><td>24856</td></tr><tr><td>INSURER C: Travelers Property Casualty Company of America</td><td>25674</td></tr><tr><td>INSURER D: Phoenix Insurance Company</td><td>25623</td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER A: Charter Oak Fire Insurance Company	NAIC # 25615	INSURER B: Admiral Insurance Company	24856	INSURER C: Travelers Property Casualty Company of America	25674	INSURER D: Phoenix Insurance Company	25623	INSURER E:		INSURER F:	
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INSURER D: Phoenix Insurance Company	25623												
INSURER E:													
INSURER F:													

COVERAGES**CERTIFICATE NUMBER:** 1402904070**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y Y	6604223R972	5/14/2025	5/14/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
D	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	8108N551200	5/14/2025	5/14/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		CUP4J740143	5/14/2025	5/14/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A	Y	UB4T421136	5/14/2025	5/14/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liability Pollution Liability Retroactive Date: 04/25/1992		EO00000347221	6/18/2025	6/18/2026	Each Claim \$ 5,000,000 Aggregate \$ 5,000,000 Deductible- Per Claim \$ 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Umbrella provides coverage over all policies except Professional Liability.

Professional Liability retroactive date \$2,000,000 excess of \$3,000,000 is 9/26/2016

RE: CSA No. 2025-053-01 / Chestnut Road Sidewalk CEI Services

When required by written contract: Polk County, a political subdivision of the State of Florida is included as additional insured for general liability and automobile liability and waiver of subrogation applies in favor of general liability and workers compensation.

CERTIFICATE HOLDER**CANCELLATION**

Polk County, a political subdivision of the State of Florida
330 W. Church Street
Bartow FL 33830

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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