

## 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 #:** 22-08301 Mod.1 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 02/26/2024 Division: Roads & Drainage Division

Project Manager's Name: William Lorenzo Phone #: 863-535-2286

Project Name: Lake Ned Rd at Cypress Gardens Rd Intersection Improvements

Total Project Budget: \$3,866,000.00 Project # 5400194

Estimate of Construction Cost: \$ 1,436,000.00

Proposed Consultant: Burgess and Niple Inc. Fee: \$ 353,002.36

\$34864.91

Master Consultant Agreement # 22-083

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

Approved By: [Signature] Date 2/26/25  
Division Director/Designee

**Procurement Division**

Date Received: 2/12/25 Date Reviewed by Analyst: 02/13/25

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

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

Date Received: 3/14/2025 Date Reviewed: 3/21/2025

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

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

Date Received: [Signature] Date Reviewed: 3/21/25

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)).

# REQUEST FOR LEGAL SERVICES

TO: COUNTY ATTORNEY'S OFFICE (AT01)

ATTENTION: Noah Milov  
(CHECK ONE) Heather Bryan

✓  
\_\_\_\_\_  
\_\_\_\_\_

FROM: William Lorenzp  
(Name and Phone Number)

DATE: 02/26/25

RETURN TO: William Lorenzo (TR02)

DIVISION: Roads and Drainage

BOARD AGENDA DATE: March 18, 2025

COUNTY MANAGER ITEM: ☐

PROJECT: Lake Ned Road at Cypress Gardens Road Intersection Improvements

CSA/CONTRACT NUMBER: 22-083-01

MODIFICATION NUMBER: 1

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

TYPE OF AGREEMENT: CSA

NAME OF CONSULTANT/CONTRACTOR: Burgess and Niple, Inc

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

REQUEST IN DETAIL: Contract Amendment No. 1 for review

*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: Noah

Log-In Date: 3/13/25

CAO Project Number: 25-223

Log-Out Date: 3/21/2025

## Consultant Services Authorization - Modification

Firm	Burgess & Niple, Inc.
Master Agreement No.	22-083
CSA No. Modification No.	22-083-01 1
Project Name	Lake Ned Rd at Cypress Gardens Rd Intersection Improvements
Project Description	Provide professional engineering services for the final design
Project Exhibits and Attachments (Ex. B, C & D not required)	Exhibit "A" – Scope of Services
Duration : (Original): Additional days:	Through completion of construction
Compensation (Original) Additional Compensation:	Total Cost Not to Exceed: \$ 318,137.45 Total Cost Not to Exceed: \$ 34,864.91
Special Contract Conditions	None in Modification
Insurance Requirements	Same requirement as original
Liquidated Damages	Same as original
Budget Source/Availability	12270.620524080.5666000.5400194

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  
*Loch Wilson* 3/21/2025  
County Attorney's Office Date

**Attest:**

*Jason L. Pugh*  
Corporate Secretary

**SEAL**

Date: February 25, 2025



Burgess & Niple, Inc.

CONSULTANT COMPANY NAME

*Scott D. Perfater*  
Authorized Corporate Officer

Scott D. Perfater, PE, Executive Vice President  
[Printed Name and Title]

Date: February 25, 2025

# BURGESS & NIPLE

1800 Pembroke Drive | Suite 265 | Orlando, FL 32810 | 407.401.8527

Mr. William G. Lorenzo, PE, Project Manager  
Polk County Board of County Commissioners  
Roads & Drainage Division  
PO Box 9005, Drawer TR05  
Bartow, FL 33831-9005

Re: CR 540 (Cypress Gardens Road) @  
Lake Ned Road Roundabout  
Intersection Improvements  
Professional Services Fee Proposal  
CSA No. 22-083-01 (Modification #01)

February 4, 2025

Dear Mr. Lorenzo:

Burgess & Niple, Inc. (B&N) is pleased to submit this fee proposal for professional services for improvements to the CR 540 (Cypress Gardens Road), Lake Ned Road intersection. This proposed fee proposal was prepared based on the additional effort required to complete the scoped Utility Adjustment sheets, Cross Sections (at 50-ft increments), Temporary Traffic Control Plan, and extending the project schedule to include construction. As requested by the County, school zone signs and flashing beacons will also be included in the updated design. This document will act as a scope of services with an attached proposed maximum not-to-exceed fee for this contract assigned under the authority of our continuing services contract with Polk County, Contract No. 22-083.

Replace Section IV, paragraph D) 2) from the original CSA with the following:

## SECTION IV – DESIGN PHASE SERVICES

### D) Plans Preparation

- 2) B&N shall furnish roadway construction plans for the project to include key sheet, summary of pay items, typical sections, roadway plan and profile sheets, roadway cross sections at 50-foot increments, traffic control plans, erosion control plans, utility adjustment sheets, temporary traffic control plans, signing and pavement marking plans, lighting plans, and incidental details.

Section VII is amended to add the following:

## SECTION VII (a) – PAYMENT FOR ADDITIONAL PROFESSIONAL SERVICES

The proposed maximum not to exceed fee for the professional engineering services described in this Modification No. 1 to CSA 22-083-01 is \$34,864.91. See Exhibit B for a staff hour breakdown of this proposed professional services fee. If there are any questions regarding the enclosed material or if we can provide additional information to assist the County with its review, please contact us.

Sincerely,

**BURGESS & NIPLE, INC.**



Scott D. Perfater, PE  
Vice President



To: Doug Gable, P.E.  
From: Burgess and Niple, Inc.  
Subject: Exhibit A - Schedule of Rate Values

Date: June 23, 2022

Staff Classification	Hourly Loaded Rate
Chief Designer	\$187.59
Chief Engineer 1	\$248.47
Chief Engineer 2	\$314.96
Design Intern	\$67.02
Engineer 1	\$152.85
Engineer 2	\$201.99
Engineer Intern	\$118.94
Project Manager 1	\$221.31
Project Manager 3	\$250.53
Senior Designer	\$180.03
Contract Coordinator	\$109.52
Senior Engineer 1	\$197.80
Transportation Data Analyst	\$106.25
Transportation Data Scientist	\$132.83

MULTIPLIER = 3.269375

Sincerely,



John Kilgore, P.E.  
Vice-President

## EXHIBIT B

## ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

Name of Project:  
County:

Cypress Gardens Road (CR 540) @ Lake Ned Road Mod #1  
Polk

Consultant Name: Burgess & Niple  
Consultant No.: TBD

Date: 12/20/2024

Estimator: John Dee, PE

Staff Classification	Total Staff Hours From "SH"	Project Manager 3	Chief Engineer 2	Engineer 2	Engineer Intern	Senior Designer	Staff Classification		SH By	Salary Cost By Activity	Average Rate Per Task
							6	7			
	Summary -	\$250.53	\$314.96	\$201.99	\$118.94	\$180.03	\$0.00	\$0.00			
3. Project General and Project Common Tasks	74	60	7	7	0	0	0	0	74	\$18,650	\$252.03
4. Roadway Analysis	67	10	2	30	15	10	0	0	67	\$12,779	\$190.74
5. Roadway Plans	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
6a. Drainage Analysis	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
6b. Drainage Plans	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
8. Environmental Permits, Compliance & Clearances	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
9. Structures - Misc. Tasks, Dwgs, Non-Tech.	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
18. Structures - Miscellaneous	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
19. Signing & Pavement Marking Analysis	19	1	1	8	6	3	0	0	19	\$3,435	\$180.80
20. Signing & Pavement Marking Plans	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
21. Signalization Analysis	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
22. Signalization Plans	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
23. Lighting Analysis	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
24. Lighting Plans	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
<b>Total Staff Hours</b>	<b>160</b>	<b>71</b>	<b>10</b>	<b>45</b>	<b>21</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>160</b>		
<b>Total Staff Cost</b>		<b>\$17,787.63</b>	<b>\$3,149.60</b>	<b>\$9,089.55</b>	<b>\$2,497.74</b>	<b>\$2,340.39</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$34,864.91</b>	

Check = \$34,864.91

SUE Field Days by Subconsultant

3-Person Crew 0.00

SALARY RELATED COSTS:

OVERHEAD:

OPERATING MARGIN:

FCCM (Facilities Capital Cost Money):

EXPENSES:

0%

0%

0.00%

4-person crew  
days @

Unused subr Survey (Field - if by Prime)

0.00

\$

/ day

**SUBTOTAL ESTIMATED FEE:**

Subconsultant:

Subconsultant:

Subconsultant:

**SUBTOTAL ESTIMATED FEE:**

Geotechnical Field and Lab Testing

**SUBTOTAL ESTIMATED FEE:**

Optional Services

**GRAND TOTAL ESTIMATED FEE:**

\$34,864.91

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$34,864.91

\$0.00

\$0.00

\$34,864.91

\$0.00

\$34,864.91

\$0.00

\$34,864.91