

MASTER CONSULTING AGREEMENT

THIS AGREEMENT is entered into as of the Effective Date (defined in Section 1.1 below) by and between Polk County (the “County”), a political subdivision of the State of Florida, situated at 330 West Church Street, Bartow, Florida 33830, CHA Consulting, Inc. (the “Consultant”) a New York corporation, located at 3 Winners Circle, Albany, New York 12205, and whose Federal Employer Identification Number is 16-0966259.

WHEREAS, County owns and operates a variety of public facilities and improvements; and,

WHEREAS, County requires certain professional services in connection with the planning, design, permitting, and construction phase engineering services for water, wastewater, and reclaim water facilities and professional services to support regulatory permitting, planning, and compliance for the County’s potable water, wastewater, and reclaim water systems; and

WHEREAS, the County has solicited for these services via RFP 23-448, an advertised request for proposals (the “RFP”), and has received numerous responsive proposals thereto; and

WHEREAS, pursuant to the RFP, the County has selected the Consultant and the Consultant remains agreeable to providing the County the professional services described herein, and the Consultant represents that it is capable and prepared to do so according to the terms and conditions stated herein.

NOW, THEREFORE, in consideration of the mutual understandings and covenants set forth herein, the parties hereby agree, as follows:

1.0 **Term**

1.1 This Agreement shall take effect on the date of its execution by the County (the “Effective Date”).

1.2 The term of this Agreement shall be for a five (5) year time period, commencing upon the Effective Date and remaining in full force and effect thereafter, unless otherwise sooner terminated as provided herein.

2.0 **Services to Be Performed by Consultant**

2.1 Consultant shall perform the services as generally described in (i) the County’s Request for Proposals RFP 23-448, to include all attachments and addenda, and (ii) the Consultant’s responsive proposal thereto (collectively, (i) and (ii) are “RFP 23-448”) all of which are incorporated into

this Agreement by this reference, attached hereto as a composite Exhibit “A” and made a part of this Agreement, and as may be further specifically designated and authorized by the County, in writing (collectively, the “Services”). Such authorization will be referred to as a Consultant Services Authorization (“CSA”) or a Contract Purchase Order (“CPO”) and all provisions of this Agreement apply to the CSA/CPO with full force and effect as if appearing in full within each CSA/CPO. Each CSA/CPO will set forth a specific Scope of Services, maximum limit of compensation, schedule, liquidated damages and completion date, and shall become effective upon the due execution.

2.2 The Consultant is not authorized to undertake any project without a duly executed CSA/CPO, which shall specify the work to be performed and the time to be completed. Consultant recognizes that the County may employ several different consultants to perform the work described and that the Consultant has not been employed as the exclusive agent to perform any such services.

2.3 When the Consultant and the County enter into a CSA/CPO where the term of the CSA/CPO expires on a date that is later than the date that the Master Consulting Agreement (MCA) expires, the Consultant and the County agree that the terms of the MCA and any amendments, attachments or provisions thereof are automatically extended until the expiration (including any extension or amendment thereto) or full completion of the requirements of the CSA/CPO have been performed. Cancellation by the County of any remaining work prior to the full completion of the requirements of the CSA/CPO shall cause the terms of the MCA to terminate at the same time. This provision only applies when the expiration of the CSA/CPO extends beyond the expiration of the MCA. It does not apply when a CSA/CPO expires or is cancelled prior to the expiration of the MCA.

3.0 **Compensation**

3.1 **General**

3.1.1 The County shall pay Consultant in accordance with Exhibit “B”, "Fee Schedule", which is attached hereto and incorporated by reference as part of this Agreement. The fee schedule identifies all job classifications, which will perform billable services pursuant to this Agreement and the fee for each job classification. Performance of work by personnel in job classifications not listed on the fee schedule will result in nonpayment for such services.

3.1.2 Upon the mutual agreement of the parties, the Fee Schedule, as set out in Exhibit "B" may be adjusted by a written Amendment to the Master Consulting Agreement annually beginning one year from the Effective Date of this Agreement. Such amendment must be executed by both parties and shall operate prospectively only and shall not alter fee schedules for CSA's/CPO's in effect at the time of the amendment.

3.1.3 Compensation may be negotiated as a not to exceed price or a lump sum amount on a per-project basis, on each individual CSA/CPO.

3.1.4 In the event a not to exceed price is negotiated, compensation shall be billed and paid based on and in accordance with the Hourly Rate Schedule attached hereto and incorporated herein as Exhibit "B". The Hourly Rate Schedule identifies all job classifications which will perform billable services pursuant to this Agreement and the fee for each job classification. Performance of work by personnel in job classifications not listed on the fee schedule will result in nonpayment for such services.

3.1.5 Invoices must reference the applicable CSA/CPO number, using an invoice form approved by the County Auditor.

3.1.6 Each individual invoice shall be due and payable forty-five (45) days after receipt by the County of correct, fully documented, invoice, in form and substance satisfactory to the County with all appropriate cost substantiations attached. All invoices shall be delivered, as applicable based on the particular project:

Polk County Utilities Division
P.O. Box 9005, UT01
Bartow, FL 33830
Attention: Director

3.1.7 In order for both parties herein to close their books and records, the Consultant will clearly state "Final Invoice" on the Consultant's final/last billing to the County. This certifies that all services have been properly performed and all charges and costs have been invoiced to the County. Since this account will thereupon be closed, any and other further charges if not properly included on this final invoice are waived by the Consultant.

3.1.8 Payment of the final invoice shall not constitute evidence of the County's acceptance of the work

3.1.9 Invoices shall be accompanied by time and task records for all billable hours appearing on the invoice. Additional documents may be requested by County and, if so requested, shall be furnished by Consultant to County Auditor's satisfaction.

3.1.10 By submission of an invoice, the project manager or designated payroll officer is deemed to be attesting to the correctness and accuracy of time charges and requested reimbursements.

3.1.11 Pursuant to Section 3.1.4, if a not to exceed fee is negotiated, invoices shall be accompanied by time and task records for all billable hours appearing on the invoice. Alternatively, if a lump sum amount is negotiated, invoices shall be made upon the completion of each phase of the work in proportion to the Services performed, as specifically set forth in the applicable CSA or CPO. Additional documentation may be requested by the County and, if so requested, shall be furnished by the Consultant to the County Auditor's satisfaction.

3.2 Reimbursable

3.2.1 All requests for payment of out-of-pocket expenses eligible for reimbursement per the negotiated CPO or CSA shall be reimbursed in accordance with the County's Reimbursable Schedule, Exhibit "C", and include copies of paid receipts, invoices or other documentation acceptable to the County's Auditor. Such documentation shall be sufficient to establish that the expense was actually incurred and necessary in the performance of the Scope of Work described in this Agreement, CSA, or CPO.

3.2.2 Reimbursable Expenses are the actual, pre-approved, expenses incurred directly in connection with the applicable CSA or CPO, and include:

Sub-Consultant
Special Consultants

3.2.3 Mileage and associated travel costs shall be reimbursed in accordance with F.S. 112.061 and County policy for pre-approved out-of-county travel (excluding travel from home offices located outside of Polk County to the Polk County line).

3.2.4 All assets, i.e. durable goods, purchased as reimbursable expenses become

the property of the County upon completion of the work for which the asset was utilized. All such assets must be surrendered by delivery to the Polk County Utilities Division offices upon demand, termination of the Agreement, or the conclusion of the project, whichever occurs first.

3.2.5 Consultant shall maintain a current inventory of all such assets.

4.0 **Insurance**

4.1 **General Provisions**

4.1.1 Consultant shall maintain, at all times, the following minimum levels of insurance and shall, without in any way altering their liability, obtain, pay for and maintain insurance for the coverages and amounts of coverage not less than those set forth below and provide the County with a Certificate of Insurance and an opportunity to inspect a certified copy of each policy applicable to this Agreement followed thereafter by an annual Certificate of Insurance satisfactory to the County to evidence such coverage before any work commences.

4.1.2 The County shall be named as an additional insured on all Consultant policies related to the project, excluding professional liability and worker's compensation. The Commercial General Liability and Worker's Compensation Liability policies shall contain a waiver of subrogation in favor of Polk County. All insurance coverage shall be written with an insurer having an A.M. Best Rating of a least the "A" category and financial size category of VIII.

4.1.3 The Consultant's self-insured retention or deductible per line of coverage shall not exceed \$25,000.00 without the permission of the County.

4.1.4 If there is any failure by the Consultant to comply with the provisions of this section, the County may, at its option, on notice to the Consultant, suspend the work for cause until there is full compliance.

4.1.5 County may, at its sole discretion, purchase such insurance at Consultant's expense provided that the County shall have no obligation to do so and if the County shall do so, it shall not relieve Consultant of its obligation to obtain insurance.

4.1.6 The Consultant shall not be relieved of or excused from the obligation to obtain and maintain such insurance amount and coverages.

4.1.7 All Consultant's subconsultants shall be required to include County and Consultant as additional insured on their General Liability Insurance policies.

4.1.8 In the event that subconsultants used by the Consultant do not have insurance, or do not meet the insurance limits, Consultant shall indemnify and hold harmless the County for any claim in excess of the subconsultants' insurance coverage.

4.1.9 The Consultant shall not commence work under this Agreement until all insurance required as stated herein has been obtained and such insurance has been approved by the County.

4.2 Comprehensive Automobile Liability Insurance. \$1,000,000.00 combined single limit of liability for bodily injuries, death and property damage resulting from any one occurrence, including all owned, hired, and non-owned vehicles.

4.3 Commercial General Liability. \$1,000,000.00 combined single limit of liability for bodily injuries, death and property damage, and personal injury resulting from any one occurrence, including the following coverages:

4.3.1 Premises and Operations:

Broad Form Commercial General Liability Endorsement to include Blanket Contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm); Personal Injury (with employment and contractual exclusions deleted); and Broad Form Property Damage coverage.

4.3.2 Independent Contractors:

Delete Exclusion relative to collapse, explosion and underground; Property Damage Hazards; Cross Liability Endorsement; and Contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm)

4.4 Umbrella (Excess) Liability Insurance. Umbrella Liability with limits of not less than \$1,000,000.00, exclusive of defense costs, to be in excess of all other coverages. Such coverage shall be at least as broad as the primary coverages above, with any excess umbrella layers written on a strict following form basis over the primary coverage. All such policies shall be endorsed to provide defense coverage obligations.

4.5 Professional Liability Insurance. \$2,000,000.00 for design errors and omissions, inclusive of defense costs. The Consultant shall be required to provide continuing Professional Liability Insurance to cover each project for a period of two (2) years after the project is completed. Insurance requirements may vary depending on projects as determined by the County Director of Risk Management and Insurance. The County may require the Consultant to provide a higher level of coverage for a specific project and time frame.

4.6 Performance, Payment and Other Bonds. The Consultant shall furnish Performance and Payment Bonds specific to each project if required and agreed to under the CSA or CPO for the project.

4.7 Worker's Compensation. The Consultant shall provide, pay for, and maintain worker's compensation insurance on all employees, its agents or subcontractors as required by Florida Statutes.

5.0 Standard of Care

5.1 The Consultant has represented to the County that it has the personnel and experience necessary to perform the work in a professional and workmanlike manner.

5.2 The Consultant shall exercise the same degree of care, skill, and diligence in the performance of the Services as is provided by a professional of like experience, knowledge and resources, under similar circumstances.

5.3 The Consultant shall, at no additional cost to County, re-perform services which fail to satisfy the foregoing standard of care or otherwise fail to meet the requirement of this Agreement.

5.4 The Consultant warrants that all services shall be performed by skilled and competent personnel to the professional standards in the field.

6.0 Indemnification

6.1 General. Having considered the risks and potential liabilities that may exist during the performance of the Services and in consideration of the promises included herein, County and Consultant agree to allocate such liabilities in accordance with this Section.

6.2 Indemnification.

6.2.1 The Consultant, to the extent permitted by law, shall indemnify, defend (by

counsel reasonably acceptable to County) protect and hold the County, and its officers, employees and agents harmless from and against any and all, claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses and expenses (including, without limitation, attorney's fees costs and expenses incurred during negotiation, through litigation and all appeals therefrom) whatsoever including, but not limited, to those pertaining to the death of or injury to any person, or damage to any property, arising out of or resulting from (i) the failure of the Consultant to comply with applicable laws, rules or regulations, (ii) the breach by the Consultant of its obligations under this Agreement, (iii) any claim for trademark, patent or copyright infringement arising out of the scope of Consultant's performance or nonperformance of this Agreement, or (iv) the negligent acts, errors or omissions, or intentional or willful misconduct, of the Consultant, its professional associates, its subcontractors, agents, and employees provided, however, that the Consultant shall not be obligated to defend or indemnify the County with respect to any such claims or damages arising out of the County's sole negligence.

6.2.2 The County review, comment, and observation of the Consultant's work and performance of this Agreement shall in no manner constitute a waiver of the indemnification provisions of this Agreement.

6.2.3 The Consultant agrees that it bears sole legal responsibility for its work and work product, and the work and work product of subconsultants and their employees, and/or for Consultant's performance of this Agreement and its work product(s).

6.3 Survival. Upon completion of all Services, obligations, and duties provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Agreement shall survive as if this Agreement were in full force and effect.

7.0 **Independent Contractor**

7.1 The Consultant undertakes performance of the Services as an independent contractor and shall be wholly responsible for the methods of performance.

7.2 The County shall have no right to supervise the methods used, but the County shall have the right to observe such performance.

7.3 The Consultant shall work closely with County in performing Services under this Agreement.

7.4 The Consultant shall not pledge the County's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness and shall have no right to speak for or bind the County in any manner.

7.5 The Consultant further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

8.0 **Authority to Practice**

8.1 The Consultant hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner.

9.0 **Public Records Law**

(a) The Consultant acknowledges the County's obligations under Article I, Section 24, of the Florida Constitution and under Chapter 119, Florida Statutes, to release public records to members of the public upon request and comply in the handling of the materials created under this Agreement. The Consultant further acknowledges that the constitutional and statutory provisions control over the terms of this Agreement. In association with its performance pursuant to this Agreement, the Consultant shall not release or otherwise disclose the content of any documents or information that is specifically exempt from disclosure pursuant to all applicable laws.

(b) Without in any manner limiting the generality of the foregoing, to the extent applicable, the Contractor acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

(1) keep and maintain public records required by the County to perform the services required under this Agreement;

(2) upon request from the County's Custodian of Public Records or his/her designee, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of this Agreement if the Consultant does not transfer the records to the County; and

(4) upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the service. If the Consultant transfers all public records to the County upon completion of this Agreement, the Consultant shall destroy any duplicate public records that

are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's Custodian of Public Records, in a format that is compatible with the information technology systems of the County.

(c) IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT:

**RECORDS MANAGEMENT LIAISON OFFICER
POLK COUNTY
330 WEST CHURCH ST.
BARTOW, FL 33830
TELEPHONE: (863) 534-7527
EMAIL: RMLO@POLK-COUNTY.NET**

10.0 Compliance with Laws

10.1 In performance of the Services, Consultant shall comply with applicable regulatory requirements including federal, state, special district, and local laws, rules, regulations, orders, codes, criteria and standards, including those now in effect and hereafter adopted.

11.0 Subcontracting

11.1 The County reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractor.

11.2 If a subcontractor fails to perform or make progress, as required by this Agreement, and it is necessary to replace the subcontractor to complete the work in a timely fashion, the Consultant shall promptly do so, subject to acceptance of the new subcontractor by the County. Failure of a subcontractor to timely or properly perform its obligations shall not relieve the Consultant of its obligations hereunder.

12.0 Federal and State Taxes

12.1 The County is exempt from Federal Tax and State Sales and Use Taxes. Upon request, the County will provide an exemption certificate to Consultant. The Consultant shall not be exempted from paying sales tax to its suppliers for materials to fulfill contractual obligations with the

County, nor shall the Consultant be authorized to use the County's Tax Exemption Number in securing such materials.

13.0 Public Entity Crimes

13.1 The Consultant understands and acknowledges that this Agreement with the County will be voidable by the County, in the event the conditions under Section 287.133, Florida Statutes applies to the Consultant, relating to conviction for a public entity crime.

14.0 County's Responsibilities

14.1 The County shall be responsible for providing access to all County project sites, and providing information in the County's possession that may reasonably be required by the Consultant, including; existing reports, studies, financial information, and other required data that are available in the files of the County.

15.0 Termination of Agreement

15.1 This Agreement may be terminated by the Consultant upon thirty (30) days prior written notice to the County in the event of substantial failure by the County to perform in accordance with the terms of the Agreement through no fault of the Consultant.

15.2 This Agreement may be terminated by the County with or without cause immediately upon written notice to the Consultant.

15.3 Unless the Consultant is in breach of this Agreement, the Consultant shall be paid for services rendered to the County's satisfaction through the date of termination.

15.4 After receipt of a Termination Notice, as described in this Article 15.0, and except as otherwise directed by the County, the Consultant shall:

15.4.1 Stop work on the date and to the extent specified.

15.4.2 Terminate and settle all orders and subcontracts relating to the performance of the terminated work.

15.4.3 Transfer all work in process, completed work, and other material related to the terminated work to the County.

15.4.4 Continue and complete all parts of the work that have not been terminated.

16.0 Uncontrollable Forces (Force Majeure)

16.1 Either party hereunder may be temporarily excused from performance if an Event of Force Majeure directly or indirectly causes its non-performance. An “Event of Force Majeure” is defined as any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions. Neither party shall be excused from performance if non-performance is due to forces which are reasonably preventable, removable, or remediable and which the non-performing party could have, with the exercise of reasonable diligence, prevented, removed, or remedied prior to, during, or immediately after their occurrence. Within five (5) days after the occurrence of an Event of Force Majeure, the non-performing party shall deliver written notice to the other party describing the event in reasonably sufficient detail, along with proof of how the event has precluded the non-performing party from performing its obligations hereunder, and a good faith estimate as to the anticipated duration of the delay and the means and methods for correcting the delay. The non-performing party’s obligations, so far as those obligations are affected by the Event of Force Majeure, shall be temporarily suspended during, but no longer than, the continuance of the Event of Force Majeure and for a reasonable time thereafter as may be required for the non-performing party to return to normal business operations. If excused from performing any obligations under this Agreement due to the occurrence of an Event of Force Majeure, the non-performing party shall promptly, diligently, and in good faith take all reasonable action required for it to be able to commence or resume performance of its obligations under this Agreement. During any such time period, the non-performing party shall keep the other party duly notified of all such actions required for it to be able to commence or resume performance of its obligations under this Agreement.

17.0 Governing Law and Venue

17.1 This Agreement shall be governed in all respects by the laws of the State of Florida and any litigation with respect thereto shall be brought only in the courts of Polk County, Florida or the United States District Court, Middle District of Florida located in Hillsborough County, Florida. Each party shall be responsible for its own attorneys’ fee and other legal costs and expenses.

18.0 Non-Discrimination

18.1 The Consultant warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, gender, age or national origin.

19.0 Waiver

19.1 A waiver by either the County or the Consultant of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach. The making or acceptance of a payment by either party with knowledge of the existence of a default or breach shall not operate or be construed to operate as a waiver of any subsequent default or breach.

20.0 Severability

20.1 The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way affect the validity or enforceability of any other portion or provision of this Agreement.

20.2 Any void provision shall be deemed severed from this Agreement and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision held to be void.

20.3 The parties further agree to reform this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision.

20.4 The provisions of this section shall not prevent the entire Agreement from being void should a provision which is of the essence of this Agreement be determined to be void.

21.0 Entirety of Agreement

21.1 The County and the Consultant agree that this Agreement sets forth the entire Agreement between the parties, and that there are no promises or understandings other than those stated herein.

21.2 This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters, or other communications between the County and Consultant pertaining to the Services, whether written or oral.

21.3 None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered except by written instrument executed by the parties hereto.

22.0 Modification

22.1 This Agreement may not be modified unless such modifications are evidenced in writing signed by both the County and the Consultant. Such modifications shall be in the form of a written Amendment executed by both parties.

23.0 Successors and Assigns

23.1 The County and the Consultant each binds itself and its partners, successors, permitted assigns, and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, permitted assigns, and legal representatives of such other party.

23.2 The Consultant shall not assign this Agreement without the express written approval of the County by executed amendment, which approval may be withheld in the County's sole discretion.

23.3 In the event of a merger, the surviving corporation shall be substituted for the contracting party to this Agreement and such substitution shall be affirmed by the County by executed amendment.

24.0 Contingent Fees

24.1 The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than bona fide employee working solely for the Consultant, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Agreement.

25.0 Truth-In-Negotiation Certificate

25.1 Execution of this Agreement by the Consultant shall act as the execution of a Truth-in-Negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this Agreement are accurate, complete, and current as of the Effective Date of this Agreement.

25.2 The said rates and costs shall be adjusted to exclude any significant sums should the County determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates or due to inaccurate representations of fees paid to outside consultants. The County shall exercise its rights under this “Certificate” within one (1) year following payment.

26.0 Ownership of Documents

26.1 The Consultant shall be required to cooperate with other consultants relative to providing information requested in a timely manner and in the specified form. Any and all documents, records, disks, original drawings, or other information shall become the property of the County for its use and/or distribution as may be deemed appropriate by the County. The Consultant is not liable for any damages, injury or costs associated with the County’s use or distribution of these documents for purposes other than those originally intended by the Consultant.

27.0 Access and Audits

27.1 The Consultant shall maintain adequate records to justify all charges and costs incurred in performing the work for at least three (3) years after completion of this Agreement. The County shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours at the Consultant’s place of business.

27.2 Misrepresentations of billable time or reimbursable expenses as determined by the Auditor to the Polk County Board of County Commissioners shall result in the recovery of any resulting overpayments. The County’s cost of recovery shall be the sole expense of the Consultant, including accounting and legal fees, court costs and administrative expenses.

27.3 Intentional misrepresentations of billable hours and reimbursable expenses will be criminally prosecuted to the fullest extent of the law.

27.4 All invoices submitted are subject to audit and demand for refund of overpayment

up to three (3) years following completion of all services related to this Agreement.

28.0 Notice

28.1 Any notice, demand, communication, or request required or permitted hereunder shall be in writing and delivered in person or sent by Federal-Express or by Certified Mail, postage prepaid as follows:

As to County: Polk County Procurement Division
P.O. Box 9005, AS05
Bartow, FL 33830
Attention: Director

As to Consultant: CHA Consulting, Inc.
III Winners Circle
Albany, NY 12205
Attn: C. Robert Reiss, PhD, PE

28.2 Notices shall be effective when received at the addresses as specified above. Changes in the respective addresses to which such notice is to be directed may be made from time to time by either party by written notice to the other party. Facsimile transmission is acceptable notice effective when received, however, facsimile transmissions received (i.e.; printed) after 5:00 p.m., or on weekends or holidays, will be deemed received on the next business day. The original of the notice must additionally be mailed as required herein.

28.3 Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of Consultant and County.

29.0 Service of Process

As to County: County Attorney
County Administration Building
330 W. Church Street, 4th Floor
Bartow, Florida 33830

As to Consultant: CHA Consulting, Inc.
Attn: C. Robert Reiss, PhD, PE
III Winners Circle
Albany, NY 12205

30.0 Contract Administration

30.1 Services of Consultant shall be under the general direction of the Utilities Division Director, or their successor, who shall act as the County's representative during the term of this Agreement.

31.0 Key Personnel

31.1 The Consultant shall notify the County in the event of key personnel changes, which might affect this Agreement. To the extent possible, notification shall be made within ten (10) days prior to changes. The Consultant at the County's request shall remove without consequence to the County any subcontractor or employee of the Consultant and replace him/her with another employee having the required skill and experience. The County has the right to reject proposed changes in key personnel. The following personnel shall be considered key personnel:

Name: C. Robert Reiss, PhD, PE

Name: Allen Dethloff, PE

32.0 Annual Appropriations

32.1 The Consultant acknowledges that the County, during any fiscal year, shall not expend money, incur any liability, or enter into any agreement which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any agreement, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such agreement. Nothing herein contained shall prevent the making of agreements for a period exceeding one year, but any agreement so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. Accordingly, the County's performance and obligation to pay under this agreement is contingent upon annual appropriation.

33.0 Liquidated Damages

33.1 The parties hereto agree that liquidated damages, in the amount specified in the applicable CSA/CPO, will be assessed against the Consultant for the Consultant's failure to meet the final deliverable date in the Performance Schedule in the Scope of Work, but only to the extent and in proportion to the Consultant's fault in causing the delay as compared to other causes, and to the extent the Consultant is not delayed by reasons beyond the Consultant's reasonable control.

34.0 Employment Eligibility Verification (E-VERIFY)

A. Unless otherwise defined herein, terms used in this Section which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

B. Pursuant to Section 448.095(5), Florida Statutes, the contractor hereto, and any subcontractor thereof, must register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. The contractor acknowledges and agrees that (i) the County and the contractor may not enter into this Agreement, and the contractor may not enter into any subcontracts hereunder, unless each party to this Agreement, and each party to any subcontracts hereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of this Agreement, and the County may treat a failure to comply as a material breach of this Agreement.

C. By entering into this Agreement, the contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of this Agreement. Failure to comply will lead to termination of this Agreement, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If this Agreement is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of Section 448.095, Fla. Stat., by the contractor, the contractor may not be awarded a public contract for a period of 1 year after the date of termination. The contractor shall be liable for any additional costs incurred by the County as a result of the termination of this Agreement. Nothing in this Section shall be construed to allow intentional discrimination of any class protected by law.

35.0 Limitation of Liability.

IN NO EVENT, SHALL THE COUNTY BE LIABLE TO THE CONSULTANT FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES OF ANY KIND OR NATURE, INCLUDING LOSS OF PROFIT, WHETHER FORESEEABLE OR NOT, ARISING OUT OF OR RESULTING FROM THE NONPERFORMANCE OR BREACH OF THIS CONTRACT BY THE COUNTY WHETHER BASED IN CONTRACT, COMMON LAW, WARRANTY, TORT, STRICT LIABILITY, CONTRIBUTION, INDEMNITY OR OTHERWISE.

36.0 Scrutinized Companies and Business Operations Certification; Termination.

A. Certification(s).

(i) By its execution of this Agreement, the Consultant hereby certifies to the County that the Consultant is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, nor is the Consultant engaged in a boycott of Israel, nor

was the Consultant on such List or engaged in such a boycott at the time it submitted its bid, proposal, quote, or other form of offer, as applicable, to the County with respect to this Agreement.

(ii) Additionally, if the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000), then the Consultant further certifies to the County as follows:

(a) the Consultant is not on the Scrutinized Companies with Activities in Sudan List, created pursuant to Section 215.473, Florida Statutes; and

(b) the Consultant is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; and

(c) the Consultant is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and

(d) the Consultant was not on any of the Lists referenced in this subsection A(ii), nor engaged in business operations in Cuba or Syria when it submitted its proposal to the County concerning the subject of this Agreement.

(iii) The Consultant hereby acknowledges that it is fully aware of the penalties that may be imposed upon the Consultant for submitting a false certification to the County regarding the foregoing matters.

B. Termination. In addition to any other termination rights stated herein, the County may immediately terminate this Agreement upon the occurrence of any of the following events:

(i) The Consultant is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(i) above, or the Consultant is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

(ii) The Consultant is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(ii) above, or the Consultant is found to have been placed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, and the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000).

37.0 No Construction Against Drafter

37.1 The Parties acknowledge that this Agreement and all the terms and conditions contained herein have been fully reviewed and negotiated by the Parties. Accordingly, any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.

38.0 Unauthorized Alien(s)

The Consultant shall not employ or utilize unauthorized aliens in the performance of the Services provided pursuant to this Agreement. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a) and a cause for the County's unilateral termination of this Agreement. When delivering executed

counterparts of this Agreement to the County, the Consultant shall also deliver a completed and executed counterpart of the attached “AFFIDAVIT CERTIFICATION IMMIGRATION LAWS” form.

(THE REMAINDER OF THE PAGE LEFT INTENTIONALLY BLANK)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

ATTEST:

STACY M. BUTTERFIELD

Polk County, a political subdivision
of the State of Florida

By: _____
Deputy Clerk

By: _____, Chairman
Board of County Commissioners

Date Signed by County: _____

Review as to form and legal sufficiency

Sandra B. Howell 12/11/23
County Attorney's Office Date

ATTEST:

CHA Consulting, Inc.
a New York corporation

By: Thomas D. Titsworth
Assistant Corporate Secretary

By: Michael A. Platt

Thomas D. Titsworth
[Print Name]

Michael A. Platt
[Print Name]

DATE: 12/5/2023

Secretary and General Counsel
[Title]

DATE: 12/5/2023

SEAL



ACKNOWLEDGEMENT OF FIRM IF A LIMITED LIABILITY COMPANY

STATE OF _____ County OF _____

The foregoing instruments was acknowledged before me by means of physical presence or online notarization this _____ (Date) by _____ (Name of officer or agent) as _____ (title of officer or agent) of the Company on behalf of the Company, pursuant to the powers conferred upon him/her by the Company.

He/she personally appeared before me at the time of notarization, and is personally known to me or has produced _____ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this _____ (Date)

(Official Notary Signature and Notary Seal)

(Name of Notary typed, printed or stamped)


Commission Number _____ Commission Expiration Date _____

ACKNOWLEDGEMENT OF FIRM, IF A CORPORATION

STATE OF **New York** County OF **Albany**

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this **December 5, 2023** (Date) by **Michael A. Platt** (Name of officer or agent) as **Secretary and General Counsel** (title of officer or agent) of the Corporation on behalf of the Corporation, pursuant to the powers conferred upon him/her by the Corporation.

He/she personally appeared before me at the time of notarization, and is personally known to me or has produced **N/A (Personally Known)** as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this **December 5, 2023** (Date)


(Official Notary Signature and Notary Seal)

Jonathan H. Bard
(Name of Notary typed, printed or stamped)

Commission Number **02BA6359467** Commission Expiration Date **May 30, 2025**

JONATHAN HOWARD BARD
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 02BA6359467
Qualified in Dutchess County
Commission Expires May 30, 2025

ACKNOWLEDGEMENT OF FIRM, IF AN INDIVIDUAL

STATE OF _____ County OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ (Date) By _____

(Name of acknowledging) who personally appeared before me at the time of notarization, and is personally known to me or has produced _____ as identification and did certify to have knowledge of the matters in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this _____ (Date)

(Official Notary Signature and Notary Seal)

(Name of Notary typed, printed or stamped)

Commission Number _____ Commission Expiration Date _____

ACKNOWLEDGEMENT OF FIRM, IF A PARTNERSHIP

STATE OF _____ County OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ (Date) by _____ (Name of acknowledging partner or agent) on behalf of _____ a partnership.

He/She personally appeared before me at the time of notarization, and is personally known to me or has produced _____ as identification and did certify to have knowledge of the matters in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this _____ (Date) .

_____ (Official Notary Signature and Notary Seal)

_____ (Name of Notary typed, printed or stamped)

Commission Number _____ Commission Expiration Date _____



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Foreign Profit Corporation
CHA CONSULTING, INC.

Cross Reference Name

CHA CONSULTING, INC.

Filing Information

Document Number	F08000004937
FEI/EIN Number	16-0966259
Date Filed	11/17/2008
State	NY
Status	ACTIVE
Last Event	DROPPING DBA
Event Date Filed	04/06/2021
Event Effective Date	NONE

Principal Address

III WINNERS CIRCLE
ALBANY, NY 12205

Changed: 09/07/2023

Mailing Address

III WINNERS CIRCLE
ALBANY, NY 12205

Changed: 09/07/2023

Registered Agent Name & Address

CORPORATION SERVICE COMPANY
1201 HAYS STREET
TALLAHASSEE, FL 32301-2525

Officer/Director Detail

Name & Address

Title CEO

CORSO, GREGORY D
III WINNERS CIRCLE
ALBANY, NY 12205

Title CFO

BERNARDO, DOM M
3 WINNERS CIRCLE
ALBANY, NY 12205

Title Secretary, General Counsel

PLATT, MICHAEL A
3 WINNERS CIRCLE
ALBANY, NY 12205

Title AS

TITSWORTH, THOMAS DESQ
3 WINNERS CIRCLE
ALBANY, NY 12205

Title President

Stephenson, James
1 Faneuil Hall Marketplace
South Market Building, suite 4195
Boston, MA 02109

Annual Reports

Report Year	Filed Date
2022	01/10/2022
2023	01/30/2023
2023	09/07/2023

Document Images

09/07/2023 -- AMENDED ANNUAL REPORT	View image in PDF format
01/30/2023 -- ANNUAL REPORT	View image in PDF format
01/10/2022 -- ANNUAL REPORT	View image in PDF format
04/06/2021 -- Dropping Alternate Name	View image in PDF format
01/18/2021 -- ANNUAL REPORT	View image in PDF format
01/22/2020 -- ANNUAL REPORT	View image in PDF format
03/27/2019 -- ANNUAL REPORT	View image in PDF format
03/15/2018 -- ANNUAL REPORT	View image in PDF format
02/28/2017 -- ANNUAL REPORT	View image in PDF format
09/22/2016 -- AMENDED ANNUAL REPORT	View image in PDF format
02/09/2016 -- ANNUAL REPORT	View image in PDF format
02/23/2015 -- ANNUAL REPORT	View image in PDF format
03/25/2014 -- ANNUAL REPORT	View image in PDF format
01/31/2013 -- ANNUAL REPORT	View image in PDF format
02/17/2012 -- Amendment	View image in PDF format
01/30/2012 -- ANNUAL REPORT	View image in PDF format

04/12/2011 -- FEI# CHANGED	View image in PDF format
03/04/2011 -- ANNUAL REPORT	View image in PDF format
12/28/2010 -- Name Change	View image in PDF format
03/05/2010 -- ANNUAL REPORT	View image in PDF format
04/17/2009 -- ANNUAL REPORT	View image in PDF format
12/18/2008 -- Amendment	View image in PDF format
11/17/2008 -- Off/Dir Resignation	View image in PDF format
11/17/2008 -- Off/Dir Resignation	View image in PDF format
11/17/2008 -- Foreign Profit	View image in PDF format

Exhibit "A-i"

RFP NOTICE

Polk County, a political subdivision of the State of Florida, requests the submittal proposals from vendors that are interested in providing professional services for design, permitting and construction phase engineering services for water, wastewater and reclaim water facilities as well as regulatory support services for Polk County Utilities Division as described herein. Sealed proposals must be received in the Procurement Division, prior to the due date and time listed below.

RFP Number and Title: 23-448, Utilities Design Services & Regulatory Support Services

Description: Provide professional services for design, permitting and construction phase engineering services for water, wastewater and reclaim water facilities as well as regulatory support services for Polk County Utilities Division

Receiving Period: Prior to 2:00 p.m., Wednesday, July 19, 2023

Bid Opening: Wednesday, July 19, 2023, at 2:00 p.m. or as soon as possible thereafter.

This form is for RFP registration only. Please scroll down for additional information.

Special Instructions: A **MANDATORY** pre-proposal meeting will be held **Tuesday, June 20, 2023, 2:00 p.m.** at the Utilities Administration Building, Room 63, 1011 Jim Keene Blvd, Winter Haven, FL 33880. An authorized representative or agent of the Proposer must be present at this meeting in person as evidenced by their signature on the meeting's sign-in sheet, or the Proposers Proposal will be considered non-responsive.

Questions regarding this RFP must be in writing and must be sent to Ari Goldstein Senior Procurement Analyst, via email at arigoldsteint@polk-county.net or via fax at (863) 534-6789. All questions must be received by, Friday, July 7, 2023, 4:00 p.m.

RFP REGISTRATION

You **MUST** register using this form in order to receive notice of any addenda to these documents. Please fax the completed form to the Polk County Procurement Division as soon as possible. It is the vendor's responsibility to verify if addenda have been issued.

RFP Number: 23-448

RFP Title: Utilities Design Services & Regulatory Support Services

This form is for RFP registration. Please scroll down for additional information.

This form is for bid registration only. Please scroll down for additional information.

Carefully complete this form and return it to the Procurement Division via e-mail to procurement@polk-county.net or fax (863) 534-6789. You must submit one form for each solicitation that you are registering for.

Company Name: _____

Contact Name: _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

Phone Number: _____

Email: _____

PROPOSAL SUBMITTAL INSTRUCTIONS

Proposers must submit their proposal prior to 2:00 p.m. on the receiving date. Proposals must be submitted in a “sealed” parcel or electronically through Polk County’s secure website, Kiteworks. Proposals will be publicly opened at 2:00 p.m. on the receiving date.

Sealed Parcel Submittal:

If you are submitting a sealed parcel proposal submit one (1) original marked ORIGINAL and six (6) copies marked COPY of the proposal in a sealed parcel to the Procurement Division. The parcel should be labeled “RFP #23-448, Utilities Design Services & Regulatory Support Services” and marked with the proposer’s name and address. The Proposals may be mailed or delivered to:

**Polk County Procurement Division
330 West Church Street, Room 150
Bartow, FL 33830**

To assist with labeling the sealed parcel, please cut along the outer border and affix this label. Be sure to include the name of the company submitting the proposal where requested.

Sealed Proposal. DO NOT OPEN	
RFP Number	23-448
RFP Title	Utilities Design Services & Regulatory Support Services
Due Date/Time:	July 19, 2023, prior to 2:00 pm
Submitted by:	
Deliver To:	Polk County Procurement Division 330 West Church Street, Room 150, Bartow, Florida 33830

Proposals may be mailed, express mailed or hand delivered. It is the Proposers responsibility to ensure their package is delivered to the Procurement Division prior to 2:00 p.m. on the Receiving date and time referenced above. Proposals delivered at 2:00 p.m. or later will not be accepted.

Electronic Proposals Submittal:

All prospective Proposers that are interested in submitting their proposals electronically can do so via the County’s secure electronic submittal website, Kiteworks. Proposers must email arigoldstein@polk-county.net at least 48 hours prior to opening to receive a link to upload their submittal. Please only upload your documents as a PDF or Excel file for the Cost Tab, if applicable. Please use the name convention of your files as follow:

“RFP 23-448 Tab 1”

“RFP 23-448 Tab 2”

“RFP 23-448 Tab 3”

“RFP 23-448 Tab 4”

“RFP 23-448 Tab 5”

“RFP 23-448 Tab 6”

“RFP 23-448 Tab 7”

For more instructions, a video tutorial has been produced to further explain the electronic solicitation submittal process. It can be found by clicking here for RFP Submittals: https://youtu.be/vkn_7AHgioE. If you need assistance accessing this website due to ADA or any other reason, please email Ari Goldstein at arigoldstein@polk-county.net.

Procurement recommends that Proposers submitting electronically double check the documents submitted into Kiteworks to ensure all requested tab information has been uploaded. Failure to upload the requested tab information may result in the proposal being deemed nonresponsive.

POLK COUNTY
Procurement Division
Fran McAskill
Procurement Director
REQUEST FOR PROPOSAL 23-448
Utilities Design Services & Regulatory Support Services

Sealed proposals will be received in the Procurement Division, **Wednesday, July 19, 2023, prior to 2:00 p.m.**

Attached are important instructions and specifications regarding responses to this Request for Proposal (the "RFP"). The failure of a responding proposer (a "Proposer") to follow these instructions could result in Proposer disqualification from consideration for a contract to be awarded pursuant to this RFP.

This document is issued by Polk County (the "County") which is the sole distributor of this RFP and all addenda and changes to the RFP documents. The County shall record its responses to inquiries and provide any supplemental instructions or additional documents pertaining to this RFP in the form of written addenda to the RFP. The County shall post all such addenda, together with any other information pertaining to this RFP, on the County's website at <https://www.polk-county.net/procurement/bids>. It is the sole responsibility of each Proposer to review the website prior to submitting a responsive proposal (a "Proposal") to this RFP to ensure that that the Proposer has obtained all available instructions, addenda, changes, supporting documents, and any other information pertaining to this RFP.

The County is not responsible for any solicitations issued through subscriber, publications, or other sources not connected with the County and the Proposer should not rely on such sources for information regarding the RFP solicitation.

Questions regarding this RFP must be in writing and must be sent to Ari Goldstein, via email at arigoldstein@polk-county.net or via fax at (863) 534-6789. All questions must be received by Friday, July 7, 2023, 4:00 p.m.

Proposers and any prospective Proposers shall not contact, communicate with or discuss any matter relating in any way to this RFP with any member of the Polk County Board of County Commissioners or any employee of Polk County other than the County Procurement Director or the individual designated above. This prohibition begins with the issuance of the Request for Proposal and ends upon execution of a contract. Any such communication initiated by a Proposer or prospective proposer shall be grounds for disqualifying the offender from consideration for a contract to be awarded pursuant to this RFP and for contracts to be awarded pursuant to RFPs or Requests for Bid that the County may issue in the future.

A Proposer's responsive Proposal to this RFP may be mailed, express mailed, or hand delivered to:

Polk County Procurement Division
330 West Church Street, Room 150
Bartow, Florida 33830
(863)534-6757

INTRODUCTION

Polk County, a political subdivision of the State of Florida, seeks professional services for design, permitting, and construction phase engineering services for water, wastewater and reclaim water facilities as well as regulatory support services for Polk County Utilities Division (PCU), and as further defined in the Scope of Services below. Other County Divisions may also use these services.

Polk County's Selection Process for consultants' services is in accordance with Section 287.055, Florida Statutes, the Consultants' Competitive Negotiations Act ("CCNA"). The Professional Services Selection Committee will review the qualifications of all submitting firms.

It is the intent of the County to select and negotiate a Master Consulting Agreement with one (1) or more firm(s).

The County will negotiate fee schedules in accordance with the County's Procurement Procedures, with the goal of establishing standardized rates as part of "Selection Process", Elevation Level 4 Contract Negotiations.

Services under this contract will be in compliance with Section 287.055 of the Florida Statutes referred to as the "Consultants' Competitive Negotiation Act" (CCNA). Polk County's Procurement Procedure's Manual outlines the Procedures for Contracting for Professional Services Covered by CCNA. These procedures outline the process used for the selection of a consulting firm awarded through this RFP process.

All services must be performed in accordance with applicable Federal, State and Local regulations.

The Successful Proposer must register in our new Vendor Database if you have not already done so prior to award of this RFP. A purchase order cannot be issued to a vendor until they have registered. You may register by going to the following link: <https://www.polk-county.net/procurement/vendor-registration>. Registered vendors will receive a User ID and Password to access their company information. All registered vendors must provide their owner gender, owner ethnicity, corporate status, and a minimum of one (1) commodity code to be considered registered. It is the responsibility of all vendors to update their vendor information. Only registered vendors will receive notifications of future RFP's.

All services must be performed in accordance with applicable Federal, State and Local regulations.

SCOPE OF SERVICES

The scope of services shall include, but not be limited, to design, permitting and construction phase engineering services for water, wastewater, and reclaim water facilities within Polk County, Florida. Additionally, the County requires professional services for environmental permitting, planning and compliance. Work will be done in conjunction with the Utilities' Community Investment Program (CIP), which includes Expansion and Renewal and Replacement. In addition, the work may be performed for other Utility Sections including Environmental Permitting, Operations and Maintenance, and Customer Service. Successful Proposers must follow the Polk County Utilities Code while performing these services for the Utilities Division.

Additionally, this RFP is for professional engineering services and regulatory support services in conjunction with water, wastewater and reclaim water systems. Types of services include but are not necessarily limited to design of water, wastewater and reclaim plants/facilities; pipeline design; construction observation; utility relocation; GIS support; utility infrastructure security measures; hydraulic and water quality modeling; permitting of new or existing water, wastewater, and reclaim water facilities for construction and operation; assistance with information requests by regulatory agencies; water, wastewater and groundwater monitoring; well field sampling; hydrogeologic and surface water modeling; evaluation of technical and water quality data as required by federal, state and/or local regulations; preparation of appropriate documents, reports or maps as related to design, permitting and regulatory information requests; land surveying and geotechnical services; well construction and abandonment-related engineering services; well head protection, water quality and environmental assessments; technical assistance for preparation of public information; water conservation education; feasibility studies for developing, improving and maintaining water, wastewater or reclaim water systems; implementation of compliance projects or preparation of reports; utility system master planning; information systems development & implementation; review of water, wastewater, and reclaim development submissions for system capacity and hydraulic compatibility with master plans; and other utility-related professional engineering and consulting services.

Proposers must have in-house, multi-disciplinary capabilities in at least ten (10) of these fields, but more capabilities identified will enhance the scores:

- Civil engineering
- Utility master planning and hydraulic modeling
- Water quality master plans and water conservation plans
- Water quality engineering, modeling, and evaluation
- Wastewater engineering, treatment, and evaluation
- Biosolids management design and operation
- Regulatory compliance and permitting for water and wastewater facilities
- Utility environmental affairs

- Land surveying
- Hydrology and surface water modeling
- Hydrogeologic modeling and evaluation of water quality data
- Well construction and abandonment
- Well head protection, water quality and environmental assessments
- Feasibility studies for developing, improving and maintaining water, wastewater and reclaim water systems
- Geotechnical engineering
- Utility acquisition and evaluation
- Right-of-way and easement acquisition services
- Structural engineering as related to water, wastewater and reclaim water facilities
- Electrical engineering as related to water, wastewater and reclaim water facilities
- Mechanical engineering related to water, wastewater and reclaim water facilities
- Constructability plan review/value engineering
- Instrumentation and controls engineering and programming for SCADA systems
- Construction administration and construction observation-related engineering services for water, wastewater, and reclaim water facilities
- Water, wastewater, and reclaim water facilities operational experience
- Public involvement services, including technical assistance for preparation of public information brochures
- Water conservation education and/or enforcement
- Subsurface utility engineering and locating
- Architectural services
- GIS Analysis, SDE Management and GIS database maintenance and support capabilities
- CADD design capabilities
- Database & Information system development related to utility systems and management
- Energy audits
- Green Engineering Practices

The County shall request the services on an as-needed basis. There is no guarantee that any or all the services described in this RFP will be assigned during the term of the agreement. Further, the Consultant is providing these services on a nonexclusive basis. The County, at its option, may elect to have any of the services set forth herein performed by other consultants or County staff.

AGREEMENT

The Master Consulting Agreement will be for five (5) years unless otherwise terminated in accordance with the master consulting agreement.

EVALUATION CRITERIA

Proposals should not contain information in excess of that requested, must be concise, and must specifically address the issues of this RFP. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this RFP are not desired and may be construed as an indication of the Proposer's lack of cost consciousness. Elaborate artwork, expensive visual aids, and other presentation aids are neither necessary nor desired unless specifically requested. The Proposal responses shall be contained within a three-ring binder (original and each copy in separate binders). For the purposes of this RFP, one page equals a single sided page. It is requested that the responses be in the same order as the selection and evaluation procedures. The submittals should include the following:

Tab 1 Executive Summary

(Items a-c: Maximum of two (2) pages)

- a) Name, company name, address, telephone number, and email address.
- b) State the number of years in business, as the same company/firm.
- c) State the number of full-time employees.
- d) Provide documentation showing proper incorporation by the Secretary of State.
- e) Provide a copy of the firm's applicable certification(s) from the State of Florida allowing them to provide the services as outlined in the Scope of Service as well as compliance with F.S. 287.055

Tab 2 Approach to the Project (35 points)

(Maximum of four (4) pages)

- a) Describe in detail the components of how your firm proposes to manage assigned project(s), based upon the scope of services. Please identify the services your firm provides which make you qualified to perform the required services.
- b) Describe how the firm plans to maintain the project team and manage the project team members' time in order to ensure sufficient time to complete a project.
- c) Describe the firm's Quality Assurance and Quality Control program as it pertains to engineering services.

Tab 3 Experience, Expertise, Personnel and Technical Resources (40 points)

- Identify a minimum of five (5) and a maximum of eight (8) projects in which the proposer her performed within the past five (5) years as the prime proposer which best illustrate the experience of the firm and current staff as related to the desired services. At least three (3) of the projects identified should be projects performed for public entities. (Maximum of one (1) page only per project).
 - For each project please provide:

- a) Name and location of the project;
 - b) Size and cost of the project;
 - c) Project representative name, address, phone number, and email address
 - d) Date project was completed or is anticipated to be completed, if completed provide the actual completion date;
 - e) The nature of the firm's responsibility on the project;
 - f) List of change orders, including dollar amount, which were the result of unforeseen circumstances or design errors/oversights; and
 - g) List of any time extensions created by item f above.
- Provide an organizational chart of the team highlighting the key individuals who will work on this contract.
 - Provide brief resumes of the firm's key personnel to be assigned to the master service agreement including, but not limited to, the items in the list below (One (1) page maximum per resume):
 - a) Name and current position held by the person
 - b) Name, title and project assignment
 - c) Experience:
 - (1) Types of projects.
 - (2) Size of projects (dollar value of project).
 - (3) What were their specific project involvements?
 - Identify any sub-consultants that may be involved throughout the duration of the agreement. For each sub consultant identified please provide:
 - A brief description of their experience outlining their qualifications to perform the intended services
 - A brief resume for each key personnel that will be assigned to perform the intended services

Tab 4 Is the Firm a “Polk County Entity”? (5 Points)

- There will be a maximum of five (5) points allocated for this Tab. If the Proposer is a Polk County Entity then five (5) points will be allocated. If the Proposer is not a Polk County Entity but is utilizing one or more sub-consultants that are a Polk County Entity to assist in performing the scope of work then the Proposal will be allocated one (1) point for each sub-consultant which is a Polk County Entity up to a maximum of five (5) points. The Polk County Entity sub-consultant(s) must have been identified under Tab 3, Experience, Expertise, Personnel and Technical Resources in order to qualify for point allocation.
- Provide documentation of the Proposers' or sub-consultant's headquarters and local offices, if any, and the amount of time the firm has been located at each such local office. Please also indicate the number of employees at the local office.
- Proposers or sub-consultants will be allocated points if they meet the following Polk County Government definition of Polk County Entity.

- The term “Polk County Entity” means any business having a physical location within the boundaries of Polk County, Florida, at which employees are located and business activity is managed and controlled on a day to day basis. Additionally, the business must have been located within the boundaries of Polk County for a minimum of 12 months prior to the date the applicable solicitation is issued. This requirement may be evidenced through a recorded deed, an executed lease agreement, or other form of written documentation acceptable to the County. The County shall have the right, but not the obligation, to verify the foregoing requirements.
- In the event a Proposer lists one or more sub-consultants in Tab 4 which is a Polk County Entity and receives point(s) as a result, and after the Proposer is awarded the project, if successful, it is determined that the listed sub-consultant does not assist in the performance of the scope of work (and is not replaced with an alternative sub-consultant which is a Polk County Entity), then the Proposer acknowledges and agrees that it may be suspended or debarred by the Procurement Director for failure to comply with the conditions, specifications or terms of a proposal or contract with the County or for committing a fraud or misrepresentation in connection with a proposal or contract with the County, in accordance with the Polk County Purchasing Ordinance and Procedures Manual.

Tab 5 Is the Firm a “Certified Woman or Minority Business Enterprise” (5 Points)

- Polk County Board of County Commissioners has a long standing commitment to encouraging the utilization of Women and Minority Businesses that do business with the County as vendors. To that end we encourage all of our prime and professional services vendors to utilize W/MBE vendors where at all possible, irrespective of a company’s certification status. Please explain how the submitting firm will encourage minority participation in the project. (Limit response to one page)
- There will be a maximum of five (5) points allocated for this tab. If the Proposer is a Woman or Minority owned business then five (5) points will be allocated. If the Proposer is not a Woman or Minority owned business but is utilizing one or more sub-consultants that are a Women or Minority owned business to assist in performing the scope of work, then the Proposal will be allocated one (1) point for each sub-consultant which meets the County’s certification criteria of Women or Minority owned, up to a maximum of five (5) points. The Woman or Minority owned business sub-consultant(s) must have been identified under Tab 3, Experience, Expertise, Personnel and Technical Resources in order to qualify for point allocation.
- Proposers or sub-consultants will be allocated points if they are a certified W/MBE as evidenced by providing the documentation described below.
 - If the Proposer or sub-consultant has a certified W/MBE status, provide documentation of the firms’ certified W/MBE status as defined by the Florida Small and Minority Business Act and as defined in Polk County’s

Purchasing Procedures. Polk County's Purchasing Procedures recognize the following to meet the requirement of a certified W/MBE status:

- Valid W/MBE Certification from one of the following
 - Florida Minority Supplier Development Council
 - Women Business Enterprise National Council
 - The State of Florida Office of Supplier Diversity
 - Florida Department of Transportation
 - U. S. Small Business Administration
 - Federal Aviation Authority
 - Other Florida governmental agencies

Certifications from other governmental agencies will be considered on a case-by-case basis.

- In the event a Proposer lists one or more sub-consultants in Tab 5 which is a Women or Minority owned business and receives point(s) as a result, and after the Proposer is awarded the project, if successful, it is determined that the listed sub-consultant does not assist in the performance of the scope of work (and is not replaced with an alternative sub-consultant which is a Women or Minority owned business), then the Proposer acknowledges and agrees that it may be suspended or debarred by the Procurement Director for failure to comply with the conditions, specifications or terms of a proposal or contract with the County or for committing a fraud or misrepresentation in connection with a proposal or contract with the County, in accordance with the Polk County Purchasing Ordinance and Procedures Manual.

Tab 6 Interactions with County and Regulatory Agency Staff (5 Points)

- Provide documentation supporting the specialized qualifications of the proposed staff in terms of meeting this scope of service. Qualifications should highlight experience with regulatory agencies, identifying specific agencies and the items being addressed, including construction permitting, water use permitting, consent orders, consultation, governing regulations; and other related activities. Describe the firm's ability to work with the Utilities Division or other Division staff in order to successfully fulfill the scope of service. Demonstrate the firm's knowledge of permitting process, as well as local regulatory agencies, including, but not limited to SWFWMD, FDEP, and the Polk County Health Department, if applicable. (Limit response to one (1) page)

Tab 7 Surveys of Past Performance (10 Points)

- Provide reference surveys from past clients for the projects identified under Tab 3.
- Completed surveys. (See Exhibit 1) Procurement will take the average of all surveys and score as follows:
 - Average Score between 9-10 (10 Points)
 - Average Score between 7-8 (8 Points)

- Average Score between 5-6 (6 Points)
- Average Score between 3-4 (4 Points)
- Average Score between 1-2 (2 Points)
- Average Score of 0 (0 Points)

BID OPENING

Proposers may attend the Bid Opening in person or via conference call by dialing (646) 558-8656 and enter Meeting ID: 327 647 2818. A listing of all proposers will be posted to Procurement’s website as soon as possible after bid opening.

Selection Process

Proposals will be evaluated in accordance with this section and all applicable County procurement policies and procedures.

The County shall appoint a selection committee (the “Selection Committee”) that will be responsible for evaluating and scoring/ranking the Proposals in accordance with this Section.

The County will use a competitive selection process based on the Elevation Levels described in this Section. At Elevation Levels 2 and 3, the Selection Committee will score and/or rank the Proposals as applicable.

Selection of a final Proposal will be based upon the following steps and factors:

Elevation Level 1 (Procurement Requirements Assessment):

- The County Procurement Division shall review all Proposals for conformance with RFP guidelines and detailed submittal requirements. At the County’s discretion, non-conforming Proposals may be eliminated from further consideration and conforming Proposals shall be elevated to Elevation Level 2. Procurement will distribute Proposals and evaluation criteria to the Selection Committee.
- Procurement will also ensure all firms meet the requirement of certification as outlined in Florida Statute 287.055(3)(c).
- The Selection Committee may convene to review questions that arise during individual member review of submitted Proposals before Elevation Level 2 to allow for questions, clarifications, explanations, or other discussion to be held before the review of Proposals is completed.

Elevation Level 2 (Scoring)

- Procurement shall score each Proposal on the following evaluation criteria:
 - Local (Tab 4)-5 points
 - W/MBE Certification (Tab 5)-5 points
 - Surveys of Past Performance (Tab 7)-10 points

Subtotal Points-20 points

by the process stated under each corresponding Tab description as set forth on Pages 9-13.

- Each Selection Committee member shall score each Proposal on the following evaluation criteria:
 - Approach to the Project (Tab 2)-35 points
 - Experience, Expertise, Personnel and Technical Resources (Tab 3)-40 points
 - Interaction w/ County & Regulatory Agencies (Tab 6)-5 points

Total Points – 100 points

by the following process:

- 1) Each Selection Committee member shall determine which of the following descriptions applies to each of the foregoing evaluation criteria:
 - EXCELLENT (1.0): Of the highest or finest quality; exceptional; superior; superb; exquisite; peerless.
The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited an exceptional and superior degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver far beyond expectation.
 - VERY GOOD (0.8): To a high degree; better than or above competent and/or skillful.
The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited a very high degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver beyond expectation.
 - GOOD (0.6): Having positive or desirable qualities; competent; skilled; above average.
The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited a skillful and above-average degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules,

etc.) demonstrate the Proposer's ability to perform and deliver at the expected level.

- FAIR (0.4): Average; moderate; mediocre; adequate; sufficient; satisfactory; standard.

The Proposer provided information for a given criteria that satisfied the requirements and described sufficiently how and what will be accomplished in a manner that exhibited an adequate and average degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver at a level slightly below expectation.

- POOR (0.2): Inadequate; lacking; inferior in quality; of little or less merit; substandard; marginal.

The Proposer provided information for a given criteria that did not satisfy the requirements and described in an inadequate manner how and what will be accomplished. The information provided simply reiterated a requirement, contained inaccurate statements or references, lacked adequate information, or was of inferior quality. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver at a substandard and inferior level.

- UNACCEPTABLE (0.0):

The Proposer failed to provide any information for a given criteria, provided information that could not be understood, or did not provide the information for a given category as requested.

- 2) After a Selection Committee member has determined the description applicable for each evaluation criterion, the total points available for such criterion shall be multiplied by the factor associated with the applicable description to produce the number of points allocated for that evaluation criterion. For example, a Selection Committee member classifies the "Experience and Expertise" criterion (which shall be worth 25 points for the purpose of this example) as "Very Good" (which is a description factor multiplier of 0.8). The points that Selection Committee member allocated for that evaluation criterion would be 20, calculated as follows: 25 available points x 0.8 applicable description factor multiplier = 20 points.
- 3) A Selection Committee member's total score for each Proposal shall equal the sum of the total points allocated for each evaluation criteria.
- 4) When all Selection Committee members have completed their Proposal evaluations, the individual Selection Committee member's total scores for each Proposal will be added together to produce a final score for each Proposal.
- 5) Procurement will confirm the calculations for the final score for each Proposal. Then, Procurement shall publish a rank-ordered listing of the Proposals to the

Selection Committee with the Proposal receiving the highest point as the highest-ranked Proposal.

- 6) In accordance with Section 287.055(4)(a), Florida Statutes, if there are three (3) or more Proposers in Elevation Level 2, the Selection Committee must elevate no fewer than the three highest scored of such Proposers to Elevation Level 3 for interviews. If there are only two Proposers in Elevation Level 2, the Selection Committee must elevate those two Proposers to Elevation Level 3 for interviews. If there is only one Proposer in Elevation Level 2, then the Selection Committee may collectively decide if they would like to elevate the Proposer to Elevation Level 3 for interviews or if they would like to recommend the Board authorize staff to enter into Contract Negotiations with the Proposer. In the latter case, after Board approval to authorize staff to negotiate a contract, the Proposer will then be elevated to Elevation Level 4 for contract negotiations.

Elevation Level 3 (Proposer Interviews)

The Selection Committee are required to conduct interviews of the Proposers that it has elevated from Elevation Level 2 to Elevation Level 3.

During an interview, elevated Proposers may be requested to make a presentation focusing on their qualifications, approach to the project and the ability to furnish the required services. The Selection Committee members will have an opportunity to inquire about any aspect of the RFP and the Proposer's Proposal. After all elevated Proposer interviews, each Selection Committee member will individually rank the Proposers in numerical order beginning at number 1 for the Proposer deemed to be the most highly qualified to perform the required services. In accordance with Section 287.055(4)(b), Florida Statutes, in determining whether a Proposer is qualified, each Selection Committee member shall consider such factors as:

- Ability of Personnel
- Whether a Proposer is a certified minority business enterprise
- Past performance
- Willingness to meet time and budget requirements
- Location
- Recent, current, and projected workloads
- Volume of work previously awarded to each Proposer by the County

Procurement shall receive and compile each Selection Committee member's ranking of each Proposer, and then publish a rank-ordered listing of Proposers to the Selection Committee, based on the combined average rankings given each Proposer. The Selection Committee members will then collectively decide if they would like to recommend the Board authorize staff to enter into Contract Negotiations with all Proposers elevated to Proposer Interviews, starting with the highest-ranked Proposer(s). After Board approval to authorize staff to negotiate a contract, said Proposer(s) will then be elevated to Elevation Level 4 for contract negotiations.

Elevation Level 4 (Contract Negotiations)

If a Proposer is elevated to this level, the User Division, with the assistance of Procurement and the County Attorney's Office, shall negotiate an Agreement with the elevated Proposer(s) in accordance with Section 287.055(5), Florida Statutes.

If after negotiating for a reasonable time period the parties cannot agree on a contract, the County shall, in its sole discretion, terminate further contract negotiations with that Proposer(s). Procurement shall notify the Selection Committee that contract negotiations with the elevated Proposer(s) have terminated. The Selection Committee shall then determine whether to recommend to the Board to approve contract negotiations with the next-highest-ranked Proposer, and so on. If the Selection Committee decides not to recommend contract negotiations with the next-highest-ranked Proposer, or if the County determines there is no other Proposer with whom the County can successfully negotiate a contract, then the RFP Selection Process shall terminate.

After contract negotiations with a Proposer(s) are successfully completed pursuant to Elevation Level 4, the Selection Committee shall recommend to the Board of County Commissioners that it selects such Proposer(s) to provide the services as outlined in the Agreement. The Board of County Commissioners shall make the final decision whether to enter into an Agreement with a Proposer(s).

GENERAL CONDITIONS

CONTACT

After the issuance of any Request for Proposal, prospective proposers shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposal with the Board of County Commissioners, and any employee of Polk County, other than the Procurement Director or as directed in the cover page of the Request for Proposal. This prohibition begins with the issuance of any Request for Proposal and ends upon completion execution of a contract. Such communications initiated by a proposer shall be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal.

INSURANCE REQUIREMENTS

The selected firm, if any, shall maintain, at all times, the following minimum levels of insurance and; shall, without in any way altering their liability, obtain, pay for and maintain insurance for the coverages and amounts of coverage not less than those set forth below. Provide to the County original Certificates of Insurance satisfactory to the County to evidence such coverage before any work commences. Polk County, a political subdivision of the State of Florida, shall be an additional named insured on all policies related to the project; excluding workers' compensation and professional liability. The Workers' Compensation and General Liability policies shall contain a waiver of subrogation in favor of Polk County. All insurance coverage shall be written with a company having an A.M. Best Rating of at least the "A" category and size category of VIII. The firm's self-insured retention or deductible per line of coverage shall not exceed \$25,000 without the permission of the County. In the event of any failure by the firm to comply with the provisions; the County may, at its option, on notice to the firm suspend the project for cause until there is full compliance. Alternatively, the County may purchase such insurance at the firm's expense, provided that the County shall have no obligation to do so and if the County shall do so, the firm shall not be relieved of or excused from the obligation to obtain and maintain such insurance amounts and coverages.

Worker's Compensation and Employer's Liability Insurance providing statutory benefits, including those that may be required by any applicable federal statute:

Admitted in Florida	Yes
Employer's Liability	\$100,000
All States Endorsement	Statutory
Voluntary Compensation	Statutory

Commercial General Liability Insurance. \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including the following coverages:

Premises and Operations and Products/Completed Operations;

Broad Form Commercial General Liability Endorsement to include blanket contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm); Personal Injury (with employment and contractual exclusions deleted) and Broad Form Property Damage coverages;

Independent Contractors; Policy must include Separation of Insureds Clause.

Comprehensive Automobile Liability Insurance. \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including all owned, hired and non-owned vehicles.

Professional Liability Insurance. \$2,000,000 for design errors and omissions, inclusive of defense costs. Selected firm shall be required to provide continuing Professional Liability Insurance to cover the project for a period of two (2) years after the projects are completed.

INDEMNIFICATION

To the maximum extent permitted by law, the Consultant shall indemnify, protect and hold the County, and its officers, employees and agents, harmless from and against any and all, claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses, and expenses whatsoever (including, without limitation, reasonable attorneys' fees, costs, and expenses incurred during negotiation, through litigation and all appeals therefrom) including, without limitation, those pertaining to the death of or injury to any person, or damage to any property, to the extent arising out of or resulting from (i) the failure of Consultant to comply with applicable laws, rules or regulations, (ii) the breach by Consultant of its obligations under this Agreement, (iii) any claim for trademark, patent, or copyright infringement arising out of the scope of Consultant's performance or nonperformance of this Agreement, or (iv) the negligent acts, errors or omissions, or intentional or willful misconduct, of Consultant or any persons or entities employed or utilized by Consultant in the performance of this Agreement. The obligations imposed by this Section shall survive the expiration or earlier termination of the Agreement.

PUBLIC ENTITY CRIMES STATEMENT

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or proposal on a contract to provide any goods or services to a public entity, may not submit a bid or proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submitting this proposal, the proposer hereby certifies that they have complied with said statute.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

The County is an equal opportunity/affirmative action employer. The County is committed to equal opportunity employment effort; and expects firms that do business with the County to have a vigorous affirmative action program.

WOMEN/MINORITY BUSINESS ENTERPRISE OUTREACH

The County hereby notifies all Proposers that W/MBEs are to be afforded a full opportunity to participate in any request for proposal by the County and will not be subject to discrimination on the basis of race, color, sex or national origin.

AFFIRMATION

By submitting their proposal, the Proposer affirms that the proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; the Proposer has not directly or indirectly induced or solicited any other person to submit a false or sham proposal; the Proposer has not solicited or induced any person, firm or corporation to refrain from submitting a proposal; and the Proposer has not sought by collusion to obtain for him/herself any advantage over other persons or over the County.

DEVELOPMENT COSTS

Neither the County nor its representative(s) shall be liable for any expenses incurred in connection with preparation of a response to the RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the RFP.

ADDENDA

The County may record its responses to inquiries and any supplemental instructions in the form of written addenda. The addenda will be posted on the County's website at <https://www.polk-county.net/procurement-bids>. It is the sole responsibility of the proposers to check the website to ensure that all available information has been received prior to submitting a proposal.

CODE OF ETHICS

If any proposer violates or is a party to a violation of the code of ethics of Polk County or the State of Florida, with respect to this proposal, such proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from bidding on any future proposals for work, goods, or services for the County.

DRUG FREE WORKPLACE

Preference shall be given to businesses with Drug Free Workplace (DFW) programs. Whenever two or more proposals, which are equal with respect to price, quality and service, are received by the County for the procurement of commodities or contractual services, a proposal received from a business that has provided a statement that it is a DFW shall be given preference in the award process.

APPLICABLE LAWS AND COURTS

This RFP and any resulting agreements shall be governed in all respects by the laws of the State of Florida and any litigation with respect thereto shall be brought only in the courts of Polk County, Florida or the United States District Court, Middle District of Florida, located in Hillsborough County, Florida. The proposer shall comply with all applicable federal, state and local laws and regulations.

CONTRACTUAL MATTERS

A contract in substantially the same form as attached here to as Attachment "A" (Master Consulting Agreement) will be executed between the County and the successful Proposer(s).

All contracts are subject to final approval of the Polk County Board of County Commissioners. Persons or firms who incur expenses or change position in anticipation of a contract prior to the Board's approval do so at their own risk.

PROPOSAL ACCEPTANCE PERIOD

A proposal shall be binding upon the offeror and irrevocable by it for one hundred and twenty (120) calendar days following the proposal opening date. Any proposal in which offeror shortens the acceptance period may be rejected.

ADDITION/DELETION

The County reserves the right to add to or delete any item from this proposal or resulting agreements when deemed to be in the best interest of the County.

PROPRIETARY INFORMATION

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Request for Proposals and the responses thereto are in the public domain. However, the proposers are required to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. Proposers should provide a redacted copy of proposal with submittal, or must provide within thirty (30) days from the Proposal due date.

All proposals received from proposers in response to this Request for Proposal will become the property of the County and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the County.

REVIEW OF PROPOSAL FILES

In accordance with Chapter 119.071 of the Florida Statutes, the responses received for this Request for Proposal are exempt from review for thirty (30) days after the Bid Opening Date or at Recommendation of Award, whichever event occurs first.

Should the RFP be cancelled and re-solicited for any reason, proposal responses shall remain exempt from disclosure for a period not to exceed twelve (12) months or at Recommendation of Award of the subsequent solicitation.

RFP PROTEST: Any proposer desiring to file a protest, with respect to a recommended award of any RFP, shall do so by filing a written protest. The written protest must be in the possession of the Procurement Division within three (3) working days of the Notice of Recommended Award mailing date. All proposers who submitted a proposal will be sent a Notice of Recommended Award, unless only one proposal was received.

A copy of the protest procedures may be obtained from the Polk County Procurement Division or can be downloaded from the County's website at <https://www.polk-county.net/procurement/protest-procedures>.

FAILURE TO FOLLOW PROTEST PROCEDURE REQUIREMENTS WITHIN THE TIME FRAMES PRESCRIBED HEREIN AS ESTABLISHED BY POLK COUNTY, FLORIDA, SHALL CONSTITUTE A WAIVER OF THE PROPOSER'S RIGHT TO PROTEST AND ANY RESULTING CLAIM.

UNAUTHORIZED ALIEN(S) The Consultant agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, the successful consultant will complete and submit the form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

EMPLOYMENT ELIGIBILITY VERIFICATION (E-Verify)

A. Unless otherwise defined herein, terms used in this Section which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

B. Pursuant to Section 448.095(5), Florida Statutes, the contractor hereto, and any subcontractor thereof, must register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. The contractor acknowledges and agrees that (i) the County and the contractor may not enter into this Agreement, and the contractor may not enter into any subcontracts hereunder, unless each party to this Agreement, and each party to any subcontracts hereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of this Agreement, and the County may treat a failure to comply as a material breach of this Agreement.

C. By entering into this Agreement, the contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and

requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of this Agreement. Failure to comply will lead to termination of this Agreement, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If this Agreement is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of Section 448.095, Fla. Stat., by the contractor, the contractor may not be awarded a public contract for a period of 1 year after the date of termination. The contractor shall be liable for any additional costs incurred by the County as a result of the termination of this Agreement. Nothing in this Section shall be construed to allow intentional discrimination of any class protected by law.

LIMITATIONS

This request does not commit Polk County to award a contract. Proposers will assume all costs incurred in the preparation of their response to this RFP. The County reserves the right to: 1) accept or reject qualifications and/or proposals in part or in whole; 2) request additional qualification information; 3) limit and determine the actual contract services to be included in a contract; 4) obtain information for use in evaluating submittals from any source and 5) reject all submittals.

ATTORNEY'S FEES AND COSTS: Each party shall be responsible for its own legal and attorney's fees, costs and expenses incurred in connection with any dispute or any litigation arising out of, or relating to this Agreement, including attorney's fees, costs and expenses incurred for any appellate or bankruptcy proceedings.

PUBLIC RECORD LAWS

(a) The Consultant acknowledges the County's obligations under Article I, Section 24, of the Florida Constitution and under Chapter 119, Florida Statutes, to release public records to members of the public upon request and comply in the handling of the materials created under this Agreement. The Consultant further acknowledges that the constitutional and statutory provisions control over the terms of this Agreement. In association with its performance pursuant to this Agreement, the Consultant shall not release or otherwise disclose the content of any documents or information that is specifically exempt from disclosure pursuant to all applicable laws.

(b) Without in any manner limiting the generality of the foregoing, to the extent applicable, the Consultant acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

(1) keep and maintain public records required by the County to perform the services required under this Agreement;

(2) upon request from the County's Custodian of Public Records or his/her designee, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(3)ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of this Agreement if the Consultant does not transfer the records to the County; and

(4)upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the service. If the Consultant transfers all public records to the County upon completion of this Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's Custodian of Public Records, in a format that is compatible with the information technology systems of the County.

(c) IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT:

RECORDS MANAGEMENT LIAISON OFFICER

POLK COUNTY

330 WEST CHURCH ST

BARTOW, FL 33830

TELEPHONE: (863) 534-7527

EMAIL: RMLO@POLK-COUNTY.NET

Scrutinized Companies and Business Operations Certification; Termination.

A. Certification(s).

- i. By its execution of this Agreement, the Vendor hereby certifies to the County that the Vendor is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, nor is the Vendor engaged in a boycott of Israel, nor was the Vendor on such List or engaged in such a boycott at the time it submitted its bid, proposal, quote, or other form of offer, as applicable, to the County with respect to this Agreement.
- ii. Additionally, if the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000), then the Vendor further certifies to the County as follows:
 - a) the Vendor is not on the Scrutinized Companies with Activities in Sudan List, created pursuant to Section 215.473, Florida Statutes; and
 - b) the Vendor is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; and

- c) the Vendor is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and
 - d) the Vendor was not on any of the Lists referenced in this subsection A(ii), nor engaged in business operations in Cuba or Syria when it submitted its proposal to the County concerning the subject of this Agreement.
 - iii. The Vendor hereby acknowledges that it is fully aware of the penalties that may be imposed upon the Vendor for submitting a false certification to the County regarding the foregoing matters.
- B. Termination. In addition to any other termination rights stated herein, the County may immediately terminate this Agreement upon the occurrence of any of the following events:
 - i. The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(i) above, or the Vendor is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.
 - ii. The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(ii) above, or the Vendor is found to have been placed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, and the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000).

Proposers Incorporation Information

(Submittal Page)

The following section should be completed by all bidders and submitted with their bid submittal:

Company Name: _____

DBA/Fictitious Name (if applicable): _____

TIN #: _____

Address: _____

City: _____

State: _____

Zip Code: _____

County: _____

Note: Company name must match legal name assigned to the TIN number. A current W9 should be submitted with your bid submittal.

Contact Person: _____

Phone Number: _____

Cell Phone Number: _____

Email Address: _____

Type of Organization (select one type)

- Sole Proprietorship
- Partnership
- Non-Profit
- Sub Chapter
- Joint Venture
- Corporation
- LLC
- LLP
- Publicly Traded
- Employee Owned

State of Incorporation: _____

The Successful vendor must complete and submit this form prior to award. The Successful vendor must invoice using the company name listed above.

EXHIBIT 1

DETAILED INSTRUCTIONS ON HOW TO PREPARE AND SEND PERFORMANCE SURVEYS

The objective of this process is to identify the past performance of the Contractor submitting a proposal package. This is accomplished by sending survey forms to past customers. The customers should return the forms directly to the Contractor. The Contractor is to include all surveys in their proposal package.

Sending the Survey

The surveys shall be sent to all clients for whom the Contractor has identified under Tab 3. Surveys should correlate to all projects identified under Tab 3.

If more surveys are included, then Procurement will only use those identified under Tab 3.

1. The Contractor shall complete the following information for each customer that a survey will be sent

CLIENT NAME	Name of the company that the work was performed for (i.e. Hillsborough County).
FIRST NAME	First name of the person who will answer customer satisfaction questions.
LAST NAME	Last name of the person who will answer customer satisfaction questions.
PHONE NUMBER	Current phone number for the reference (including area code).
EMAIL ADDRESS	Current email address for the reference.
PROJECT NAME	Name of the project (Professional Engineering Services for Hillsborough County Fire Station), Etc.
COST OF SERVICES	Cost of services (\$3,000,000)
DATE COMPLETE	Date when the services were completed. (i.e. 5/31/2020)

2. The Contractor is responsible for verifying that their information is accurate prior to submission for references.

3. The survey must contain different services/projects. You cannot have multiple people evaluating the same job. However, one person may evaluate several different jobs.

4. The past projects can be either completed or on-going.

5. The past client/owner must evaluate and complete the survey.

Preparing the Surveys

1. The Contractor is responsible for sending out a performance survey to the clients that have been identified under Tab 3. The survey can be found on the next page.
2. The Contractor should enter the past clients' contact information, and project information on each survey form for each reference. The Contractor should also enter their name as the Contractor being surveyed.
3. The Contractor is responsible for ensuring all references/surveys are included in their submittal under Tab 7
4. Polk County Procurement may contact the reference for additional information or to clarify survey data. If the reference cannot be contacted, there will be no credit given for that reference.

Survey Questionnaire – Polk County

RFP 23-448, Utilities Design Services & Regulatory Services

To: _____ (Name of Person completing survey)

_____ (Name of Client Company/Contractor)

Phone Number: _____ Email: _____

Subject: Past Performance Survey of Similar work:

Project name: _____

Name of Vendor being surveyed: _____

Cost of Services: Original Cost: _____ Ending Cost: _____

Contract Start Date: _____ Contract End Date: _____

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	
3	Quality of workmanship	(1-10)	
4	Professionalism and ability to manage	(1-10)	
5	Close out process	(1-10)	
6	Ability to communicate with Client's staff	(1-10)	
7	Ability to resolve issues promptly	(1-10)	
8	Ability to follow protocol	(1-10)	
9	Ability to maintain proper documentation	(1-10)	
10	Appropriate application of technology	(1-10)	
11	Overall Client satisfaction and comfort level in hiring	(1-10)	
12	Ability to offer solid recommendations	(1-10)	
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	

Printed Name of Evaluator _____

Signature of Evaluator: _____

Please fax or email the completed survey to: _____

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT (“INA”).

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature: _____

Title: _____

Date: _____

State of: _____

County of: _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 20____, by _____ (*name*) as _____ (*title of officer*) of _____ (*entity name*), on behalf of the company, who is personally known to me or has produced _____ as identification.

Notary Public Signature: _____

Printed Name of Notary Public: _____

Notary Commission Number and Expiration: _____

(AFFIX NOTARY SEAL)

EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION

(Florida Statutes, Section 448.095)

RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

The undersigned, as an authorized officer of the Consultant identified below (the “**Consultant**”), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the “**County**”), by and on behalf of the Consultant in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Consultant and the County on or about the date hereof, whereby the Consultant will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the “**Contract**”), as follows:

1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

2. Pursuant to Section 448.095(5), Florida Statutes, the Consultant, and any subconsultant under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Consultant or subconsultant. The Consultant acknowledges and agrees that (i) the County and the Consultant may not enter into the Contract, and the Consultant may not enter into any subcontracts thereunder, unless each party to the Contract, and each party to any subcontracts thereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security’s E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of the Contract, and the County may treat a failure to comply as a material breach of the Contract.

3. By entering into the Contract, the Consultant becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subconsultants to provide an affidavit attesting that the subconsultant does not employ, contract with, or subcontract with, an unauthorized alien. The Consultant shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subconsultant knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Consultant, the Consultant may not be awarded a public contract for a period of 1 year after the date of termination. The Consultant shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

Executed this _____ day of _____, 2023.

ATTEST:

CONSULTANT:

By: _____
PRINTED NAME: _____
Its: _____

By: _____
PRINTED NAME: _____
Its: _____

June 27, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 1
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Ari Goldstein, CPP

Ari Goldstein

Senior Procurement Analyst
Procurement Division

This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.

Signature _____

Printed Name: _____

Title: _____

Company: _____

RFP 23-448, Utilities Design Services and Regulatory Services

ADDENDUM # 1

QUESTIONS AND ANSWERS

Question 1: Can you please provide the sign-in sheets from the pre-proposal meeting held on June 20, 2023?

Answer 1: The Pre-Proposal Meeting Attendance list was posted on our website and can be found here: <https://www.polk-county.net/procurement/bids/bid-details/utilities-design-services-regulatory-support-services>.

Question 2: Who are the firms that are currently under contract with the County for these services?

Answer 2: Black & Veatch, Carollo Engineers, CHA Consulting, CivilSurv Design Group, Dewberry Engineers, Hazen & Sawyer, Jones Edmunds & Associates, Pennoni Associates, Tetra Tech, Wood Environmental & Infrastructure Solutions, Wright-Pierce, and WSP USA.

Question 3: We have recently responded to a few Polk County proposals. Would the County consider allowing us to use Survey Questionnaires from previous submissions?

Answer 3: Yes, so long as the questions are the same on both surveys and refer to projects that are referenced under Tab 3, Experience, Expertise, Personnel and Technical Resources.

Question 4: Which Tab number would the County like us to include the proposal forms (Proposer's Incorporation Information, Affidavit Certification Immigration Laws, Employment Eligibility Verification)?

Answer 4: These documents can be submitted under Tab 1, Introduction, after the items submitted under Tab 1, Items a-e.

Question 5: On page 7 of the RFP package, it states "Proposers must have in-house, multi-disciplinary capabilities in at least ten (10) of these fields..." Does that include subcontractors that may perform work on behalf of the prime proposers?

Answer 5: The prime proposers submitting proposals must be able to perform a minimum of 10 of the listed capabilities found on pages 7 and 8 of the RFP package. There may be projects that require a prime proposer use subcontractors to complete a scope of work, but the intent of this solicitation is to award to prime proposers that can perform the multi-disciplinary capabilities listed in the RFP package.

Question 6: Does the County prefer the proposals be delivered either as a sealed parcel or an electronic submittal?

Answer 6: The County offers both options and does not have a preferred method of delivery for the proposals.

Question 7: Have there been issues in the past when proposers tried to submit their proposals electronically?

Answer 7: The County has extended receiving/due dates one week in the past when there was a temporary issue with the Kiteworks application website on a receiving date. This was an isolated incident only.

July 3, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 2
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Correction: The email address listed on page 1 of the RFP package to submit questions to is incorrect. Please email all questions to arigoldstein@polk-county.net. All questions must be received by 4:00 p.m., Friday, July 7, 2023.

To receive a copy of **Attachment “A”, Sample Master Consulting Agreement**, please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevendor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder **“RFP 23-448 Utilities Design Services and Regulatory Services.zip”**, select “Open” or “Save As” to download the sample agreement. If you need assistance accessing this website due to ADA or any other reason, please email Ari Goldstein at arigoldstein@polk-county.net.

Ari Goldstein, CPP

Ari Goldstein

Senior Procurement Analyst
Procurement Division

This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.

Signature _____

Printed Name: _____

Title: _____

Company: _____

RFP 23-448, Utilities Design Services and Regulatory Services ADDENDUM # 2

QUESTIONS AND ANSWERS

Question 1: Are we allowed to submit project references/reference surveys for Polk County projects?

Answer 1: Yes.

Question 2: Will points be awarded in Tab 5 for a subconsultant that is a certified Service-Disabled Veteran-Owned Small Business (SDVOSB)?

Answer 2: No. Points are awarded only to certified Women and Minority Business Entities under Tab 5.

Question 3: Can Polk County disclose the selection committee members for this RFP?

Answer 3: The anticipated selection committee members include Tamara Richardson, James Tully, Krystal Azzarella, Jason Jennings, and Sharon Mathis.

Question 4: If the intent of the RFP is to select more than one consultant, is it necessary for the County to conduct proposer interviews per the selection process (Elevation Level 3 – Proposer Interview)?

Answer 4: Yes. Interviews are necessary and shall take place in accordance with Florida Statute 287.055(4)(b).

Question 5: On page 21, the RFP states, “A contract in substantially the same form as attached here to as Attachment ‘A’ (Master Consulting Agreement) will be executed between the County and the successful Proposer(s).” Where can one find the Attachment “A” that includes the Master Consulting Agreement?

Answer 5: Attachment “A”, Sample Master Consulting Agreement is available to on the County’s FTP site for download. Refer to page 1 of this addendum for directions on how to download Attachment “A”.

July 11, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 3
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Ari Goldstein, CPP

Ari Goldstein

Senior Procurement Analyst
Procurement Division

This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.

Signature

Printed Name:

Title:

Company:

RFP 23-448, Utilities Design Services and Regulatory Services ADDENDUM # 3

QUESTIONS AND ANSWERS

Question 1: Can you please clarify whether items d and e in tab 1 count toward the two-page limit?

Answer 1: Items d) and e) under Tab 1, Executive Summary, do not count towards the two-page limit. Only items a) – c) count towards to the two-page maximum limit.

Question 2: How are categories left blank on the performance survey questionnaire handled when averaging the survey scores?

Answer 2: If questions are not answered on the performance surveys, the questions left blank will not be taken into consideration when calculating the overall score average when awarding points under Tab 7, Surveys of Past Performance.

Question 3: Can front and back cover as well as dividers be included when submitting electronically via Kiteworks?

Answer 3: Yes.

Question 4: The FDOT no longer participates in client surveys and refers consultants to an online grading system (scaled 1 to 5 based on quality, scheduling, and management) that is updated on an annual basis. Would a screenshot of the online evaluation be an acceptable replacement for the required performance survey that accompanies projects write ups?

Answer 4: No. The Survey Questionnaire on page 29 of the RFP package must be used and submitted by a proposer under Tab 7, Surveys of Past Performances so that each proposal is scored the same using the criteria outlined in the RFP package.



"Exhibit "A-ii"

POLK COUNTY

RFP Number 23-448 | Utilities Design Services & Regulatory Support Services

Due Date/Time: July 19, 2023 | 2:00 PM



Prepared for:

Polk County Procurement Division
330 West Church Street, Room 150
Bartow, FL 33830



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- Firm's Applicable Certification from the State of Florida
- Proposer's Incorporation Information (Submittal Page)
- Affidavit Certification Immigration Laws
- Employment Eligibility Verification (E-Verify) Certification
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[Tab 7 - Surveys of Past Performance | Page 77](#)



TAB 1 EXECUTIVE SUMMARY

July 19, 2023

Polk County Procurement Division
330 West Church Street, Room 150
Bartow, FL 33830

RE: RFP Number 23-448 | Utilities Design Services & Regulatory Support Services

Dear Selection Committee Members:

As the fastest growing county in the state of Florida, and among the 10 fastest growing counties in the United States, Polk County Utilities (PCU) needs to implement utility projects quickly and efficiently to keep pace with the increasing demands and regulatory changes. PCU has accommodated growth with well-planned expansion projects, appropriately prioritized repair and replacement (R&R) projects, and water rate increases to help ensure that adequate funding is in place to deliver projects and maintain the high level of service to which your customers are accustomed. This necessitates access to professional engineering consultants that are competent and responsive, that have a high degree of familiarity with PCU, and that understand the local regulatory environment, politics, and nuances that shape PCU's projects. **CHA Consulting, Inc. (CHA) is proud to have served PCU since 2007, executing dozens of projects while demonstrating these very characteristics.** Some of the more recent projects executed by the CHA team include the Northeast Regional Utility Service Area (NERUSA) Utility Master Plan Update, Ernie Caldwell Reclaimed Water Main, Northwest Regional Wastewater Treatment Facility (NWRWWTF) Headworks Improvements, Lift Station Asset Inventory and Condition Assessments, and numerous hydraulic modeling support tasks.

As an engaged member of the Polk County community, CHA brings key strengths that contribute to our continued, mutual success:

AN ORGANIZATIONAL STRUCTURE AND PHILOSOPHY DRIVEN BY CLIENT SATISFACTION

Central to our corporate philosophy is "elating our clients," which boils down to **making sure that your satisfaction is central to all we do.** As such, our firm is structured with a client advocate (CLAD) assigned to each client. As a demonstration of our commitment to you, C. Robert Reiss, PhD, PE, serves as PCU's CLAD within the organization. Further, although CHA has over 60 clients with which we hold continuing consulting services contracts, Robert serves as the CLAD for only a select few clients, so that an appropriate level of attention can be dedicated to PCU's needs.

Our project manager, Allen Dethloff, PE, works in our Winter Haven office, approximately five miles from PCU's Winter Haven offices. Allen manages a team of local CHA professionals, and reports directly to Robert, facilitating direct access to additional resources, as necessary, for PCU projects. Robert and PCU are further supported by our committed key team members, including **Ed Talton, PE (Master Planning/Modeling Lead), Jim Hagerty, PE (Wastewater Treatment Lead), Doug Hammann, PE (Water Treatment Lead), and Khalid Yamin, PE (Asset management/GIS Lead),** among other talented and dedicated professionals, as demonstrated in Tab 3. Also, while CHA can perform electrical, instrumentation, and structural engineering in-house, we have included subconsultants that have recent experience and familiarity with PCU facilities to supplement our staff and further enable our team to serve PCU's needs quickly and efficiently, minimizing the learning curve.

A DEPTH OF EXPERIENCE AND SKILLED STAFF

While we have staff that can complete a broad array of projects, our local (central Florida) staff largely comprises professionals that have been focused on exclusively providing utility-related services. **PCU will benefit from our team's familiarity with your staff and commitment to quality.**

- **Local and Regional Master Planning/Hydraulic Modeling** - CHA is well known for water supply planning and hydraulic modeling. In addition to supporting PCU for nearly two decades in such a role (including the Comprehensive Water Supply Plan), we have served as technical advisors for many communities, helping plan their future system needs. Our master planning/hydraulic modeling discipline lead, Ed Talton, PE, led the award-winning Cypress Lake Potable Water Transmission, Optimization, and Interconnection project for the Water Cooperative of Central Florida, as well as numerous assignments for PCU, including the recent NERUSA Utility Master Plan Update.
- **WWTFs** - CHA maintains a deep bench of wastewater treatment design professionals that have familiarity with some of PCU's WWTFs. For example, Allen Dethloff and Jim Hagerty completed the design and construction administration for the NWRWWTF Headworks Improvements project in 2021. Jim Hagerty is currently our design lead for five ongoing WWTF projects, including the 6 MGD expansion of the City of Port St. Lucie's Westport WWTF, and the 1.5 MGD expansion of the Haines City WWTP.

NAME, COMPANY NAME, ADDRESS, TELEPHONE NUMBER, E-MAIL ADDRESS:

C. Robert Reiss, PhD, PE
CHA Consulting, Inc.
20 3rd Street SW, Suite 202
Winter Haven, FL 33880
T: (407) 789-0403
E: creiss@chacompanies.com

NUMBER OF YEARS IN BUSINESS:

71 years in business (since 1952)

NUMBER OF FULL-TIME EMPLOYEES

~1,200 full-time employees
(~1,700 total employees, with 210+ in Florida)



- **Infiltration/Inflow (I/I) Programs** - Critical to utilities throughout Florida, the CHA team has extensive experience in I/I programs. We own flow monitoring and smoke testing equipment, have completed complex gravity/force main hydraulic modeling, and have helped communities (Pinellas County and the cities of St. Petersburg, Largo, Altamonte Springs, Melbourne, and Titusville, among others) identify and resolve I/I issues.
- **Water Treatment Facilities** - Proudly serving as your design engineer for the Central Regional (CRUSA) Water Production Facility, we are well-known for our capabilities with respect to water treatment, having also designed Seminole County's combined \$65M in upgrades to three of its four WTPs, adding ozone and granular activated carbon (GAC) for disinfection by-product (DBP) compliance. Robert Reiss is currently leading a team that is evaluating the City of Haines City's WTPs for treatment and capacity constraints, in support of increasing the city's groundwater allocation to meet increasing demand.
- **Pipeline Infrastructure** - From non-destructive condition assessments of existing force mains to micro-tunneling and directional drilling techniques, we know pipe installation. Notable projects include the City of Melbourne's Pineda Causeway, which is nearing construction completion, and includes 33,000 feet of 24-inch, subaqueous, directional drill/open-cut water mains. CHA also executed PCU's Ernie Caldwell Reclaimed Water Main, completed this year.
- **Stormwater/Water Resources** - Integrated water resource needs are merging stormwater with traditional water/wastewater planning efforts. As standalone or integrated projects, Jeff Grant, PE, leads our efforts in these areas. As an expert in large watershed stormwater modeling, Jeff has led water, wastewater, and stormwater modeling and planning projects throughout Florida. His team is proficient in the hydraulic modeling of stormwater management systems.
- **Permitting** - Beyond design capabilities is the need for specialized permitting and regulatory compliance skillsets. CHA has assisted clients in complex NPDES permitting (e.g., Tampa Bay Water Desal I NDPEs concentrate discharge permit), DPB regulatory compliance projects, water use/consumptive use permits (WUPs/CUPs), and wastewater operating permit renewals. **We know the regulators and how to represent you.**
- **Hydrogeological Services** - David MacIntyre, PE, of AquaSciTech Consulting, PLLC (AquaSciTech) is a leading hydrogeologist in central Florida. AquaSciTech is supporting several municipalities in Polk County. David is currently supporting CHA in a WUP Modification project; Integrated Water Supply Planning study; Potable Water Master Plan; and feasibility study, design, permitting, and construction administration of rapid infiltration basins (RIBs) for the City of Haines City. These projects include extensive groundwater modeling and impact analyses. This work has afforded David and his firm with an unmatched familiarity with the groundwater models for this part of the state.

KNOWLEDGE OF YOUR SYSTEM AND FLEXIBILITY TO MATCH YOUR NEEDS

We have demonstrated our commitment to meet your needs and offer our continued commitment to be there for you. We and our team of subconsultants know PCU, your staff, your systems, and your infrastructure. **You have made an investment in CHA, which we greatly appreciate, and we hope you continue to leverage that investment through reselection of our team for this contract.**

We appreciate the confidence and support PCU has shown us over the past 16 years and are very excited to have this opportunity to continue assisting PCU with the completion of its upcoming utility projects. If you have any questions, please do not hesitate to contact us at any time at (863) 268-8242.

Sincerely,
CHA Consulting, Inc.


C. Robert Reiss, PhD, PE
Vice President/Florida Team Leader


Allen Dethloff, PE
Project Manager

IN-HOUSE CAPABILITIES (PER SCOPE):

1. Civil Engineering
2. Utility Master Planning & Hydraulic Modeling
3. Water Quality Master Plans/Water Conservation Plans
4. Water Quality Engineering, Modeling, & Evaluation
5. Wastewater Engineering, Treatment, & Evaluation
6. Biosolids Management Design & Operation
7. Regulatory Compliance and Permitting for Water and Wastewater Facilities
8. Hydrology and Surface Water Modeling
9. Feasibility Studies for Developing, Improving, & Maintaining Water, Wastewater, & Reclaimed Water Systems
10. Mechanical Engineering Related to Water, Wastewater, and Reclaimed Water Facilities
11. Instrumentation and Controls Engineering and Programming for SCADA Systems
12. Structural Engineering as Related to Water, Wastewater, & Reclaimed Water Facilities
13. Electrical Engineering as Related to Water, Wastewater, & Reclaimed Water Facilities
14. Constructability Plan Review/Value Engineering
15. Construction Administration/CEI
16. Water, Wastewater, and Reclaimed Water Facilities Operational Experience
17. GIS Analysis, SDE Management, & GIS Database Maintenance & Support Capabilities
18. CADD Design Capabilities
19. Database & Information System Development Related to Utility Systems & Management
20. Green Engineering Practices

20 3rd Street SW, Suite 202, Winter Haven, FL 33880
T 863.268.8242 • www.chacompanies.com

State of Florida Department of State

I certify from the records of this office that CHA CONSULTING, INC. is a New York corporation authorized to transact business in the State of Florida, qualified on November 17, 2008.


The document number of this corporation is F08000004937.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on January 30, 2023, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Thirty-first day of January,
2023*




Secretary of State

Tracking Number: 0819112853CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

Firm's Applicable Certification from the State of Florida

CHA Consulting, Inc.

HOME CONTACT US MY ACCOUNT

11:01:12 AM 6/23/2022

ONLINE SERVICES

- Apply for a License
- Verify a Licensee
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

Licensee Information

Name:	CHA CONSULTING, INC. (Primary Name)
Main Address:	575 BROADWAY ALBANY New York 12207
County:	OUT OF STATE

License Information

License Type:	Registry
Rank:	Registry
License Number:	28386
Status:	Current
Licensure Date:	01/29/2009
Expires:	

NOTE: FDBPR stopped issuing certificates in 2020. CHA's license number is 28386.

CHA Consulting, Inc. is active and in good standing with the Florida Department of State under document number F08000004937.

Proposer's Incorporation Information (Submittal Page)

Proposers Incorporation Information

(Submittal Page)

The following section should be completed by all bidders and submitted with their bid submittal:

Company Name: CHA Consulting, Inc.

DBA/Fictitious Name (if applicable): _____

TIN #: 16-0966259

Address: 20 3rd Street S.W., Suite 202

City: Winter Haven

State: Florida

Zip Code: 33880

County: Polk

Note: Company name must match legal name assigned to the TIN number. A current W9 should be submitted with your bid submittal.

Contact Person: Allen Dethloff, PE

Phone Number: (813) 819-0561

Cell Phone Number: (813) 819-0561

Email Address: ADethloff@chacompanies.com

Type of Organization (select one type)

- Sole Proprietorship
- Partnership
- Non-Profit
- Sub Chapter
- Joint Venture
- Corporation
- LLC
- LLP
- Publicly Traded
- Employee Owned

State of Incorporation: New York

The Successful vendor must complete and submit this form prior to award. The Successful vendor must invoice using the company name listed above.

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Affidavit Certification Immigration Laws

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: CHA Consulting, Inc.

Signature: 

Title: General Counsel and Executive Vice President

Date: 6/23/2023

State of: New York

County of: Albany

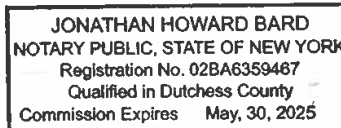
The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 23rd day of June, 2023, by Michael A. Platt (*name*) as General Counsel and Executive Vice President (*title of officer*) of CHA Consulting, Inc. (*entity name*), on behalf of the company, who is personally known to me or has produced _____ as identification.

Notary Public Signature: 

Printed Name of Notary Public: Jonathan H. Bard

Notary Commission Number and Expiration: See below

(AFFIX NOTARY SEAL)



Employment Eligibility Verification (E-Verify) Certification

EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION (Florida Statutes, Section 448.095)

RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

The undersigned, as an authorized officer of the Consultant identified below (the "Consultant"), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the "County"), by and on behalf of the Consultant in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Consultant and the County on or about the date hereof, whereby the Consultant will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the "Contract"), as follows:


1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

2. Pursuant to Section 448.095(5), Florida Statutes, the Consultant, and any subconsultant under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Consultant or subconsultant. The Consultant acknowledges and agrees that (i) the County and the Consultant may not enter into the Contract, and the Consultant may not enter into any subcontracts thereunder, unless each party to the Contract, and each party to any subcontracts thereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of the Contract, and the County may treat a failure to comply as a material breach of the Contract.


3. By entering into the Contract, the Consultant becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subconsultants to provide an affidavit attesting that the subconsultant does not employ, contract with, or subcontract with, an unauthorized alien. The Consultant shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subconsultant knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Consultant, the Consultant may not be awarded a public contract for a period of 1 year after the date of termination. The Consultant shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

Executed this 23rd day of June, 2023.

ATTEST:

By: 
PRINTED NAME: Michael A. Platt
Its: General Counsel and Executive Vice President

CONSULTANT:

By: 
PRINTED NAME: Thomas D. Titsworth
Its: Assistant Secretary/Regional Counsel

June 27, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 1
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Ari Goldstein, CPP

Ari Goldstein

Senior Procurement Analyst
Procurement Division

This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.

Signature



Printed Name:

Michael A. Platt

Title:

General Counsel and Executive Vice President

Company:

CHA Consulting, Inc.

July 3, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 2
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Correction: The email address listed on page 1 of the RFP package to submit questions to is incorrect. Please email all questions to arigoldstein@polk-county.net. All questions must be received by 4:00 p.m., Friday, July 7, 2023.

To receive a copy of **Attachment “A”, Sample Master Consulting Agreement**, please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevondor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder “**RFP 23-448 Utilities Design Services and Regulatory Services.zip**”, select “Open” or “Save As” to download the sample agreement. If you need assistance accessing this website due to ADA or any other reason, please email Ari Goldstein at arigoldstein@polk-county.net.

Ari Goldstein, CPP

Ari Goldstein

Senior Procurement Analyst
Procurement Division

This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.

Signature



Printed Name:

Michael A. Platt

Title:

General Counsel and Executive Vice President

Company:

CHA Consulting, Inc.

July 11, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 3
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Ari Goldstein, CPP

Ari Goldstein

Senior Procurement Analyst
Procurement Division

This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.

Signature



Printed Name:

Michael A. Platt

Title:

General Counsel and Executive Vice President

Company:

CHA Consulting, Inc.

TAB 2 APPROACH TO THE PROJECT

CHA's Capabilities/Services

CHA prides itself on being a client service-oriented firm with expertise in municipal water, wastewater, and reclaimed water services, equivalent to those proposed for this continuing services contract. Through experience gained by providing utility engineering services in central Florida for over 20 years, CHA has built a reputation for providing responsive service combined with deep technical capabilities. In addition to our reputation as a leading water, wastewater, and reclaimed water design, permitting, and construction management firm, CHA is a preferred consultant for many municipalities. We currently hold more than 60 continuing on-call contracts with public utilities in Florida for the same types of services proposed for this contract. Our clients call on us to complete their most challenging and high-profile projects. We encourage the county to contact the references listed in our response to learn more about how we deliver value to our clients. This RFQ lists various services that may be requested under this contract. CHA is well suited to deliver on the services outlined in the scope of work. **From transmission/distribution and wastewater collection/force main systems to water/wastewater treatment, and everything in between, we have solved challenges and delivered solutions.** With our Florida water acquisitions over the past two years, including A&P Engineering, Eckler Engineering, and Reiss Engineering, our staff is laser-focused on water and wastewater projects located in Florida. The following content summarizes the experience and services we provide:

WATER EXPERIENCE



- ✓ **Master Planning and Feasibility Studies**
 - CHA has extensive experience developing system-wide water master plans, using hydraulic modeling to define capital improvement plans, and rate studies to fund capital construction projects.
- ✓ **Water Distribution and Storage**
 - CHA staff has planned, designed, permitted, and provided construction management to projects that delivered millions of feet of pipe, from small, 4-inch diameter pipe to large 54-inch diameter pipe using many types of pipe material and construction technologies, such as open-cut, horizontal directional drill (HDD) and jack-and-bore. System storage is essential for communities to meet peak demands and fire-fighting demands. CHA has incorporated system storage (ground and elevated) as a standard component of distribution attributes.
- ✓ **Water Treatment**
 - CHA has evaluated and designed municipal water treatment facilities using state-of-the-art treatment technologies for groundwater and surface water supplies.

WASTEWATER EXPERIENCE



- ✓ **Master Planning and Feasibility Studies**
 - CHA has extensive experience developing system-wide wastewater master plans using hydraulic modeling to define capital improvement plans (CIPs) and rate studies to fund capital construction projects.
- ✓ **Wastewater Collection Systems**
 - CHA has assisted many clients in the design, permitting, and construction management of projects that have included gravity sewer lines, pump stations, and force mains. Our experience includes hydraulic modeling, SSES, I&I studies, sewer system repair and rehabilitation evaluations, and equalization basin design.
- ✓ **Wastewater Treatment**
 - CHA specializes in cost-effective treatment systems to meet today's increasingly stringent water quality regulations. We have designed, permitted, and provided construction management to conventional and advanced treatment technologies. This is particularly important in Central Florida in the wake of recent regulatory changes, including BMAP requirements.

FUNDING



- ✓ **Water and Wastewater Funding Assistance**
 - Our team has excellent relationships and experience with various funding programs, including State Revolving Fund (SRF) loans and American Rescue Plan Act (ARPA) funding.
 - In particular, we have supported the City of Haines City in securing grants, cooperative funding, and SRF loans for several projects. To date, **we have helped the city secure slightly in excess of \$1M in grants, nearly \$5M in cooperative funding, and nearly \$10M in SRF loans, with another \$40M to \$50M expected within the next 12 months.**
 - CHA also recently completed a comprehensive utility rate study update for the City of Apopka to assist with the development of revenue bond financing and an SRF loan application for a \$55.2M expansion of the city's WWTP. **CHA produced a wastewater asset management plan to meet FDEP SRF program requirements to reduce the loan interest rate, saving the city an additional \$1M.**



Snapshot

1. UNDERSTANDING OF SCOPE OF PROJECT

A successful project begins with the complete understanding of the scope of the project.

2. DEVELOPMENT OF A WORK PLAN

CHA will develop a project-specific work plan which defines the project goals and resources required to complete the project within the schedule.

3. INITIAL PROJECT MEETING

The meeting will outline a clear project understanding, set project goals, and define key project milestones.

4. PROJECT EXECUTION

Once the specific project design approach has been completed and approved, work would commence upon the notice to proceed.

5. QUALITY CONTROL

We will adhere to a QA/QC plan to maintain standards for technical performance and accuracy of all engineering reports, design drawings and specifications.

Firm's Methodology for Project Management

CHA's experts provide professional, comprehensive engineering services throughout Florida. Our multi-disciplined team brings the capabilities of a broad spectrum of perspectives and extensive planning backgrounds to each assignment. From studies to construction, we routinely provide these services for utility projects:

- Study and preliminary design phase
- Final design phase
- Bidding phase
- Construction phase
- Engineering studies

CHA will provide the following services on the county's projects:

PROJECT MANAGEMENT

An established and practical project design approach is necessary to establish and meet project requirements, schedule and budget. The on-call project design approach includes:

- Meeting with the county (if necessary) to develop a detailed scope of work
- Developing a project-specific schedule
- Identifying and engaging the technical resources for the specific project
- Developing a project-specific QA/QC plan

Once the specific project design approach has been completed and approved by the county, work will commence with the notice to proceed (NTP). Project cost, schedule, and quality control will be managed by:

- Frequent internal project progress meetings
- Regular communication between the project manager and the county
- Regular project progress reports submitted to the county
- The completion and submission of deliverables at project milestones
- Strict adherence with the project QA/QC plan

EXTENSIVE QUALITY CONTROL

We take project management and quality control very seriously. Our project managers use three comprehensive project manuals (developed internally at CHA) to develop specific project management and QA/QC plans for each assignment: The Project Management Manual, the QA/QC Manual, and the Total Technical Quality Control (TTQC) Manual.

CLIENT COORDINATION

The county's team will be an integral part of CHA's quality assurance program. By participating in project meetings, communicating clearly and often, and providing timely and thorough reviews of deliverables, the county and CHA will achieve success. CHA will maintain open communication with the county throughout the design process. Formal design reviews will be made at critical project milestones, such as the 30%, 60%, 90%, and 100% complete phases.

Approach to Quality Control

CHA uses proactive quality management planning and execution initiated at the earliest possible time in project development and then implemented and monitored throughout design development. Quality does not simply end with the deliverable. CHA will have a vested interest in the project's quality through project construction and closeout.

Before beginning any project work, CHA's project managers prepare a Project-specific Work Plan (PSWP). The PSWP must comply with basic CHA corporate requirements but is then tailored to the specific project requirements at the project manager's discretion. Each PSWP will include identifying project stakeholders, project location and history, scope of services, schedule, budget, Quality Management Plan (QMP), roles and responsibilities of the team, communication style and frequency, file management procedures, and procedures for managing out of scope items.

The project-specific QMP will be customized as a collaborative effort involving the project managers and technical leads. CHA's quality manager will be:

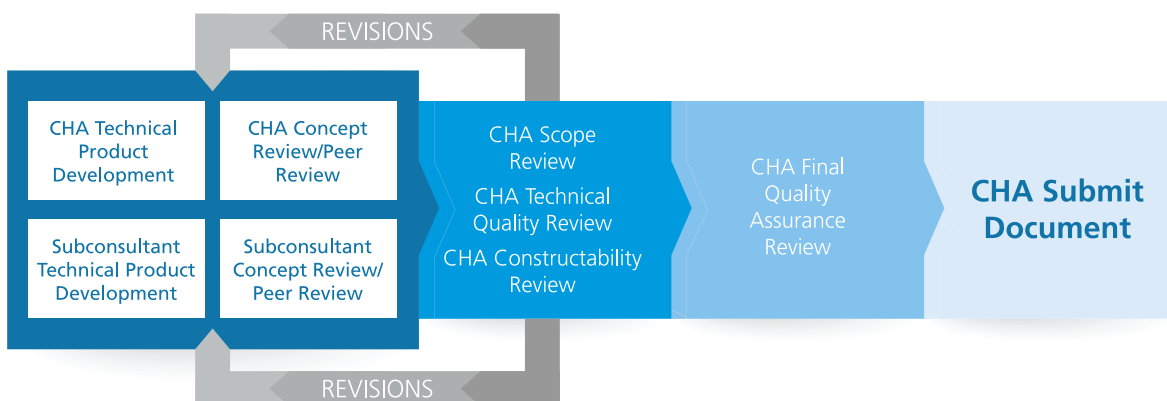
1. Available to assist in the QMP preparation should the need arise
2. Responsible for reviewing and certifying the QMP for consistency and compliance before project work begins

CHA uses a "Red, Yellow, Green" ("RYG") quality review process so that work products and deliverables are fully and consistently reviewed, resolved and recorded. Our professionals who create the design or prepare the work products to bear the primary responsibility for completeness, content, form, and technical accuracy.

We require a formal check and review of all work products and deliverables. The "RYG" quality review process follows a consistent workflow sequence whereby each design element/work product is highlighted in **YELLOW** to signify that review has occurred. Any direct corrections are

annotated in **RED**, and commentary and/or instructions are annotated in **BLUE** or **BLACK**. The checker signs and dates the review set and returns the documents to the design element/work product originator.

The originator evaluates the checkers' comments and works with the checker to resolve each comment. **GREEN** annotations signify agreement with, or the resolution of, the review comments. Corrections are made to the designs or drawings and are then verified by the checker, who places a QA/QC stamp on each drawing or design. Finally, the originator, checker, corrector, and verifier sign and date each drawing or design to verify that the process has been followed for complete quality compliance. The team does not advance or submit any work products or deliverables until they have satisfied the QMP.



Budget and Schedule Techniques

CHA has provided municipalities similar to Polk County with professional engineering services and additional “extension-of-staff” type resources for a variety of public infrastructure projects using this proven approach. Our strategies for maximizing the effectiveness and efficiency of our projects include:

SCHEDULE CONTROL

The project team has established procedures and software to continually compare project details and available resources.



Team members will hold regular meetings to determine the percentage of project tasks completed and the budget amount exhausted for each milestone. If a deviation should occur from the schedule or budget, project needs will be re-assessed and discussed.

We are well known for our consistent, on-time performance and quality assurance record for major clients in both the public and private sectors. Our design service strategy is always based on client focus and process-oriented thinking to identify and address project issues quickly and cost-effectively.

Given the firm-wide workforce of over 1,700 people, we do not foresee any difficulties meeting your needs. We have the resources to make sure we meet your project schedule.

COST CONTROL

CHA’s cost control method begins with developing a detailed scope of work, fee proposal, and project-specific work plan to determine project costs. We accomplish this through proactive, upfront communication during the project’s scoping phase.



Once our team and the stakeholders have agreed on the project costs and work plan, CHA’s assigned project manager will develop forecasted project expenditures depicted graphically. This forecast serves as a baseline to monitor the schedule and expenditure and keep the project on track. This dashboard system gives the project team access to information that can be used to quickly and accurately monitor and assess project status to control schedule and budget proactively.

The objectives of a disciplined, cost-control program are two-fold:

- To maintain control over costs throughout the design development process
- To prevent surprises when construction bids are opened

Techniques used to control cost include the following:

REGULAR COMMUNICATION

We will meet to discuss project priorities and develop a project plan that outlines the schedule, major milestones, and staffing. Communication is critical to verify the project’s progress and remain on the most efficient path to completion.

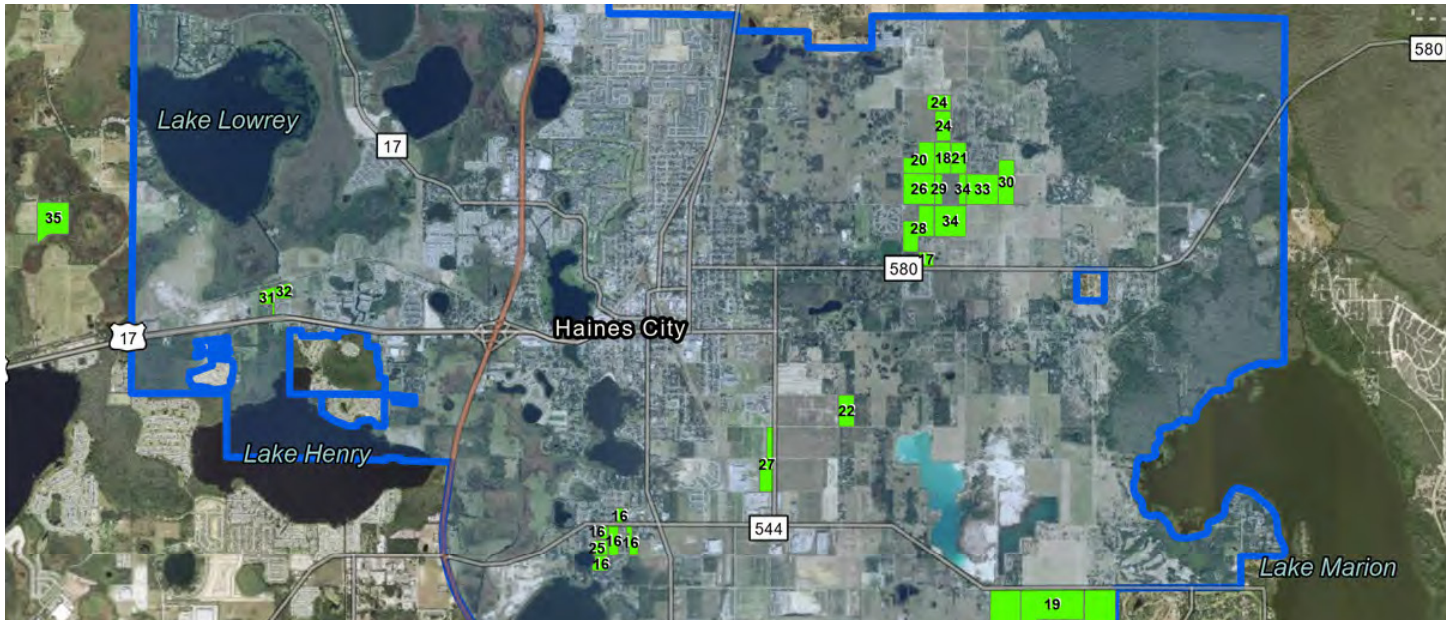
VALUE ENGINEERING

We have experience applying value engineering principles, techniques, and models to projects. We will incorporate value engineering milestones into the design schedule.

LIFE-CYCLE COST ESTIMATING

Our team knows how to complete life-cycle cost estimating of major systems and equipment and provide other value engineering functions to select the upgrade components most beneficial to your facilities in terms of cost, quality, and function.

TAB 3 EXPERIENCE, EXPERTISE, PERSONNEL & TECHNICAL RESOURCES



Performance Period

Start Date: 2022
Original End Date: 12/2023
Actual End Date: TBD (Ongoing)

Budget

CHA Fee: \$263,000 (Original)
CHA Fee: \$263,000 (Actual)
Construction Cost: N/A

List of Change Orders/ Time Extensions

None

Reference

James Keene
Public Services Administrator
620 E Main Street
Haines City, FL 33844
T: 863.421.9951 ext. 5954
E: James.Keene@hainescity.com

Relevance to Scope

- ✓ Regulatory compliance and permitting for W/WW facilities
- ✓ Hydrogeologic modeling
- ✓ Well construction and abandonment
- ✓ Wellhead protection, water quality, and EAs

Water Use Permit (WUP) Modification

City of Haines City, FL

CHA, supported by AquaSciTech Consulting, is assisting the City of Haines City in modifying their WUP to increase capacity in response to the dramatic increases in population and potable water demand that the region is experiencing. Since the Central Florida Water Initiative (CFWI) Supplemental Applicant's Handbook became effective in January 2022, the WUP modification process with the Southwest Florida Water Management District (SWFWMD) has become significantly more complex, as the district applies the new CFWI rules, including limiting Upper Floridan aquifer (UFA) allocations to the demonstrated 2025 demand. In addition, there is no existing precedent for modification CFWI WUPs by SWFWMD because the Haines City WUP is one of the first ones being processed.

The city has applied for an increased UFA groundwater allocation above 2025 demonstrated demand using a combination of demand relocation, aquifer recharge enhancement via rapid infiltration basins (RIBs), and the retirement of existing WUPs through land use transition to mitigate/offset increased future drawdown impacts to the UFA potentiometric surface, MFL lake levels, guidance lake levels, and wetlands. The CHA team is using the ECFTX v2.0 regulatory model, and is in negotiations with SWFWMD to incorporate additional future mitigation/offset benefits that result from altered stormwater recharge and irrigation practices as land is developed for urban use. These beneficial effects have previously been excluded from the district's WUP impact assessment process, but were included in the CFWI regional planning process under which the ECFTX model was developed. The final outcome of these WUP impact negotiations is expected to set precedents for other permittees' future WUP modifications within the CFWI area.



Performance Period

Start Date: 01/2020
 Original End Date: 06/2021
 Actual End Date: 06/2021

Budget

CHA Fee: \$196,156 (Original)
 CHA Fee: \$196,156 (Actual)
 Construction Cost: N/A

**List of Change Orders/
 Time Extensions**

None

Reference

Charles Nichols
 Utilities Asset Manager
 1011 Jim Keene Boulevard
 Winter Haven, FL 33880
 T: 863.298.4215
 E: CharlesNichols@polk-county.net

Relevance to Scope

- ✓ W, WW, and RCW facilities operational experience
- ✓ Condition assessments
- ✓ GIS analysis, SDE management, and GIS database maintenance and support
- ✓ Database and information system development related to utility systems and management

Lift Station Asset Inventory and Condition Assessment

Polk County Utilities, Polk County, FL

In 2020 and 2021, CHA provided data collection and condition assessments of each of the wastewater lift stations in Polk County Utilities’ (PCU’s) sanitary sewer collection system. The CHA team visited each of PCU’s sanitary lift stations (nearly 400 of them) to collect asset attribute data and observe the condition. Data was collected utilizing “Survey123,” which is a database designed for collecting such data. As part of the data collection phase, drawdown tests were completed at each lift station to determine flow characteristics of each pump and diagnose potential issues (worn impellers, excessive noise, disparity between operating point and system curve, etc.). PCU then used the collected data to develop and populate the computerized maintenance management system (CMMS).



Performance Period

Start Date: 2018
Original End Date: 2021
Actual End Date: 2021

Budget

CHA Fee: \$199,972 (Original)
CHA Fee: \$219,974 (Actual)*
Construction Cost: N/A

*Fee increased due to additional work requested by the client.

List of Change Orders/ Time Extensions

None

Reference

Jesus Rivera Salva
9150 Curry Ford Road
Orlando, FL 32825
T: 407.836.6845
E: Jesus.Rivera@ocfl.net

Relevance to Scope

- ✓ Utility master planning and hydraulic modeling
- ✓ Water quality engineering, modeling, and evaluation
- ✓ W, WW, and RCW facilities operational experience

Unidirectional Flushing (UDF) Design Modification and Implementation Services

Orange County Utilities, Orange County, FL

Orange County Utilities (OCU) has an in-house UDF Program to clean and maintain its water distribution system. OCU decided to outsource labor to execute the UDF Program to a contractor due to manpower constraints. OCU requested that CHA provide engineering services to assist with upgrading the UDF Program flushing zones and sequences and assist with procurement and management of a UDF contractor. To continue and expand on the success of its UDF Program, OCU planned to update the UDF design for smaller (less than 6-inch) and larger (16-, 20- and 24-inch) pipes. OCU also implemented turbidity data collection during UDF to gauge the frequency required for various neighborhoods.

UDF is a systematic flushing technique that has been proven to increase flushing effectiveness and efficiency. UDF involves using clean water to flush the system from the source outward by isolating portions of the distribution system to achieve water flow in one direction. UDF programs are designed to achieve high velocities in the target pipe(s) to properly scour deposits and debris from the water mains and remove them from the distribution system via discharge through a fire hydrant. A UDF program provides maps and instructions for flushing crews regarding how to flush the water distribution system pipes unidirectionally. UDF flushing sequence instructions are specific for each neighborhood within the OCU's potable water services area.

Implementation of the UDF Program required significant resources to manage the program and perform the field work. CHA provided program management for the initial implementation of the UDF Program, limited to 950,000 feet of potable water pipe or 75 UDF zones defined as Group 1. CHA also provided historical data collection and evaluation, project administration, contractor selection support, and the UDF design modification.



Performance Period

Start Date: 2016
 Original End Date: 2018
 Actual End Date: 2018

Budget

CHA Fee: \$298,844 (Original)
 CHA Fee: \$298,844 (Actual)
 Construction Cost: \$3.66M

List of Change Orders/ Time Extensions

None

Reference

Ed Gil de Rubio, Director
 410 Lake Howell Road
 Maitland, FL 32751
 T: 407.628.3419
 E: director@ssnocwta.com

Relevance to Scope

- ✓ Utility master planning and hydraulic modeling
- ✓ Regulatory compliance and permitting for W/WW facilities
- ✓ SUE and locating
- ✓ CADD design
- ✓ Land surveying
- ✓ Geotechnical engineering
- ✓ ROW and easement acquisition
- ✓ Construction administration/observation
- ✓ W, WW, and RCW facilities operational experience

C-200 PVC Pipeline Replacement

South Seminole and North Orange County Wastewater Transmission Authority (SSNOCWTA), Seminole and Orange Counties, FL

To assist with the management and maintenance of the system, SSNOCWTA contracted CHA to develop a scope and fee estimate for developing a preliminary design report associated with replacing C-200 PVC force main piping throughout the SSNOCWTA transmission system.

Various segments of the SSNOCWTA transmission system are composed of PVC piping, more specifically C-200 PVC piping, which is characterized by a thin wall thickness. The majority of the transmission system was installed over 25-years ago and has been experiencing a steady increase in flows and pressures. The increased flows and pressure adds stress to an aging transmission system and places pipeline segments with thin wall thickness at a higher risk of failure. Force main failures within the SSNOCWTA system, like any other wastewater transmission system, result in expensive repairs and emergency situations to maintain a functioning wastewater transmission system.

The preliminary design report reviewed the existing C-200 piping locations and routes and provided recommendations on the installation procedures based on the piping's location, before commencing the design.

CHA also provided design, permitting and construction administration of this pipeline replacement project. The preliminary design report included evaluating replacement techniques for approximately 22,000 feet (ranging in size from 12-inch to 20-inch) located throughout residential and commercial areas. The design made use of HDD, pipe bursting and jack-and-bore techniques to minimize above-ground disturbances.



Performance Period

Start Date: 2019 (WTP)/
2020 (WWTP)
Original End Date: 2021 (WTP)/
12/2023 (WWTP)
Actual End Date: 2021 (WTP)/
TBD (WWTP - Ongoing)

Budget

CHA Fee: \$4,030,563 (Original)
CHA Fee: \$4,030,563 (Actual)
WTP Construction Cost: \$15.68M
WWTP Construction Cost: ~\$36M

**List of Change Orders/
Time Extensions**

None

Reference

Chris Wilson, Project Manager
6900 Tavistock Lakes Boulevard
Suite 200
Orlando, FL 32827
T: 407.816.6599
E: cwilson@tavistock.com

Relevance to Scope

- ✓ Civil engineering
- ✓ Water quality engineering, modeling, and evaluation
- ✓ WW engineering, treatment and evaluation
- ✓ Biosolids management, design, and operation
- ✓ Regulatory compliance and permitting for W/WW facilities
- ✓ CADD design
- ✓ ROW and easement acquisition
- ✓ Structural, electrical, mechanical, I&C
- ✓ Construction administration
- ✓ W, WW, and RCW facilities operational experience
- ✓ SUE and locating
- ✓ Land surveying
- ✓ Geotechnical engineering

Sunbridge WTP and WWTP

Tavistock Development Company, St. Cloud, FL

Tavistock is involved in developing the new 26,000-acre Sunbridge community, located northeast of the City of St. Cloud in Osceola County, with an estimated build-out population of 35,000. Tavistock and the Toho Water Authority have entered into an agreement for the construction and operation of a new 1.0 MGD WTP to supply drinking water to the new community, along with a new 1.0 MGD WWTP that will treat the domestic wastewater from the Sunbridge Community and sanitary flows from the WTP. The two treatment plants will be built adjacent, on the same site. CHA was contracted to provide a pilot study, preliminary design, detailed design, permitting, and construction services for each new greenfield treatment plant.

Sunbridge WTP | The first phase of the Sunbridge WTP uses ozonation to remove hydrogen sulfide and color from the raw groundwater, followed by free chlorine for primary disinfection and chloramines to maintain a disinfectant residual. Fluoride and corrosion inhibitor was added as part of the process. A new operations building and 1.0 MG potable water storage tank were also constructed. The Sunbridge WTP site layout affords plant expandability to an ultimate capacity of 3.4 MGD.

Sunbridge WWTP | The Sunbridge WWTP is being built in three phases with the second phase expanding to 3.5 MGD and the third phase providing an ultimate capacity of 7.0 MGD. The Sunbridge WWTP is located in the Lake Okeechobee Watershed and must meet the new nutrient limits imposed by the Lake Okeechobee Basin Management Action Plan (BMAP). The first phase of the Sunbridge WWTP comprises a headworks, Modified Ludzack-Ettinger (MLE) process, secondary clarifiers, phosphorous precipitation, cloth media filters, chlorine contact basin, reclaimed water storage and pumping system, reject tanks, solids dewatering, and an aerated solids storage basin. The design also includes a new on-site municipal wastewater pump station with two 15-HP pumps and capability to add a third 15-HP pump.



Performance Period

Start Date: 2019
 Original End Date: 2023
 Actual End Date: 2023 (Est.)

Budget

CHA Fee: \$1.08M (Original)
 CHA Fee: TBD (Actual)
 Construction Cost: ~\$9.03M (Est.)

**List of Change Orders/
 Time Extensions**

None

Reference

James Keene
 Public Services Administrator
 620 E Main Street
 Haines City, FL 33844
 T: 863.421.9951 ext. 5954
 E: James.Keene@hainescity.com

Relevance to Scope

- ✓ Civil engineering
- ✓ WW engineering, treatment and evaluation
- ✓ Regulatory compliance and permitting for W/WW facilities
- ✓ CADD design
- ✓ Structural, electrical, mechanical, I&C
- ✓ Construction administration
- ✓ W, WW, and RCW facilities operational experience
- ✓ Land surveying
- ✓ Geotechnical engineering

Reclaimed Water GST and Pump Station

City of Haines City, FL

To maximize the beneficial use of the reclaimed water system and eliminate algae, debris and wildlife contamination from the percolation/storage pond, the City of Haines City needed to modify the existing reclaimed distribution pump system to prevent the need to re-treat water that is currently stored in an on-site pond. Poor reclaimed water quality caused two of the city’s largest reclaimed water customers to discontinue their use. This project is being performed to improve the quality of the city’s reclaimed water and restore customer confidence and use. A new transfer pump station will divert water from the chlorine contact chamber and deliver the water to the new prestressed concrete GST. The new high-service pump station will draw from the new GST for the public access reclaimed system.

The city engaged CHA to provide the preliminary design, hydraulic analysis, final design, permitting, and construction administration services for the construction of a 7.8 MGD transfer pump station with VFDs and a concrete wet well, a 3 MG prestressed concrete GST, a new 4.5 MGD reclaimed high-service pump station with VFDs, an off-site 1.1 MGD booster pump station, yard piping, electrical, instrumentation and controls, and ancillary structures at the Haines City WWTF.

Once the treated effluent is discharged to the pond, the overall water quality is reduced and requires additional treatment before pumping the water to the distribution system. The new GST and reclaimed distribution pump station will allow the city to store high-quality reclaimed water without discharging it to the existing percolation storage pond.



Performance Period

Start Date: 2016
Original End Date: 2019
Actual End Date: 2019

Budget

CHA Fee: \$3.3M (Original)
CHA Fee: \$3.3M (Actual)
Construction Cost: \$19.2M

List of Change Orders/ Time Extensions

None

Reference

Holden Wright, PE
1011 Jim Keene Boulevard
Winter Haven, FL 33880
T: 407.703.1731
E: HoldenWright@polk-county.net

Relevance to Scope

- ✓ Civil engineering
- ✓ Water quality engineering, modeling, and evaluation
- ✓ Regulatory compliance and permitting for W/WW facilities
- ✓ CADD design
- ✓ ROW and easement acquisition
- ✓ Structural, electrical, mechanical, I&C
- ✓ Construction administration
- ✓ W, WW, and RCW facilities operational experience
- ✓ SUE and locating
- ✓ Land surveying
- ✓ Geotechnical engineering

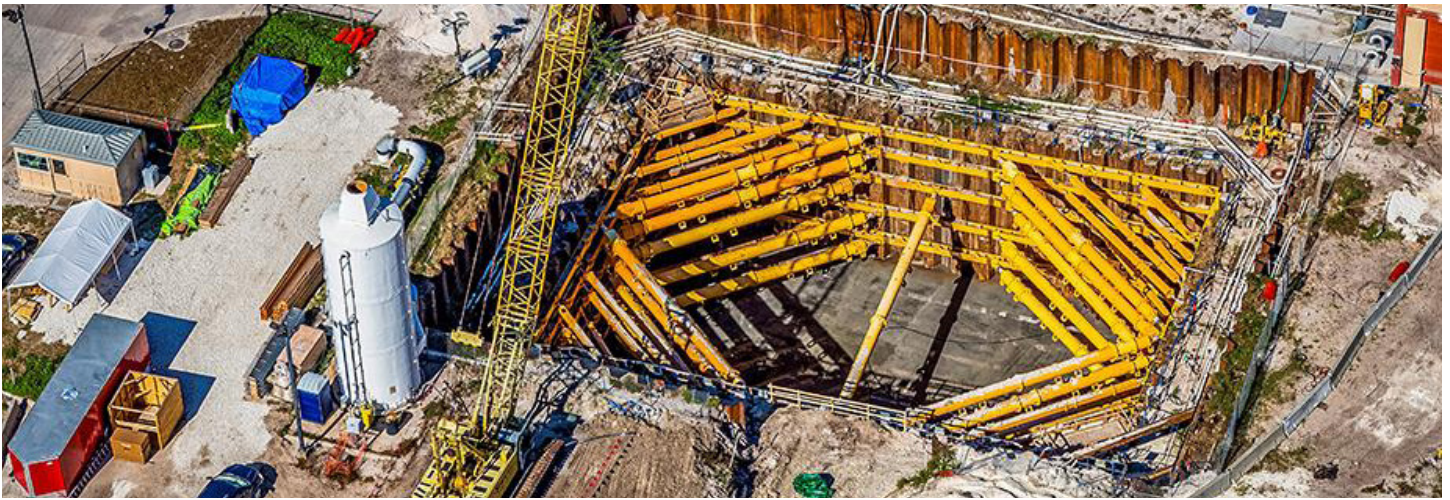
Central Regional Utility Service Area (CRUSA) Water Production Facility

Polk County Utilities (PCU), Polk County, FL

The detailed design of the plant included two emergency power generators to improve reliability, high service pumping, and granular activated carbon (GAC) units were designed with redundant facilities to meet the projected demands and increase safety. The design accelerated the ozonation specifications to allow for the early purchase of the ozone equipment to save the county from paying state tax and allow for efficiencies during construction.

To provide further flexibility and reduced operating cost, the GAC system was designed to allow an adjustment of flow rate so a certain portion of the ozonated water can bypass the GAC and be blended directly with the GAC water to meet strict water quality limits without undo cost. CHA reviewed, revised and completed the calibration of the CRUSA potable water hydraulic model in support of the design efforts. Services included preliminary design, final design, permitting, bidding, construction phase and start-up.

The completed facility includes three Upper Floridan Aquifer (UFA) raw water wells, LOX storage and feed systems, ozone generation, a side stream ozone injection system, ozone dissipation chambers, transfer pumping, GAC units, chlorine feed systems, corrosion inhibitor, 1 MG ground storage reservoir, and high-service pumping. The wells are outfitted with vertical turbine pumps and emergency power with engine generators. The high-service pumping station is equipped with horizontal, split case centrifugal pumps with variable frequency drives (VFDs) and has a capacity of 8 MGD.



Performance Period

Start Date: 2016
 Original End Date: 2023
 Actual End Date: TBD (Ongoing)

Budget

CHA Fee: \$2,783,498 (Original)
 CHA Fee: TBD (Actual)
 Construction Cost: ~\$25M (Est.)

List of Change Orders/ Time Extensions

None

Reference

Mark Ikeler, PE
 Chief Engineer
 9150 Curry Ford Road
 Orlando, FL 32825
 T: 407.254.9705
 E: markc.ikeler@ocfl.net

Relevance to Scope

- ✓ Civil engineering
- ✓ WW engineering, treatment and evaluation
- ✓ Regulatory compliance and permitting for W/WW facilities
- ✓ CADD design
- ✓ Structural, electrical, mechanical, I&C
- ✓ Construction administration
- ✓ W, WW, and RCW facilities operational experience
- ✓ Land surveying
- ✓ Geotechnical engineering

Southwest Regional Water Reclamation Facility (SWRF) Influent Pump Station (IPS) Expansion and Upgrades

Orange County Utilities, Orange County, FL

Orange County's SWRF advanced secondary facility's existing IPS was constructed in 2001, and the pumps were nearing the end of their expected life. The county wanted to explore the potential to provide expanded capacity within the structure of the existing IPS. CHA developed a preliminary engineering report to confirm this potential use.

CHA was contracted to provide the design, bidding, and construction administration services to expand the SWRF influent pumping capacity to meet the Phase V peak flow needs with six pumps installed, and make provisions for future maximum plant peak flow needs of 216 MGD. The new IPS has dual, self-cleaning wet wells and space for up to eight 31 MGD pumps. The pumps and motors in the existing IPS will remain in service until the new IPS becomes operational.

This project includes the construction of a new IPS with new submersible pumps, piping, valves, electrical, and controls. Raw wastewater enters the facility through several pipelines and enters the existing IPS, where all wastewater is screened. Screened wastewater flows into a dual-chamber wet well, and pumps located in a dry pit pump the wastewater to the preliminary treatment structure for grit removal before flowing by gravity through the treatment train. The IPS has four existing pumps of 20 MGD capacity each, with the capability to add two additional pumps. The existing pumps are near the end of their equipment life and will be replaced with new capacity under this project. It was determined the two existing discharge mains have sufficient capacity and, if necessary, their capacity will be expanded later. The Phase V project will be replacing the influent screens, and additional screen capacity will be added in the future.

Organizational Chart

Our team has been built to provide PCU with an extraordinary blend of engineering expertise, Florida project history, and personalized service. Our proposed project manager, Allen Dethloff, PE, will serve as the county’s direct day-to-day contact. He has assigned the most qualified project team for the scope of services identified in your RFQ. Each of our team members was specifically selected to assist in successfully completing all unique challenges and project needs that may arise during the duration of the contract. Our team’s organizational chart can be found below, along with resumes for key personnel on the following pages.



PRINCIPAL-IN-CHARGE
C. Robert Reiss, PhD, PE ¹

PROJECT MANAGER
Allen Dethloff, PE ¹

QUALITY MANAGER
Mark Burgess, PE, BCEE ¹

**MASTER PLANNING/
HYDRAULIC MODELING**
Edward Talton, PE (Lead) ¹
Chad Meisel, PE ¹
Parsa Pezeshk, PhD, PE ¹
Trent Durham, EI ¹

WATER TREATMENT FACILITIES
Douglas Hammann, PE (Lead) ¹
C. Robert Reiss, PhD, PE ¹
Arnab Hanra, PE ¹
Bryant Facey, PE ¹

HYDROGEOLOGY/HYDROLOGY
David MacIntyre, PE ⁶

OPERATIONS AND MAINTENANCE
Bret Doub ¹

PIPELINE AND PUMP/LIFT STATIONS
Allen Dethloff, PE (Lead) ¹
Weston Haggen, PE, DBIA, ENV SP, PMP ¹
Emily Staubus Williamson, PE ¹

ELECTRICAL ENGINEERING
Eduardo Martinez, PE (Lead) ¹
Willard “Pete” Hoanshelt, PE ²

CONSTRUCTION-PHASE SERVICES
Kerry Wulff (Lead) ¹
Erik Sibila, PE, CGC ¹
Jeffrey Robitaille ¹
Lucas Parmer ¹

CIVIL/STORMWATER
Jeffery Grant, PE, LEED AP (Lead) ¹
Arnelio Alfonso, PE ¹
Angela Barón-Ruiz, PE, ENV SP ¹
Shannon Ruggieri, EI ¹

STRUCTURAL ENGINEERING
Adrian Alfonso, PE (Lead) ¹
John Sobczak, PE ⁴

ASSET MANAGEMENT/GIS
Khalid Yamin, PE (Lead) ¹
Jim Horton, AICP, GISP ¹

GEOTECHNICAL
John Delashaw, PE, MAT ³
Andre Kniazeff, PE ³

WASTEWATER TREATMENT FACILITIES
James Hagerty, PE (Lead) ¹
Mark Worsham, PE ¹
Scott Hoxworth, PE ¹
Eric Knoppel, EI ¹

ENVIRONMENTAL PERMITTING
Joseph Graham, JD, PE (Lead) ¹
Jason Hignite ¹
C. Robert Reiss, PhD, PE ¹
Vivienne Handy ⁹

SUPPORT SERVICES

SURVEYING & MAPPING/SUE
Greg Prather, PSM ⁵
Craig Emrick, PSM ⁵
Mike Patterson, PSM ¹⁰
Jason Stanley ¹⁰

PUBLIC INVOLVEMENT
Michelle Robinson, APR ⁷
Robin Bizjack, APR ⁷

**GIS ANALYSIS/DATABASE AND
IS DEVELOPMENT**
Prasad Chittaluru, PhD, PE, PMP, BCEE, GISP ⁸
Suresh Sanka, MS, PMP ⁸

LEGEND:

CHA Consulting, Inc. ¹
EMI Consulting Specialties, Inc. ²
Madrid CPWG ³ ●
Wekiva Engineering, Inc. ⁴
Pickett and Associates, Inc. ⁵
AquaSciTech Consulting, PLLC ⁶
Dialogue Public Relations, LLC ⁷ ●
EPIC Engineering & Consulting Group, LLC ⁸ ●
Quest Ecology ⁹ ●
ECHO UES, Inc. ¹⁰ ●

● Denotes M/WBE Firm

*210+ professionals in Florida and
1,700+ staff company-wide to assist
the county as needed*



Firm

CHA Consulting, Inc.

Years of Experience

31

Education

*University of Central Florida, FL,
Ph.D., Environmental Engineering*

*University of Central Florida, FL,
M.S.E., Environmental Engineering*

*University of Central Florida, FL,
B.S.E., Environmental Engineering*

*University of Central Florida, FL,
B.S.E., Civil Engineering*

Registrations & Certifications

*Professional Engineer -
FL, CA, Bahamas*

Memberships & Affiliations

*American Water Works
Association*

*American Membrane
Technology Association*

*American Society of
Civil Engineers*

Bahamas Society of Engineers

Caribbean

Desalination Association

Southeast Desalting Association

*International Community Board,
University of Central Florida*

C. Robert Reiss, PhD, PE

Principal-in-Charge/Water Treatment Facilities/ Environmental Permitting

Robert has been involved with advanced water and wastewater treatment systems, including membrane technologies, for the past 31 years. His experience includes detailed design, process engineering, and technical review of membrane treatment systems, including seawater, groundwater, and fresh surface water systems. This experience includes microfiltration (MF), ultrafiltration (UF), nanofiltration (NF), and RO technologies. In addition, Robert has similar experience with conventional coagulation systems, media filtration, and other advanced treatment technologies. Representative project experience includes:

Polk County Utilities, Polk County, FL, Central Regional Utility Service Area (CRUSA) Water Production Facility and System Improvements (Fee: \$880,481).

Client services manager for the pilot study, design, permitting, and construction services for a new 4.0 MGD groundwater treatment facility using ozonation for hydrogen sulfide removal and granular activated carbon (GAC) filtration for organics removal and disinfection by-products (DBP) control.

City of Vero Beach, FL, RO WTP Design Services (Fee: \$540,825). Principal-in-charge for the design and construction management for expanding the 2.0 MGD RO treatment facilities to 4.5 MGD. Provided complete design and specification preparation at the typical 60%, 90%, and 100% completion levels. The scope of services included efforts necessary to design, permit, and bid the expansion of the RO WTP. In addition, engineering services and limited construction management services were provided during construction.

Tavistock Development Company, Osceola County, FL, Sunbridge WTP and WWTP (Fee: \$4M). Principal-in-charge responsible for the pilot study, preliminary design, detailed design, permitting, and construction services for a new greenfield 1.0 MGD WTP using ozonation for hydrogen sulfide removal to supply drinking water to a new development community and a new greenfield 3.5 MGD WWTP to treat the domestic wastewater.

City of St. Cloud, FL, Integrated Water Supply Plan (Fee: \$89,986). Principal-in-charge for developing a 20-year integrated water supply plan for the City of St. Cloud. The report reviewed historical demands, developed detailed demand projections, and established the deficits by demands and year for the planning period. The report identified and investigated various alternative water supply options, such as surface water, surficial aquifer, stormwater, and Ag well conversion, including comprehensive conservation efforts.

St. Johns River Water Management District (SJRWMD), FL, RO Concentrate Management Study (Fee: \$13,225). Project manager who developed a concentrate master plan that will serve as the basis for the RO concentrate management policy within SJRWMD boundaries. This document supports the Water for the Future water supply plan and includes a database of all greater than 100,000-gpd RO facilities in Florida, and analysis of viable concentrate disposal methods.

City of Haines City, FL, WWTF Improvements (Fee: \$3.7M). Project Manager for improvements to the existing facility, including expansion from 3.0 to 4.5 MGD, electrical system upgrades, a new headworks structure, EQ basins, conversion to 5-stage biological treatment, chlorination system upgrades, and solids handling improvements.



Allen Dethloff, PE

Project Manager/Pipeline and Pump/Lift Stations Lead

Allen offers a wide range of experience in civil engineering, process mechanical engineering, permitting, and construction management. He brings over 21 years of experience in preliminary design, final design, permitting, bidding, construction administration, and managing multidisciplinary engineering teams for pipeline (including various trenchless technologies), sanitary sewer collection system, pumping stations, water, wastewater facility improvement, chemical feed systems, and stormwater management projects. Representative project experience includes:

Firm

CHA Consulting, Inc.

Years of Experience

21

Education

*University of Florida, FL, B.S.,
Civil Engineering, Construction
Management*

Registrations & Certifications

Professional Engineer - FL

Memberships & Affiliations

*Florida Water
Environment Association*

Polk County Utilities, FL, Northeast Regional Utility Service Area (NERUSA)

Utility Master Plan Update 2022 (Fee: \$394,872). Project manager for evaluating the potable water, wastewater, and reclaimed water systems within the county's northeast service area for master planning. For this project, CHA is performing potable water demand and wastewater and reclaimed water flow projections to determine the required capacity and infrastructure for planning years 2025, 2035, and 2045 through hydraulic modeling and analysis.

City of Haines City, FL, Reclaimed GST and Pump Station (Fee: \$1.08M). Project manager for the preliminary design, hydraulic analysis, final design, permitting, and construction administration services for a 7.8 MGD transfer pump station with VFDs and a concrete wet well, a 3-MG prestressed concrete GST, a new 4.5 MGD reclaimed high-service pump station with VFDs, an off-site 1.1 MGD booster pump station, yard piping, electrical, I&C, and ancillary structures at the Haines City WWTF.

Hillsborough County, FL, South County Water Repump Station Potable Water Transmission Main to 19th Avenue (Fee: \$1.02M). Project manager to perform a routing study, alternative trenchless technology analysis, preliminary design, detailed design, and permitting. The project consisted of approximately 7,000 feet of 30-inch water main and 2,600 feet of 16-inch water main piping. This project included a 1,100-foot microtunnel crossing of I-75 and required permits from various regulatory agencies, including the Florida Department of Transportation (FDOT), Florida Department of Environmental Protection (FDEP), and the Southwest Florida Water Management District (SWFWMD). Alternate trenchless technology analysis included analysis of horizontal directional drill (HDD), microtunnel, and jack-and-bore for viability (technical and cost) on this project.

Hillsborough County, FL, Williams Road Water Transmission Main, South Extension (Fee: \$372,000). Project manager for the design and permitting of a 6,500-foot water transmission main for Hillsborough County Public Utilities. The 6,500 feet of 12-inch ductile iron and fusible PVC water main provided redundant drinking water supply for a portion of the distribution system and was installed in public rights-of-way (ROWs), encompassing several HDD installations under critical intersections and surface features, including the installation of two casings under I-4. The project also included bid- and construction-phase services.

City of Clearwater, FL, Water and Reclaimed Water Program Management (Fee: \$4.175M over 6 years). Technical director for a system-wide potable water and reclaimed water main assessment and replacement program. This program includes the conceptual routing, design, permitting, and construction services for pipeline improvements and assessing replacement methods to minimize service and critical roadways impacts.



Mark Burgess, PE, BCEE

Quality Manager

Mark is an environmental engineer with 37 years of experience in planning, financing, permitting, design, and construction management for drinking water, wastewater, stormwater, water resources, solid waste, and hazardous waste projects throughout the United States and the Bahamas. Mark serves as a client service manager responsible for business development, client management, staffing, administration, and coordination of the firm’s planning, design, field, and construction management teams to deliver timely, high-quality, and cost-effective projects; this includes communications among all project stakeholders and the preparation and monitoring of budget and personnel requirements. Representative project experience includes:

Firm

CHA Consulting, Inc.

Years of Experience

39

Education

*University of Florida, FL, B.S.,
Environmental Engineering*

*University of Louisville, KY,
B.A., Biology*

Registrations & Certifications

*Professional Engineer -
FL, KY, OH, IN*

Memberships & Affiliations

*Board Certified Environmental
Engineer*

*American Academy of
Environmental Engineers*

*American Water Works
Association*

Water Environment Federation

*American Society of
Civil Engineers*

City of Apopka, FL, Mount Plymouth Lake WTP Well Extensions (Fee: \$321,299).

Client service manager for this project that included design, permitting and construction of one 14-inch diameter and one 12-inch diameter well to a deeper depth. Because the wells would be significantly deepened from 500 feet below the surface to approximately 1,200 to 1,400 feet below the surface, the well head conditions changed significantly. Therefore a new submersible well pump was designed instead of refurbishing the existing pump. An investigative study was conducted to document the construction and condition of both existing wells at the WTP to use as a basis of design. The new, smaller diameter (12-inch and 8-inch) were constructed within the same surficial borehole as the existing Upper Floridan wells.

City of Eustis, FL, Eastern WWTP Expansion (Fee: \$974,577). Client service manager for preliminary engineering, funding assistance, permitting, design, bidding, and construction administration services for the 1.0 MGD WWTP expansion, including the mechanically cleaned screens and compactor, grit removal and dewatering, new wet well with variable speed submersible pumps, treatment process for nutrient removal with internal recycle, aeration system, clarifiers, RAS/WAS pumping system, chlorine contact chambers and effluent transfer pumps, sodium hypochlorite storage and feed system, rapid infiltration basin (RIB) evaluation and third RIB, biosolids holding, electrical, instrumentation and controls, and an aeration/blower building.

City of Vero Beach, FL, WWTF Nutrient Management Study (Fee: \$109,025).

Project manager and client service manager for the data collection, influent flow and loading characterization, evaluation of influent and biological unit process loadings, development of process modeling, alternatives evaluation for improving nutrient removal with no additional tankage, BioWin process modeling software and calibration, and plant operations review and analysis.

Orange County Utilities, Orange County, FL, ESA Potable Water and Reclaimed Water Storage and Repump Facility (Fee: \$843,914).

Principal-in-charge for preliminary engineering, design, permitting, bidding, and construction administration for a new storage and repump facility with a 2.5 MG potable water GST, a 1.5 MG reclaimed water GST, yard piping, a 7,200gpm potable water HSP system, a 6,000 gpm reclaimed water HSP system, a sodium hypochlorite storage and feed system, an operations building, electrical, emergency generator and fuel storage, instrumentation and SCADA, 5,000 feet of 36-inch potable water mains, 5,000 feet of 24-inch reclaimed water mains, 600 feet of gravity sewers, manholes, and 1,100 feet of 4-inch force main.



Ed Talton, PE

Master Planning/Hydraulic Modeling Lead

Ed has been involved with water, wastewater, reuse project development, design, advanced water treatment (membranes), facilities planning, hydraulic modeling, pipeline/pump station design, leachate management, and permitting for the past 30 years. His experience includes ground and surface water supply development and treatability, RO facility design, water, wastewater, and reuse master planning, implementation support work, including CIP and mapping updates, WTP site acquisition, operational optimizations, hydraulic modeling, and development review. Representative project experience includes:

Firm

CHA Consulting, Inc.

Years of Experience

30

Education

*University of Florida, M.S.E.,
Environmental Engineering*

*University of Florida, FL, B.S.E.,
Environmental Engineering*

*University of Kentucky, KY,
Hydraulic Surge Modeling Training*

Registrations & Certifications

Professional Engineer - FL

Memberships & Affiliations

*American Water Works
Association*

City of St. Cloud, FL, Water, Wastewater and Reuse Master Plan and Hydraulic Modeling (Fee: \$134,576). Project manager who completed an update to the City of St. Cloud’s utilities master plan to triple the size of the utility over the next 15 years. Geographic information systems (GIS) and hydraulic modeling were used to locate future development needs and cost-effectively size infrastructure.

City of Fort Lauderdale, FL, Comprehensive Utility Strategic Master Plan (Fee: \$1.2M). Project manager for developing a wastewater force main model that was utilized to build various scenarios and perform an analysis to determine capital improvement projects based on a level of service criteria. Provided a wastewater gravity model that was then used to analyze the downtown projected growth in the area.

Orange County Utilities, Orange County, FL, Continuing Hydraulic Modeling Services (Fee: varied per project). Project manager for a continuing engineering services contract to provide hydraulic modeling for the county to update, optimize and utilize potable water, wastewater and reclaimed water system hydraulic models. Engineering services included utilizing hydraulic models to support utility planning, including recommending capital improvements projects, design, operation, and regulatory compliance.

City of Altamonte Springs, FL, Potable and Reclaimed Water Systems Master Plan and Hydraulic Model Update (Fee: \$101,701). Client/project manager to perform and summarize various technical evaluations on the potable water and reclaimed water systems, including hydraulic modeling, to develop capital improvement projects. Developed an implementation schedule for the city to expand, repair, replace, and maintain the potable and reclaimed water systems to economically meet the city’s service standards for over 10 years.

City of Ocoee, FL, Consumer Court Lift Station Hydraulic Modeling and Permitting (Fee: \$14,895). Client service manager and quality assurance/quality control (QA/QC) for a hydraulic analysis to size the lift station components and confirm an existing gravity main could accept the flow from the new force main and gravity system connection along SR 50. The hydraulic analyses were used for the general Florida Department of Environmental Protection (FDEP) permit approval. A jurisdictional wetland delineation and evaluation was completed to obtain the Environmental Resource Permit (ERP) and the United States Army Corps of Engineers (USACE) permit.

Orange County Utilities, Orange County, FL, SWRF Pump Station Expansion and Upgrades (Fee: \$2.78M). Project engineer for the design, bidding and construction services to expand the SWRF influent pumping capacity to meet the Phase V peak flow needs with six pumps installed and make provisions for future maximum plant peak flow needs of 216 MGD. The new IPS has dual, self-cleaning wet wells and space for up to eight 31 MGD pumps. The pumps and motors in the existing IPS will remain in service until the new IPS becomes operational.



Firm

CHA Consulting, Inc.

Years of Experience

9

Education

*University of Central Florida, FL,
B.S., Civil Engineering*

*University of Central Florida, FL,
B.S., Environmental Engineering*

Registrations & Certifications

Professional Engineer - FL

Memberships & Affiliations

*American Society of
Civil Engineers*

American Concrete Institute

Chad Meisel, PE

Master Planning/Hydraulic Modeling

Chad is a project engineer with water/wastewater treatment experience, water resources, and stormwater permitting. He has performed report development, hydraulic modeling, bidding services, and water permit compliance for various municipal clients in the Central Florida region. Chad is also proficient in AutoCAD and ICPR. Representative project experience includes:

City of Lake Wales, FL, Potable Water Master Plan (Fee: \$96,140). Project engineer to assist with developing a water master plan to identify and plan corrective actions for existing deficiencies in its potable water system and plan for the orderly expansion of the system to accommodate future growth predictions provided by the city's planning department. The potable water master plan focused on capital improvements and prioritization of repair and rehabilitation efforts required to serve the existing 5, 10, and 20-year future needs of the utility service area.

City of Melbourne, FL, Water System Master Plan Update (Fee: \$247,265). Project engineer for this water system master plan update to address the technical issues of utility operations and maintenance, future system growth, current, and future water quality regulations, and the city's utility department's fiscal plans and limitations to guide the city decision-making to maintain and improve dependability, safety, and quality while meeting future demand.

Orange County, FL, SWRF Influent Pump Station Expansion and Upgrades (Fee: \$2.78M). Project engineer to provide a wastewater gravity model of the system before entering the influent pump station to evaluate the potential for surging manholes. CHA provided engineering and support services to expand the South Water Reclamation Facility (SWRF) influent pumping capacity to meet the Phase V peak-flow capacity and make provisions for future peak-flow capacity. This project was done in conjunction with the Phase V expansion project. The existing influent pump station included screening raw wastewater entering SWRF and transferring the screened wastewater downstream to the preliminary treatment structure. The existing pumps and motors in the influent pump station were scheduled for replacement and upgrade.

City of Fort Lauderdale, FL, Comprehensive Utility Strategic Master Plan (Fee: \$1.2M). Project engineer for developing a wastewater force main model that was utilized to build various scenarios and perform an analysis to determine capital improvement projects based on a level of service criteria. Provided a wastewater gravity model that was then used to analyze the downtown projected growth in the area.

City of Apopka, FL, Mount Plymouth Lake WTP Well Extensions (Fee: \$321,299). Project engineer for this project that included design, permitting and construction of one 14-inch diameter and one 12-inch diameter well to a deeper depth. Because the wells would be significantly deepened from 500 feet below the surface to approximately 1,200 to 1,400 feet below the surface, the well head conditions changed significantly. Therefore a new submersible well pump was designed instead of refurbishing the existing pump. An investigative study was conducted to document the construction and condition of both existing wells at the WTP to use as a basis of design. The new, smaller diameter (12-inch and 8-inch) were constructed within the same surficial borehole as the existing Upper Floridan wells.



Parsa Pezeshk, PhD, PE

Master Planning/Hydraulic Modeling

Parsa has over six years of experience in the environmental engineering field, working primarily on hydraulic and wastewater treatment process modeling. Representative project experience includes:

Firm

CHA Consulting, Inc.

Years of Experience

6

Education

University of Memphis, TN, Ph.D.,
Environmental Engineering

University of Memphis, TN, M.Sc.,
Environmental Engineering

Azad University, Tehran, Iran, B.Sc.,
Applied Chemistry

Registrations & Certifications

Professional Engineer - FL, SC

Memberships & Affiliations

American Water Works
Association

Polk County Utilities, FL, Northeast Regional Utility Service Area (NERUSA) Utility Master Plan Update 2022 (Fee: \$394,872). Project engineer responsible for evaluating the potable water, wastewater, and reclaimed water systems within the county’s northeast service area for master planning. For this project, CHA is performing potable water demand and wastewater and reclaimed water flow projections to determine the required capacity and infrastructure for planning years 2025, 2035, and 2045 through hydraulic modeling and analysis.

City of Clearwater, FL, Water and Reclaimed Water Program Management (Fee: \$4.175M over 6 years). Project engineer for the system-wide potable and reclaimed water main assessment and replacement program. This program includes the conceptual routing, design, permitting, and construction services for pipeline improvements and assessing replacement methods to minimize service and critical roadways impacts. This program additionally includes condition assessment, hydraulic modeling, and RPR services.

City of Clearwater, FL, Reclaimed Water Service Evaluation (Fee: \$166,400). Project engineer responsible for hydraulic modeling and evaluating the reclaimed water system with the overall goal of reducing surface water discharge through increasing public access reclaimed water disposal. CHA evaluated the existing City of Clearwater parks, special facilities, city-owned property, grassed area within road ROWs, and properties currently being irrigated with city-owned potable water lawn meters to determine the effort to connect these areas to the city’s reclaimed water distribution system. This will allow for additional public access reuse. CHA modeled the system’s hydraulics for existing and proposed network piping to provide recommendations on maximizing the beneficial use of reclaimed water.

City of Clearwater, FL, Ft. Harrison Avenue Hydraulic Evaluation (Fee: \$41,700). Project engineer for hydraulic modeling and evaluation of the potable and reclaimed water system for sizing potable water and reclaimed water mains along Fort Harrison Avenue to address future growth in the area and improve the hydraulic performance of the reclaimed and potable water systems.



Trent Durham, EI

Master Planning/Hydraulic Modeling

Trent is a project engineer with experience in water and wastewater process design, hydraulics, modeling, predictive analytics, asset management, data collection and analysis, planning and report development. His background includes use of computer-aided design (CAD) and geographic information system (GIS) systems, and the use of hydraulic modeling software for planning and design purposes. Representative project experience includes:

Firm

CHA Consulting, Inc.

Years of Experience

5

Education

*University of Central Florida, FL,
B.S., Environmental Engineering*

Registrations & Certifications

Engineering Intern - FL

Memberships & Affiliations

*American Society of Civil
Engineers*

*Cambridge AICE Diploma
with Merit*

City of St. Cloud, FL, 2020 Water, Wastewater, and Non-potable Water Master Plan Update (Fee: \$134,576).

Project engineer to update the master plan and its conclusions and recommendations. The 2020 Water, Wastewater, and Non-potable Water Master Plan Update revised recently constructed infrastructure, updated hydraulic models, and updated CIP tables in the master plan based on location, sizing, phasing, and costs with decisions regarding developer versus city construction left to the city's discretion. While the city completed an update to its Water Master Plan in 2016, several CIP projects have been completed, and several large developments of regional impact are under construction that could impact the phasing of significant capital projects. There is also potential that the city may change the policy through which capital projects are funded by developers and the city so that projects can proceed on a timeline that better achieves the city's system-wide objectives. As a result of these changes and a necessity to use the most accurate data to support reviewing the city's impact fee and rate structures, it was necessary to update the master plan and its conclusions and recommendations.

Toho Water Authority, Osceola County, FL, 2020 Potable Water Master Plan Update (Fee: \$436,788).

Project engineer for the authority's 2020 Potable Water Master Plan Update. Toho's last master plan was completed in 2012 using 2010-2011 data, and an update was required to incorporate changes since that time. Changes to potential future water supply, including Cypress Lake, also necessitated the update. Toho continues to experience growth and development throughout its utility service area, with an expected significant increase in potable water customers over the next 5 to 10 years. The 2020 Potable Water Master Plan Update will revise recently constructed infrastructure and use planning tools, including the updated hydraulic model, to update capital planning in a cost-efficient manner. The CIP portion was completed for a 10-year planning horizon (2021-2030), while the water supply plan portion addresses a 20-year planning horizon (2021-2040).

City of Lake Wales, FL, Potable Water Master Plan (Fee: \$96,140). Project engineer to assist with developing a water master plan to identify and plan corrective actions for existing deficiencies in its potable water system and plan for the orderly expansion of the system to accommodate future growth predictions provided by the city's planning department. The potable water master plan focused on capital improvements and prioritization of repair and rehabilitation efforts required to serve the existing 5, 10, and 20-year future needs of the utility service area.

Orlando Utilities Commission (OUC), Orlando, FL, Water Quality Monitoring Phases I and II (Fee: \$626,522).

Project engineer for developing a hydraulic model and performing hydraulic verification, water quality calibration, water quality modeling, and distribution system water quality optimization. A desktop computer application was created to enable OUC planning, production, and water quality staff to track historical water quality sampling data and compare model-predicted results. The model is a key tool used by OUC as part of its ongoing disinfection byproducts regulatory compliance strategy. OUC staff input and direction regarding the Phase I results helped develop a list of tasks to complete in Phase II.



Weston Haggen, PE, DBIA, ENV SP, PMP

Pipeline and Pump/Lift Stations

Weston is experienced in water, wastewater, and reclaimed water. His expertise includes water quality hydraulic modeling, master planning, pipeline design, lift station design, potable water quality improvement, unidirectional flushing (UDF), I&I studies, construction administration, preliminary design of wastewater and water plants, regulatory permitting, water treatment pilot studies, feasibility studies, report writing, and data management, including geographic information systems (GIS) for a variety of municipal and government projects in water and wastewater treatment. Representative project experience includes:

Firm

CHA Consulting, Inc.

Years of Experience

14

Education

*University of Central Florida, FL,
M.S.E. in Civil Engineering*

*University of Central Florida, FL,
B.S.E. in Civil Engineering*

Registrations & Certifications

Professional Engineer - FL

FDOT, MOT Intermediate

*NASSCO PACP/MACP/
LACP Certification*

*Design-Build Professional
Certification*

*Envision Sustainability
Professional, Certification*

*Project Management
Professional*

City of Clearwater, FL, Water and Reclaimed Water Program Management

(Fee: \$4.175M over 6 years). Program manager for the system-wide potable and reclaimed water main assessment and replacement program. This program includes the conceptual routing, design, permitting, and construction services for pipeline improvements and assessing replacement methods to minimize service and critical roadways impacts. This program additionally includes condition assessment, hydraulic modeling, and RPR services.

City of Casselberry, FL, Seminola Master Pump Station Relocation (Fee: \$215,860).

Project manager for the preliminary and final design, permitting, bidding, and limited construction services for a new triplex master pump station. The master pump station relocation included the complete demolition of the existing lift station, with the exception of the existing wet well. The new lift station included a new triplex lift station with submersible pumps, pump guide rails, single wet well, liner, access hatches, discharge piping, electrical and controls, emergency generator, miscellaneous piping and appurtenances, new access drive, fencing, and landscaping. The permitting included FDEP and County ROW applications.

City of Casselberry, FL, Seminola Force Main Replacement (Fee: \$116,802).

Project manager to upsize an existing 10-inch C-200 PVC force main to a 16-inch PVC and HDPE force main. The project included preliminary and final design, permitting, construction inspection, and construction administration services for 4,619 feet of 16-inch force main consisting of 590 feet of jack-and-bore within a 30-inch steel casing, 2,777 feet of HDD, and 1,252 feet of open-cut connecting the city's largest pump station to the city's WRF and an alternative connection with valving to the City of Orlando's Iron Bridge WRF. The project also included ROW, MOT, and FDEP permits.

SSNOCWTA, Seminole County, FL, Eagle Circle Force Main Replacement

(Fee: \$179,000). Project engineer for this force main replacement project that included the preliminary design, final design, permitting, construction inspection, and construction administration services for 8,275 feet of 12-inch HDPE force main. The project also included ROW, MOT and FDEP permitting.

Pinellas County, FL, Force Main Condition Assessments (Fee: Varied per Project).

Project manager responsible for investigating multiple force mains over five separate projects; this included assessing approximately 100,000 feet of force main, existing ARVs, surveying to determine force main vertical profile, completing condition assessment testing, evaluating results, and recommending approximately 7,500 feet (7.5%) of force main for repair or replacement.



Emily Staubus Williamson, PE

Pipeline and Pump/Lift Stations

Emily is an engineer with over six years of experience in planning, permitting, design, and construction for potable water, wastewater, and reclaimed water projects throughout Florida. She has contributed to various projects, including asset management, infrastructure condition assessment, hydraulic modeling, distribution/collection system management and optimization, and infiltration and inflow (I&I) studies. Representative project experience includes:

Firm

CHA Consulting, Inc.

Years of Experience

6

Education

University of Florida, FL, B.S.E.,
Civil Engineering

Registrations & Certifications

Professional Engineer - FL

Memberships & Affiliations

American Water Works
Association

Seminole County, FL, Wekiva Septic-to-Sewer Conversion (Fee: \$153,802). Project engineer to develop a remediation plan in the first phase, including an inventory with more than 4,000 on-site sewage treatment and disposal systems (OSTDS) in the Wekiva Basin Management Action Plan (BMAP). The second phase consists of an inventory with more than 16,000 OSTDS in the Lake Jesup and Middle St. Johns River BMAPs. Both areas assessed existing wastewater capacity and infrastructure (including potential infrastructure upgrade and expansion options) and evaluated cost-effective project solutions, financing alternatives, and potential rate and homeowner impacts.

Pinellas County, FL, Collection System Pump Station 357 and Force Main Improvements (Fee: \$142,913). Project engineer for the hydraulic analysis, design, permitting, bidding, and construction services to disconnect the force main connection from pump station 357 and pump station 448, install new force mains connecting each pump station to the downstream larger force main, and design the necessary pump station upgrades to allow pump station 357 and the system to operate as intended.

City of Clearwater, FL, Water and Reclaimed Water Program Management (Fee: \$4.175M over 6 years). Project engineer for the system-wide potable and reclaimed water main assessment and replacement program. This program includes the conceptual routing, design, permitting, and construction services for pipeline improvements and assessing replacement methods to minimize service and critical roadways impacts. This program additionally includes condition assessment, hydraulic modeling, and RPR services.

Pinellas County, FL, Pump Station Regulatory Evaluation (Fee: Varied per Project). Project engineer for evaluating all 297 county-owned and maintained pump stations and the documentation of regulatory compliance at all pump stations. The project included facilitating workshops and site visits to gather missing data. The results were summarized in a technical memorandum with recommended improvements necessary to bring each pump station into compliance.

Pinellas County, FL, Force Main Condition Assessments (Fee: Varied per Project). Project engineer for investigating multiple force mains over five separate projects; this included assessing approximately 100,000 feet of force main, existing ARVs, surveying to determine force main vertical profile, completing condition assessment testing, evaluating results, and recommending approximately 7,500 feet (7.5%) of force main for repair or replacement.

Orange County, FL, Wekiwa Springs Septic to Sewer Tank Retrofit Phase 1 and 2 (Fee: \$81,396). Project engineer for CHA for the multi-phased gravity sewer system infrastructure improvements for Phases 1 and 2 of the Wekiwa Springs Septic Tank Retrofit project, which includes 367 parcels across 4 subdivisions. The project includes the construction of 22,600 feet of an 8-inch gravity sanitary sewer collection system, two duplex pump stations (35-45 HP), 5,500 feet of 6- to-8-inch force main, and 4.3 miles of existing roadway reconstruction in an existing residential community. This project included the proper demolition of 367 individual on-site septic tank systems and house lateral connections to the gravity sewer system for existing single-family residential properties. The project also included 4,400 feet of 4- and 8-inch potable water mains and 367 water services with double water meter boxes.



Jeffery Grant, PE, LEED AP

Civil/Stormwater Lead

Firm

CHA Consulting, Inc.

Years of Experience

18

Education

University of Florida, FL, M.E.,
Civil Engineering

University of Florida, FL, B.S., Civil
Engineering

Registrations & Certifications

Professional Engineer - FL
LEED-Accredited Professional
FDEP Stormwater Erosion and
Sedimentation Control

Jeff has over 18 years of extensive engineering design, project management, and construction management experience in various types of civil engineering and water/wastewater projects. He has experience in pump station design, master utility design/modeling, wastewater treatment process, large watershed stormwater modeling and FEMA map revisions, stormwater management systems, mass grading and phased fill management/balance planning, roadway geometrics and drainage, and airfield/intermodal rail heavy pavements for private, local municipal, and federal clients. As a previous municipal employee, Jeff has overseen the execution of capital improvement projects (water, wastewater, treatment plant, roadway, stormwater, site development, ADA compliance, and neighborhood enhancement), been involved in development review, managed continuing service consulting contracts, participated in selection committees, and responded to resident concerns, ranging from stormwater to streetlights. Representative project experience includes:

Hills of Minneola PUD, Minneola, FL. Team leader who worked with the developer and the City of Minneola on entitlements, preliminary plans, phasing plans, mass grading design, existing roadway and signalization improvements, master stormwater and utility planning, and construction plan preparation for a large, multi-use development surrounding the Florida Turnpike and Hancock Road interchange. The development plan consisted of over 2,000 single-family homes, a school site, a city park, public access trails, grocery and retail development, commercial outparcels, and industrial outparcels.

Four Seasons at Orlando Phases 1, 2, and 3A. Team leader who worked with the developer and Osceola County on a 500+ unit deed-restricted residential development that was part of the Mystic Dunes PUD master plan. The development required the construction of two collector roads and located neighborhood streets within and along the existing Mystic Dunes Golf Course. The design included master plans for stormwater, utilities, and mass grading to accommodate each of the project's four phases of development.

City of Winter Park, FL, Stormwater Improvements. Project manager who provided daily construction inspection services for various stormwater quality improvement projects, all involving the addition of underground stormwater treatment and/or trash separation beneath existing city streets.

Seminole Brighton Reservation, FL, Brighton Public Safety Building and Public Services Building. Project manager who provided engineering design and permitting for a complex containing a police station, fire/rescue station, and public services/administration building on the Seminole Brighton Reservation. Met with SFWMD and USACE to evaluate a failing wetland mitigation area to ultimately use a portion of the area as off-site dry retention.

Collier County, FL, Immokalee Reservation Watershed Analysis and LOMR. Project manager who utilized available as-built data and aerial LiDAR data provided by Collier County to model the two-square-mile watershed to determine a revised base flood elevation (BFE) that accounted for the surge in development that had taken place on the reservation. Modeling was performed in ICPR, and Civil 3D was used to generate the boundaries of the 1% and 0.2% annual chance floodplains using the available topography. Processed a letter of map revision through FEMA.



Arnelio Alfonso, PE

Civil/Stormwater

Firm

CHA Consulting, Inc.

Years of Experience

36

Education

IPSJAE, Havana, Cuba, B.S. in Civil Engineering

University of Madrid, Spain, Hydrology Course

Registrations & Certifications

Professional Engineer - FL

Memberships & Affiliations

Project Management Institute

Arnelio has over 36 years of experience in the hydrology and hydraulic fields, conducting investigations on water sheds ranging between several acres to several thousand square miles. These evaluations have included flood profile studies and stormwater management master plans. Arnelio has also demonstrated his capabilities to obtain environmental permits required for all drainage improvement projects, including agency coordination, permit sketches and permit applications. Arnelio has developed excellent relationships with agencies such as the South Florida Water Management District (SFWMD), the Florida Department of Environmental Protection (FDEP), the U.S. Army Corps of Engineers (USACE), and the Miami-Dade Department of Regulatory and Economic Resources. He has led the FDOT Districtwide Contract for assessing the FDOT outfalls in Miami-Dade County for several years. Representative project experience includes:

FDOT District 6, Districtwide, FL, Districtwide Drainage Design and Plans Review Consultant Services (Fee: Varies per Project). Project manager providing plan review services as a subconsultant on this District 6 contract. Tasks include reviewing all aspects of drainage analysis, design, and permit review services; retrofitting existing drainage systems; permit compliance; hydrologic/hydraulic modeling; bridge hydraulics; scour analyses; retention/detention pond, exfiltration trench, and drainage well analysis and design; drainage feasibility studies; analysis and design of drainage “push button” projects; and urban and rural drainage system analysis and design. Contract responsibilities also included determining the status of existing drainage systems resulting from meetings with District 6 staff and field visits.

Miami-Dade Water and Sewer Department (M-D WASD), Miami-Dade County, FL, Stormwater Pump Station at Miami Beach Convention Center (Fee: \$450,000). Project manager for upgrades to meet the needs of the MIC area and the new rental car facility. The sanitary sewer scope of work included designing the relocation/upgrading of the regional lift station (pump station 101), 1,580 feet of 12-inch ductile iron gravity sewer system, and 1,400 feet of 12-inch force main. The water main scope of work consisted of 2,500 feet of 24-inch ductile iron water main along NW 21st Street and NW 38th Court.

FDOT District 6, Miami-Dade and Broward Counties, FL, US 27/Okeechobee Road Roadway Reconstruction (Fee: TBD - Ongoing). Project manager responsible for improving overall traffic conditions and safety through upgrading the US-27/Okeechobee Road corridor segment from the Broward-Miami-Dade County Line to just east of NW 79th Avenue. Roadway improvements include intersection modifications and frontage road enhancements. Arnelio was responsible for overseeing the drainage design and plan production for three segments.

FDOT District 6, Miami-Dade County, FL, Biscayne Boulevard at NE 17th Street Pump Station. Project manager responsible for designing a new stormwater system consisting of drainage wells with emergency overflow structures discharging into the existing outfall pipes. Installed at the lowest area of the project are a stormwater pump station and four injection wells discharging into an existing 42-inch pipe that then discharges into Biscayne Bay. An overflow structure with a manually operated gate opened in emergency conditions was also installed.



Angela Barón-Ruiz, PE, ENV SP

Civil/Stormwater

Firm

CHA Consulting, Inc.

Years of Experience

15

Education

*Florida International University, FL,
B.S., Civil Engineering*

Registrations & Certifications

Professional Engineer - FL

*Envision Sustainability
Professional*

Memberships & Affiliations

*American Society of Civil
Engineers*

Florida Engineering Society

Angela has over 15 years of experience in drainage design, hydraulic modeling of stormwater management systems, plan review of FDOT projects, permit procurement, and design of projects based on Broward County, Miami-Dade County, state, federal and municipal standards. Angela’s experience also includes RRR and roadway reconstruction projects and preparing technical specifications and cost estimates. Angela has worked on designing and producing construction plans for drainage, water mains, gravity sewer, and force mains. She is proficient in hydraulic modeling of stormwater management systems using HEC-RAS, AdICPR, Cascade, and ASAD. She is skilled in ArcGIS, Microstation, Geopak, AutoCAD, Microsoft Project, and Microsoft Office suite. Angela is also experienced in procuring permits and permit close-outs from municipalities, local counties, FDOT, Florida Water Management Districts, state, and federal agencies. Representative project experience includes:

FDOT District 6, Districtwide, FL, Districtwide Drainage Design and Plans Review Consultant Services (Fee: Varies per Project). Project engineer responsible for reviewing drainage projects, providing comments to input into the ERC system, and providing drainage design services for push-button projects. Tasks include drainage analysis, design, and permit review services; retrofitting existing drainage systems; permit compliance; hydrologic/hydraulic modeling; drainage feasibility studies; analysis and design of drainage “push button” projects; and urban and rural drainage system analysis and design.

FDOT District 6, Miami-Dade and Broward Counties, FL, SR 25/Okeechobee Road Conceptual Drainage Master Plan. Project manager responsible for developing a Conceptual Drainage Master Plan for SR-25/Okeechobee Road (Dade/Broward County Line to NW 79 Avenue). This report outlines the methodology of the design of the stormwater management systems for the entire corridor and the design of pollution reduction and attenuation facilities in the corridor. It will also serve as a supplement to the Conceptual Environmental Resource Permit application package. Angela coordinated with FDOT, the South Florida Water Management District, Miami-Dade DRER, and the US Army Corp of Engineers to ascertain that the Stormwater Management Master Plan addresses the needs of all the regulatory agencies. Angela prepared the report and coordinated with the different subconsultants responsible for each segment.

FDOT District 6, Miami-Dade and Broward Counties, FL, Okeechobee Road (Fee: TBD - Ongoing). Project engineer for the proposed drainage improvements along US-27/Okeechobee Boulevard (Broward County Line to the west of SR 821/ HEFT) and improvements on the SR 25 frontage roads along the north side of Okeechobee Road and a segment of SR 997/Krome Avenue. Angela’s tasks involved identifying the drainage systems and drainage conditions within the project limits, performing water quality and water quantity analyses of the proposed drainage system, assessing the water quality capabilities of the existing drainage systems along the project corridor, evaluating the existing discharge rates to the various surface glasses of water that the existing drainage systems outfall to, and presenting improvements to the existing drainage systems within the project limits that will equal or exceed the ability to treat the stormwater runoff for water quality and reduce the outfall rates into the receiving surface water bodies.



Shannon Ruggieri, EI

Civil/Stormwater

Shannon assists with the design, development, and implementation of projects in the water industry. She has four years of experience, including drainage system design, watershed management, and infrastructure assessments. Shannon performs hydraulic calculations, feasibility studies, and water sampling. Representative project experience includes:

Firm

CHA Consulting, Inc.

Years of Experience

5

Education

*University of Central Florida, FL,
M.S., Civil Engineering
(in progress)*

*University of New Hampshire, NH,
B.S., Environmental Engineering*

Registrations & Certifications

Engineering Intern - FL

Memberships & Affiliations

*American Water Works
Association*

*New England Water and
Environment Federation*

Water for People

Confidential Client, Orange County, FL, Storm System Assessment

(Fee: Confidential). Project engineer for this project in which CHA updated the stormwater hydraulic model for specific areas of the park. Shannon modeled the systems to identify different potential modifications that could address observed flooding in the park.

City of Apopka, FL, WTP GST Stormwater Analysis. Project engineer for this project in which CHA prepared stormwater management calculations and permitting. Shannon performed pre- and post-development stormwater analyses as well as an ICPR routing analysis. Assisted in the preparation of the Environmental Resource Permit application for FDEP review.

City of Punta Gorda, FL, WWTP Stormwater Analysis. Project engineer who prepared stormwater management calculations and permitting. Shannon performed pre- and post-development stormwater analyses, as well as an ICPR routing analysis.

Town of Brewster, MA, Long Pond Road Improvements. Project engineer who performed stormwater management calculations alongside a road improvement. Shannon performed pre- and post-development stormwater analyses, as well as a storm and sanitary routing analysis. Shannon also performed recharge and water quality volume calculations and provided best management practice recommendations for the newly upgraded road.

City of Fall River, MA, Fall River WWTF Improvements. Project engineer for drainage improvements and site permitting for the Fall River WWTF project to address changes in site grading and a projected increase in impervious area from existing conditions. Performed pre- and post-development stormwater analyses, as well as a storm and sanitary routing analysis.

City of New Bedford, MA, Union Street Sewer Separation. Project engineer who provided drainage calculations to separate the city's combined sanitary sewer and stormwater conveyance system. Performed pre- and post-development calculations, as well as a HydroCAD routing analysis to make sure that the new system could handle flows and meet permitting requirements. Shannon also provided green infrastructure requirements to provide stormwater credit and alleviate flow from the system.

Multiple Clients, Multiple Counties, MA, Municipal Separate Storm Sewer System (MS4) Permitting Requirements. Project engineer to provide services for five municipalities to adhere to MS4 Permits for client submittal. Permit requirements to reduce pollutants include tasks related to public education and outreach, public involvement and participation, illicit discharge detection and elimination, construction site stormwater runoff control, stormwater management in new development/redevelopment, and good housekeeping and pollution prevention for permittee-owned operations.



Firm

CHA Consulting, Inc.

Years of Experience

37

Education

*University of Louisville, KY, M.E.,
Civil Engineering*

*University of Louisville, KY, B.S.,
Civil Engineering*

Registrations & Certifications

*Professional Engineer -
FL, KY, MO, IL*

James Hagerty, PE

Wastewater Treatment Facilities Lead

Jim is a civil and environmental engineer with 37 years of experience and a successful track record in facility planning and executing strategic plans and projects and programs for water, wastewater, and stormwater utilities. His expertise includes program management, regulatory compliance program development, infrastructure development, alternative delivery, and utility compliance management. Jim offers specialized wastewater treatment expertise, responsible for developing and optimizing process designs for advanced biological treatment systems sludge processing, and effluent disposal systems. He has used his unit process and operations experience to develop facility expansion plans, construction plans, value engineering analysis, and technical reviews. His wastewater process design experience includes advanced treatment, effluent filtration, anaerobic and aerobic digestion systems, sludge pelletizing systems, lime treatment, and sludge dewatering. Representative project experience includes:

Tavistock Development Company, Osceola County, FL, Sunbridge WTP and WWTP (Fee: \$4M). Project engineer responsible for the preliminary design, detailed design, permitting, and construction services for a new greenfield 1.0 MGD WTP using ozonation for hydrogen sulfide removal to supply drinking water to a new development community and a new greenfield 3.5 MGD WWTP to treat the domestic wastewater.

City of Eustis, FL, Eastern WWTP Expansion (Fee: \$974,577). Project engineer for preliminary engineering, funding assistance, permitting, design, bidding, and construction administration services for the 1.0 MGD WWTP expansion, including the mechanically cleaned screens and compactor; grit removal and dewatering; new wet well with variable speed submersible pumps; treatment process for nutrient removal with internal recycle; aeration system; clarifiers; RAS/WAS pumping system; chlorine contact chambers and effluent transfer pumps; sodium hypochlorite storage and feed system; RIB evaluation and third RIB; biosolids holding/decanting and truck loading area; electrical, including a new generator; instrumentation and controls/SCADA; and an aeration/blower building.

City of Port St. Lucie, FL, Westport WWTF Expansion (Fee: \$3.12M). Lead design engineer for the preliminary engineering, permitting, final design, bidding, and construction services for expanding the Westport WWTF to meet the future treatment needs of the Westport service area. The scope is based on an anticipated future treatment to meet the following capacities: 10.71 MGD AADF, 12 MGD maximum month average day capacity, and 15.85 MGD peak day capacity.

City of Haines City, FL, Reclaimed GST and Pump Station (Fee: \$1.08M). Technical advisor for the preliminary design, hydraulic analysis, final design, permitting, and construction administration services for the construction of a 7.8 MGD transfer pump station with VFDs and a concrete wet well, a 3.0 MG prestressed concrete GST, a new 4.5 MGD reclaimed high service pump station with VFDs, an off-site 1.1 MGD booster pump station, yard piping, electrical, instrumentation and controls, and ancillary structures at the Haines City WWTF.

City of Cape Coral, FL, Everest WRF. Design engineer for the expansions of the Everest Parkway WRF. The influent pump station was designed for an average daily flow of 13.4 MGD and a peak hour flow of 30 MGD. The influent pump station design and construction was part of a plant expansion that included upgrading the treatment plant to achieve advanced water quality standards using a five-stage Bardenpho treatment system and a reclaimed water pump station integrated into the city's water independence system strategy.



Mark Worsham, PE

Wastewater Treatment Facilities

Firm

CHA Consulting, Inc.

Years of Experience

34

Education

Virginia Polytechnic Institute and State University, VA, B.S.,
Civil Engineering

Virginia Polytechnic Institute and State University, VA, B.S.,
Agricultural Engineering

Registrations & Certifications

Professional Engineer - FL, VA

Memberships & Affiliations

American Water Works Association

American Membrane Technology Association

Mark has more than 34 years of experience in constructing utility and building projects and project management for clients from the municipal, industrial and governmental sectors. His areas of focus have included construction management and inspections for building systems, mechanical systems, electrical systems, and instrumentation and control systems. Mark has expertise in the testing and commissioning of building, mechanical, electrical, and instrumentation/control systems and designing well systems, water treatment systems, pumping systems, chemical feed systems, and storage/distribution systems. He has performed engineering relating to the operation of over 130 separate water supply systems and several wastewater systems, including pump replacement design, treatment system modification/design and distribution system program management, and regulatory compliance of the systems. Representative project experience includes:

Tavistock Development Company, Osceola County, FL, Sunbridge WTP and WWTP (Fee: \$4M). Project engineer responsible for the preliminary design, detailed design, permitting, and construction services for a new greenfield 1.0 MGD WTP using ozonation for hydrogen sulfide removal to supply drinking water to a new development community and a new greenfield 3.5 MGD WWTP to treat the domestic wastewater.

City of Eustis, FL, Eastern WWTP Expansion (Fee: \$974,577). Project engineer for preliminary engineering, funding assistance, permitting, design, bidding, and construction administration services for the 1.0 MGD WWTP expansion, including the mechanically cleaned screens and compactor; grit removal and dewatering; new wet well with variable speed submersible pumps; treatment process for nutrient removal with internal recycle; aeration system; clarifiers; RAS/WAS pumping system; chlorine contact chambers and effluent transfer pumps; sodium hypochlorite storage and feed system; RIB evaluation and third RIB; biosolids holding/decanting and truck loading area; electrical, including a new generator; instrumentation and controls/SCADA; and an aeration/blower building.

City of Port St. Lucie, FL, Westport WWTF Expansion (Fee: \$3.12M). Project engineer for the preliminary engineering, permitting, final design, bidding, and construction services for expanding the Westport WWTF to meet the future treatment needs of the Westport service area. The scope is based on an anticipated future treatment to meet the following capacities: 10.71 MGD AADF, 12 MGD maximum month average day capacity, and 15.85 MGD peak day capacity.

Seminole County, FL, Greenwood Lakes Water Reclamation Facility (WRF) Improvements (Fee: \$227,895). Project manager for the building/structure, mechanical system, electrical system, and instrumentation control system inspections for the \$14M upgrades.

Hillsborough County, FL, Delwood Super Station Design-Build (Fee: \$1.06M). Construction engineer for this design-build project that involved the design and construction of a 10 MGD dual wet well, triplex diversion pump station and demolition and repurposing of the existing Dale Mabry WWTP as part of the overall Northwest Consolidation Project. Additionally, the project included the design and construction of a reclaimed water low-profile cascade aerator and dechlorination for surface water discharge to Brushy Creek. This design includes a 3,000 scfm odor control unit, six submersible pumps, a dual wet well, a cascade aerator, a chemical feed system, site layout, and hydraulic analysis.



Scott Hoxworth, PE

Wastewater Treatment Facilities

Scott has over 25 years of experience in water, wastewater, and reclaimed water fields. His expertise encompasses the design, construction, startup, and operation of water and WWTFs; water, wastewater, and reclaimed water pipelines; stormwater systems; and pump/lift stations. Scott also has expertise in pilot-scale membrane water treatment systems and pilot-scale and full-scale groundwater remediation systems, solid waste with landfill closure design, construction oversight, and permitting. Representative project experience includes:

Firm

CHA Consulting, Inc.

Years of Experience

25

Education

University of Central Florida, FL,
M.S., Environmental Engineering

University of Central Florida, FL,
B.S., Environmental Engineering

Registrations & Certifications

Professional Engineer - FL

Memberships & Affiliations

Water Environment Federation

Tavistock Development Company, Osceola County, FL, Sunbridge WTP and WWTP (Fee: \$4M). Senior project engineer and construction engineer to provide a pilot study, preliminary design, detailed design, permitting, and construction services for a new greenfield 1.0 MGD WTP to supply drinking water to a new development community, along with a new greenfield 1.0 MGD WWTP to treat the domestic wastewater from the Sunbridge community and sanitary flows from the WTP.

Haines City, FL, Reclaimed GST and Pump Station (Fee: \$1.08M). Project engineer for the preliminary design, hydraulic analysis, final design, permitting, and construction administration services for the construction of a 7.8 MGD transfer pump station with VFDs and a concrete wet well, a 3 MG prestressed concrete GST, a new 4.5 MGD reclaimed high service pump station with VFDs, an off-site 1.1 MGD booster pump station, yard piping, electrical, instrumentation and controls, and ancillary structures at the Haines City WWTF.

Hillsborough County, FL, Delwood Super Station Design-Build (Fee: \$1.06M). Construction engineer providing construction administration services for this design-build project that involved the design and construction of a 10 MGD dual wet well, triplex diversion pump station and demolition and repurposing of the existing Dale Mabry WWTP as part of the overall Northwest Consolidation Project. The project also included the design and construction of a reclaimed water low-profile cascade aerator and dechlorination for surface water discharge to Brushy Creek. This design includes a 3,000 scfm odor control unit, six submersible pumps, a dual wet well, a cascade aerator, a chemical feed system, site layout, and hydraulic analysis.

Orange County, FL, SWRF Influent Pump Station and Upgrades (Fee: \$2.78M). Project engineer for the preliminary engineering of a 216 MGD peak flow wastewater pump station to handle the incoming flow and in-plant recycles for up to 80 MGD AADF.

Orange County Utilities, FL, Storey Park/Innovation Place Utility Project (Fee: \$1.05M). Project and construction engineer for the preliminary design, final design, permitting, and construction management services to install over 40,000 feet of large-diameter potable water main, reclaimed water main, and force main to address projected future development.

City of Eustis, FL, Eastern WWTP Expansion (Fee: \$974,577). Project engineer for preliminary engineering, funding assistance, permitting, design, bidding, and construction administration services for the 1.0 MGD WWTP expansion, including the mechanically cleaned screens and compactor; grit removal and dewatering; new wet well with variable speed submersible pumps; treatment process for nutrient removal with internal recycle; aeration system; clarifiers; RAS/WAS pumping system; chlorine contact chambers and effluent transfer pumps; sodium hypochlorite storage and feed system; RIB evaluation and third RIB; biosolids holding/decanting and truck loading area; electrical, including a new generator; instrumentation and controls/SCADA; and an aeration/blower building.



Eric Knoppel, EI

Wastewater Treatment Facilities

Eric is a project engineer with experience concentrated in water resources engineering and environmental studies. His expertise includes hydraulic modeling, field work, process design, report development, data management, and construction services for various municipal and government projects in water and wastewater treatment. Representative project experience includes:

Firm

CHA Consulting, Inc.

Years of Experience

5

Education

University of Central Florida, FL, M.S., Environmental Engineering

University of Central Florida, FL, B.S., Environmental Engineering

Registrations & Certifications

Engineering Intern - FL

Memberships & Affiliations

Water Environmental Federation

Student Liaison for FWEA Central Florida Chapter Board

City of Eustis, FL, Eastern WWTP Expansion (Fee: \$974,577). Project engineer for preliminary engineering, funding assistance, permitting, design, bidding, and construction administration services for the 1.0 MGD WWTP expansion, including the mechanically cleaned screens and compactor; grit removal and dewatering; new wet well with variable speed submersible pumps; treatment process for nutrient removal with internal recycle; aeration system; clarifiers; RAS/WAS pumping system; chlorine contact chambers and effluent transfer pumps; sodium hypochlorite storage and feed system; RIB evaluation and third RIB; biosolids holding/decanting and truck loading area; electrical, including a new generator; instrumentation and controls/SCADA; and an aeration/blower building.

City of Haines City, FL, 4.5 MGD WWTP Expansion (Fee: \$3.71M). Project engineer for the design, permitting, and construction-phase services for the city's WWTP expansion project. The process improvements include a new headworks structure with new screening and grit removal equipment; the conversion of two existing oxidations ditches to an equalization basin; new 4.5 MGD five-stage biological treatment system; RAS/WAS pumping capacity improvements; the rehabilitation and replacement of existing gas chlorination feed equipment and monitoring equipment; solids handling improvements; civil, site, and stormwater upgrades to support the new process and systems; a hazardous waste assessment for demolishing the existing headworks; and electrical/SCADA system upgrades.

Tavistock Development Company, Osceola County, FL, Sunbridge WTP and WWTP (Fee: \$4M). Project engineer to provide a pilot study, preliminary design, detailed design, permitting, and construction services for a new greenfield 1.0 MGD WTP to supply drinking water to a new development community, along with a new greenfield 1.0 MGD WWTP to treat the domestic wastewater from the Sunbridge community and sanitary flows from the WTP.

City of Port St. Lucie, FL, Westport WWTF Expansion (Fee: \$3.12M). Project engineer for the preliminary engineering, permitting, final design, bidding, and construction services for expanding the Westport WWTF to meet the future treatment needs of the Westport service area. The scope is based on an anticipated future treatment to meet the following capacities: 10.71 MGD AADF, 12 MGD maximum month average day capacity, and 15.85 MGD peak day capacity.

City of Vero Beach, FL, WWTF Nutrient Management Study (Fee: \$109,025). Project engineer/BioWin process modeler for data collection, influent flow, loading characterization, evaluating influent and biological unit process loadings, developing process modeling, evaluating alternatives for improving nutrient removal with no additional tankage, BioWin process modeling software and calibration, and plant operations review and analysis.



Douglas Hammann, PE

Water Treatment Facilities Lead

Doug is a principal engineer with over 34 years of experience in the planning, design, permitting, and engineering services during construction of water, wastewater, and reclaimed water projects for various municipal and private clients. These projects have included utility system master planning, water distribution systems, sanitary sewer collection and transmission systems, sanitary pump stations, vacuum sanitary collection/pumping systems, expansion/rehabilitation of WTPs, expansion/rehabilitation WWTPs, industrial wastewater pre-treatment systems, and reclaimed water treatment and distribution systems. Representative projects include:

Firm

CHA Consulting, Inc.

Years of Experience

34

Education

*Florida Atlantic University, FL,
M.E., Environmental and
Water Resources*

*Southern Illinois University, IL,
BSCET, Civil Engineering*

*Rend Lake College, IL, A.S.,
Architectural Technology*

Registrations & Certifications

Professional Engineer - FL, OH

Memberships & Affiliations

*American Society of Civil
Engineers*

*American Water Works
Association*

*Florida Water Environment
Federation*

*Water Environmental
Federation*

City of Coral Springs, FL, Membrane Treatment Feasibility Study (Fee: \$210,532).

Project manager/engineer for the modification project of their existing 16 MGD conventional lime softening water treatment facilities to a 12 MGD membrane-based treatment process. Researched and evaluated various membrane treatment processes, evaluated the existing treatment facilities for rehabilitation, performed hydrogeological studies on the existing wells and wellfield, and provided final recommendations to the city's engineering division for further review by the city's public works department and city management.

City of Coral Springs, FL, Miscellaneous WTP Improvements, Phase II (Fee: \$2.45M).

Project manager/engineer who provided design services for the demolition of the previously decommissioned clearwell, replacement of the four existing tray aerators and rehabilitation of the existing aeration structure, construction of a new backwash water supply pump station with two new variable speed vertical turbine filter backwash pumps, removal/replacement of four vertical turbine filter effluent transfer pumps, removal/replacement of dewatering building roof, structural repair of steel column located in dewatering building, removal/replacement of two drum belt vacuum filter systems, miscellaneous yard piping improvements, miscellaneous process instrumentation and controls, miscellaneous electrical work, site work and restoration (including asphalt paving, concrete sidewalks, earthwork, grading, sodding, and site cleanup), and surface preparation and painting (including interior and exterior surfaces, submerged steel and concrete, flooring, and piping).

City of Coral Springs, FL, New Lime Storage/Feed Facility (Fee: \$2.04M).

Project manager/engineer who provides engineering services for the replacement of existing lime slurry storage and feed facilities including new 200-ton lime storage silo, three lime slaking process trains, three lime slurry storage tanks, and six variable-speed lime slurry feed pumps. This system is designed for the provision of lime slurry addition to four existing accelerator softening units. The equipment and controls are located and configured within a new CMU structure at the Coral Springs WTP.

City of Coral Springs, FL, Miscellaneous WTP Improvements, Phase III (Fee: \$7.45M).

Project manager/engineer who provided engineering services for the preliminary design, final design, permitting, bidding phase, and engineering services during construction for the rehabilitation of the filters, piping modifications, chemical feed addition, and other general repair to an existing 16 MGD WTP.

City of Boca Raton, FL, Reclamation of Nanofiltration (NF) Concentrate.

Project manager/engineer who provided the feasibility evaluation and preliminary design recommendations for the incorporation of magnetic ion exchange (MIEX®) system for reduction of organic concentrations and color from NF concentrate. The system was proposed for the reclamation of the concentrate and returning of the effluent stream to the City of Boca Raton's existing conventional lime softening filtration plant.



Arnab Hanra, PE

Water Treatment Facilities

Arnab has 22 years of experience in process-mechanical design and engineering management of water and wastewater infrastructure projects in EPC/EP/OEM, and consulting settings. He establishes the process-mechanical-control foundations of water and wastewater treatment facilities and engages with cross-functional engineering teams to develop design packages for municipal and industrial applications. Arnab has expertise in process calculations/simulations, process flow diagrams (PFD) and mass balances, bench/pilot-scale studies, piping and instrumentation diagrams (P&IDs), basis of design reports, plant hydraulics, value engineering, plant operating cost estimates, plant control philosophy, HAZOP evaluation, plant layouts, 3D modeling guidance, sizing/selection of plant equipment, and assisting with plant start-up and commissioning. Representative project experience includes:

Firm

CHA Consulting, Inc.

Years of Experience

22

Education

*Indian School of Business,
Hyderabad, India,
PGDM (MBA), Marketing*

*National Institute of Technology,
Kurukshetra, India,
B.Tech, Civil Engineering*

*University of Cincinnati, OH,
Graduate Coursework and
Research, Environmental
Engineering*

Registrations & Certifications

Professional Engineer - FL, TX

Tavistock Development Company, Osceola County, FL, Sunbridge WTP and WWTP (Fee: \$4M). Project engineer to provide a pilot study, preliminary design, detailed design, permitting, and construction services for a new greenfield 1.0 MGD WTP to supply drinking water to a new development community, along with a new greenfield 1.0 MGD WWTP to treat the domestic wastewater from the Sunbridge community and sanitary flows from the WTP.

Tampa Electric Company, Tampa, FL, 2.4 MGD Brackish Water RO (BWRO) Skids. Lead process-mechanical engineer and design manager for this \$2.5M design and equipment supply project for two BWRO skids, including high-pressure feed pumps and RO CIP systems. Identified project cost savings of \$38K.

City of Palm Coast, FL, 1.8 MGD Zero Liquid Discharge (ZLD) Plant. Lead process-mechanical engineer and design manager on this \$3.5 million project that included piloting, full-scale design and equipment selection and procurement of unique facility treating existing reverse osmosis (RO) concentrate and reusing treated water for drinking purposes. RO concentrate was treated via lime clarifiers, auto cleaning strainers, ultrafiltration (UF), and solids handling systems. Identified the potential for power cost yearly savings of \$13K by suggesting simple modifications to UF feed piping.

Florida Keys Aqueduct Authority, FL, 6.5 MGD Brackish Water RO (BWRO) Floridan Aquifer Water Softening Plant. Process engineer on this \$1.0 million design project for softening Floridan aquifer water. Assisted in completing all design deliverables, including permit approvals from regulatory agencies.

City of Houston, TX, 40 MGD Conventional WTP. Staff engineer on this \$90M design-build-operate (DBO) project that included coagulation, flocculation, sedimentation, DMF, and UV systems. Also performed construction supervision, subcontractor site coordination, new plant commissioning, start-up, water quality, and reliability testing activities.

City of Dayton, OH, Onsite NF Pilot Study. Associate engineer for this three-month pilot study that was conducted to establish design criteria for a full-scale 15 MGD NF facility to soften bank-filtered river water. Managed all operations and logistics of the pilot plant and assisted in developing the pilot study report.

City of Haines City, FL, WWTF Improvements. Lead process-mechanical engineer for improvements to the existing facility, including expansion to 4.5 MGD, electrical system upgrades, a new headworks structure, EQ basins, conversion to 5-stage biological treatment, a chlorination system, and solids handling improvements.



Bryant Facey, PE

Water Treatment Facilities

Bryant is a senior project manager and engineer with over 16 years of experience in the planning, design, permitting, and construction administration of water, wastewater, and reclaimed water projects for various municipal clients throughout Florida. These projects have included numerous design-bid-build and design-build projects that improve water and wastewater infrastructure. Bryant provides engineering services for utility projects of all sizes, starting with project concept to design through project construction and implementation. His additional experience has included master planning, design, permitting, and construction services of all aspects of a governmental utility. Bryant's broadening experience base of multi-disciplinary municipal utility projects via various project delivery methods expands his ability to provide management and engineering services to his clients. Representative project experience includes:

Firm

CHA Consulting, Inc.

Years of Experience

16

Education

University of Central Florida, FL,
B.S., Environmental Engineering

Registrations & Certifications

Professional Engineer - FL

Memberships & Affiliations

Florida Water Environment
Association
Water Environment
Federation

City of West Palm Beach, FL, Recovery of Process Water Phase I (Fee: \$82,000).

Project manager/engineer to reroute belt filter press filtrate to the gravity thickeners by rehabilitating the existing lift station east of the belt presses; installing a force main from the belt press pump station to the thickener; installing a bypass pipe from the belt press pump station to LS 43 in case the belt press filtrate causes treatment problems; increasing the size of the thickener decant piping to the sedimentation basin overflow pipe.

City of Tamarac, FL, WTP Filtration System Upgrade (Fee: \$271,000).

Project engineer for the design services, including replacing the WTP package filters with a new filtration building and associated mechanical, instrumentation, and electrical systems to provide up to 10-MG filtration.

City of Tamarac, FL, WTP Control Building (Fee: \$349,000). Project engineer for the design services for process improvements associated with constructing a new Control Building for the city's WTP. The project includes improvements and/or replacement of various WTP process systems and on-site sanitary services, as well as coordination with the additional project civil and structural improvements.

Palm Beach County, FL, WTP 3, 8, 9, and 11 Fluoride System Improvements (Fee: \$190,000). Project manager/engineer for this project, including the removal/replacement of fluoride feed and transfer pumps and skids; new bulk and day storage tanks; new operator equipment access stairs and platforms and piping/valves/actuators.

City of Coral Springs, FL, University Drive Water Main and Force Main (Fee: \$65,300). Project engineer for the design and construction management of the required improvements for the city's water main and force main along University Drive between Sample Road and Lift Station 15C. The existing mains were of concern due to pipeline age and materials. This portion of the water distribution main and wastewater transmission main was chosen for replacement as a part of the city's master plan, and modeling completed previously by CHA. The existing mains were required to be kept in service during the design and construction phases of the project.

City of Coral Springs, FL, Sample Road Water Main and Force Main (Fee: \$52,700). Project engineer for the design, permitting, and construction services required for this project. The project consists of the construction of approximately 1,500 feet of new 16-inch water main, 1,500 feet of 20-inch ductile iron pipe force main, and a right turn lane on Sample Road at NW 94th Avenue. An add alternate of 950 feet of 12-inch ductile iron pipe along Coral Hills Drive was also put in place. Extensive maintenance of traffic plans, collaboration with Broward County inspectors, and public relations were required to ensure the project was completed in an effective manner.



Eduardo Martinez, PE

Lead Electrical Engineer

Eduardo has more than 41 years of experience in the electrical engineering field. His experience ranges in the electrical/lighting design of roadways, lift station facilities, WWTPs, cogeneration facilities, commercial, industrial, health care, shopping centers, and condominiums. As part of his experience, Eduardo has worked as the EOR on projects such as total new lighting for the SR 826/SR 836 Interchange, M-D WASH North District WWTP, M-D WASH South Dade WWTP, and a lift station with emergency generator design for Miami-Dade County and the City of Miami. Representative project experience includes:

Firm

CHA Consulting, Inc.

Years of Experience

41

Education

*Polytechnic University of Havana,
Cuba, B.S., Civil Engineering*

Registrations & Certifications

Professional Engineer - FL

M-D WASH, Miami-Dade County, FL, North District WWTP (NDWWTP) Disinfection System (Chlorine Building) (Fee: \$429,946). Electrical engineer for upgrading the electrical distribution power system in the chlorination building; this consisted of replacing existing 1600 A, 480 V, three-phase switchgears and two 1200 A, 480 V, three-phase motor control centers (MCCs) by new ARC flash type. As part of this design, variable frequency drives (VFDs) were provided for two motors of 350 HP. A new electrical room, doubling the size of the existing one, was provided for the installation of new ARC flash switchgears and MCCs larger than the regular type. By implementing this solution, we avoided undesirable process interruptions and complied with the required clearances per NEC. As part of this design, new 2000A, 480V three-phase feeders were provided from the existing main plant electrical room to this building. The electrical upgrade included all communications between field instruments and local control panels with the new remote terminal unit (RTU). An upgrade of the existing fire alarm system was also provided. New HVAC was required in the new electrical room, which also houses the Bristol Babcock RTU and new process controls for the building. The existing control panel functionality was integrated into the plant's SCADA system using the existing panels as a terminal box. The control functionality was staged transfer, train by train, to integrate the field inputs and outputs into the plant's SCADA system. These changes were the most significant to replace and upgrade the entire building's electrical distribution system and process control system. All proposed equipment replacement was completed without interruption of the existing operating systems.

M-D WASH, Miami-Dade County, FL, South Dade WWTP (SDWWTP) (Fee: \$273,760). Electrical engineer who provided detailed electrical design to install four 2000KW, 4.16KV, three-phase generators as a cogeneration system interconnected with the two main electrical buildings. A new low-voltage electrical power distribution system for the ancillary equipment was also provided. Communication with the new RTUs and upgrading the existing fire alarm system was part of the scope. The new process control functionality was integrated into the plant's SCADA system. CHA also provided technical information for the permitting process relevant to the electrical discipline of the facilities. Eduardo participated in several design workshops and assisted in value engineering.

M-D WASH, Miami-Dade County, FL, NDWWTP BODR for Plant-Wide Electrical Improvements (Fee: \$92,050). Electrical engineer who provided the BDR to upgrade the electrical distribution power system in the NDWWTP in compliance with the Outfall Ocean Law (OOL). General indications for a new main electrical building were included as part of the scope. Estimation of the future electrical load has been completed, including the future deep injection well in compliance with OOL. Analysis of the stand-by generator capacity has been performed to determine required capacity and the number of proposed engines installed within the proposed main electrical building. Another topic is the indication to replace the existing 5KV feeders from the main electrical building to the different process buildings. Coordination with Florida Power and Light (FPL) has been performed to evaluate their needs to provide the required electrical power under the new conditions.



Adrian Alfonso, PE

Lead Structural Engineer

Adrian has over eight years of experience designing sanitary lift stations, WTPs, WWTPs, and miscellaneous structures. He is experienced with Microstation, GEOPAK, STAAD, and MathCAD for miscellaneous structures design. Adrian also has experience with the LEAP Bridge Enterprise software for bridge design. He has provided support to the Bridge Maintenance Office of FDOT District 6 using PONTIS and GIS for bridge inspection reports. Representative project experience includes:

Firm

CHA Consulting, Inc.

Years of Experience

8

Education

Florida International University, FL,
B.S., Civil Engineering

Registrations & Certifications

Professional Engineer - FL

FDOT District 6, Islamorada, FL, Pedestrian Bridge at Founders Park (Fee: \$4.6M).

CHA is the EOR for this design-build project with a contract amount of \$4.6M in the Village of Islamorada. The project consists of an 81-foot single-span prefabricated steel truss bridge over US-1 with elevator towers and access ramps. The project provides a safe crossing link between Founders Park and residential areas on the south side of US-1. Additionally, the scope requires minor roadway widening of US-1, drainage, MOT, utility relocation, and MEP for elevator towers and control rooms. Architectural features included village logos on the towers, concealed lighting conduits, hammerhead piers to support bridge and access ramps, and impact glazing on the elevator towers. The principal objective of this project is to provide a pedestrian bridge over SR 5/US-1/Overseas Highway to allow a pedestrian connection between the south side of the Highway and Founders Park. The proposed design will remedy the unsafe condition and provide a much-needed improvement to the community.

FDOT District 4, Miramar, FL, Pedestrian Bridge S. of Miramar Boulevard Over South Broward Drainage District Canal 1 (Fee: \$1.5M).

CHA was the EOR for this FDOT District 4 Design-Bid-Build project with a contract amount of \$1.5M in Miramar, FL. The project comprised a 59-foot, single-span prefabricated steel truss bridge over South Broward Drainage District Canal 1. The project provided access over existing canal to residential communities to the east and west of University Drive via access ramps supported on embankment. Given the tight ROW, elevator towers are not part of this project. Roadway widening was required along University Drive as part of the improvements.

FDOT District 4, Broward and Palm Beach Counties, FL, I-95 Express Lanes-Phase 3A-1 From South of Broward Boulevard to North of Commercial Boulevard (Fee: \$952,721).

This design-build project is Phase 3A-1 of the department's overall Phase 3 implementation of express lanes along the I-95 corridor within Broward and Palm Beach counties. Responsibilities included supervision of the design team to develop contract plans and structural calculations for multiple non-standard half-span sign structures consisting of dual uprights with span lengths over 120 feet and cantilever structures with dual upright supports. Other responsibilities included the design calculations and contract plans for 1,305 feet of 20-foot, ground-mounted noise walls and several bridge-mounted signs.

FDOT District 4, Broward County, FL, SR 998/SW 312 Street/Campbell Drive from SR 997/Krome Avenue to SR 5/US-1 (Truck Bypass) (Fee: \$280,749). Project engineer for the design of 21 mast arms along 6 intersections. Nine of these mast arms were designed with a luminaire. The foundation design was based on geotechnical information provided at each intersection. The mast arms were designed using the 2018-19 FDOT Standard Plans and the MastArmLRFDv1.0 MathCAD program.

FDOT District 6, Miami, FL, SR 977/Krome Avenue from SW 232nd Street to South of Eureka Drive (Fee: \$2.39M). EOR responsible for the design of bridges 871177 and 871178 over the C-102 Canal. The bridges were 69-foot, single-span bridges using FIB-36 prestressed girders and pile-supported foundations at the abutments. Other responsibilities included the design of a cantilever retaining wall using 24-inch prestressed pile and precast panels.



Joseph Graham, JD, PE

Environmental Permitting Lead

Firm

CHA Consulting, Inc.

Years of Experience

11

Education

Stetson University, FL, J.D. in Law

Stetson University, FL, M.B.A. in Business Administration

University of South Florida, FL, M.S. in Public Health

University of South Florida, FL, M.S. in Civil and Environmental Engineering

Colorado State University, CO, B.S. in Chemical Engineering

Registrations & Certifications

Professional Engineer - FL

Memberships & Affiliations

Member of the Florida Bar

American Water Works Association

Water Environment Federation

Joe has over 11 years of extensive experience in permitting, engineering design, project management, funding, and strategic planning in various types of water, wastewater, and reclaimed water projects. He has experience in horizontal asset design and permitting, master planning development, and the development of utilities strategic plans and comprehensive utilities policies. While working in the municipal sector, Joe served as the technical representative to a multi-agency water cooperative and engaged with elected representatives, members of the regulated community, and the general public on utility issues. He has extensive experience in various aspects of public infrastructure financing, including federal and state funding; service and impact fee determinations; public system asset valuation; and operations and capital improvement program budgeting. Representative project experience includes:

Tampa Bay Water, Tampa, FL, Brandon Booster Station (BBS) (Fee: \$2M). Project engineer for the design, permitting, and construction administration of the BBS. The station will have a nominal mechanical firm capacity of 20 MGD, resulting in a net gain of 5.0 MGD to 7.0 MGD delivered to the Lithia Regional POC. The project also includes other improvements to compliment the booster station, including replacing the existing well pump at Brandon Urban dispersed well No. 7 (BUD-7), the flow control valve at the Lithia Regional POC, and installing a surge relief valve at the Lithia Regional POC. The BBS consists of a new building, which will house the pumps, piping, valves, and fittings associated with the booster station. In addition, the building will include an electrical room, control room, storage, and a restroom.

City of Haines City, FL, Reclaimed GST and Pump Station (Fee: \$1.08M). Project engineer for the design, permitting, and construction administration services for a 7.8 MGD transfer pump station with VFDs and a concrete wet well, a 3-MG prestressed concrete GST, a new 4.5 MGD reclaimed high-service pump station with VFDs, an off-site 1.1 MGD booster pump station, yard piping, electrical, I&C, and ancillary structures at the Haines City WWTF.

City of Port St. Lucie, FL, Westport WWTF Expansion (Fee: \$4.04M). Project engineer for the design, permitting, bidding, and construction services to expand the Westport WWTF to meet the future treatment needs of the Westport service area. This scope is based on an anticipated future treatment to meet the following capacities: 10.71 MGD AADF, 12.00 MGD maximum month average day capacity and 15.85 MGD peak day capacity.

City of Haines City, FL, Lake Eva Recharge Feasibility Study (Fee: \$357,708). Project engineer for the study to select potential RIB sites that will recharge the Floridan Aquifer and assist in raising the water level in Lake Eva. The project is co-funded by the Southwest Florida Water Management District (SWFWMD). The project was performed in two phases, and upon completion of both phases, the study identified potential RIB sites, estimated the benefits to the water levels in Lake Eva MFL for each site, established water quality requirements for the reclaimed water, determined the required treatment and reclaimed water distribution system modifications and associated costs, and ranked and recommended candidate sites for construction of the RIB system.

Toho Water Authority, Osceola County, FL, Wastewater Master Plan Update (Fee: \$567,203). Project engineer for Toho's wastewater master plan update. The master plan will facilitate timing and cost efficiency of future infrastructure improvements required to serve the area's growth. This update will incorporate recently constructed infrastructure and use planning tools, including the updated hydraulic model, to update capital planning in a cost-efficient manner. The capital improvement plan portion will be completed for a 10-year planning horizon (2021-2030). Plan deliverables will focus on summary data and graphics with supporting narratives.



Jason Hignite

Environmental Permitting

Jason has more than 29 years of professional experience in environmental planning and regulatory compliance in the United States Navy and as a civilian consultant. He has completed environmental projects throughout the United States. Jason's planning and policy experience includes a variety of private and public clients, including various airports, state DOTs, the Department of Defense (DOD), the Federal Communications Commission (FCC), the U.S. Department of Housing and Urban Development (HUD), and the U.S. Postal Service (USPS). Representative project experience includes:

Firm

CHA Consulting, Inc.

Years of Experience

29

Education

*Ball State University, IN,
M.A., Natural Resources and
Environmental Management*

*Ball State University, IN, B.G.S.,
Liberal Arts*

Registrations & Certifications

*Certified Environmental
Consultant, Indiana Department
of Transportation/Federal
Highway Administration*

Memberships and Affiliations

*City of Fort Lauderdale
Sustainability Advisory Board*

*National Association of
Environmental Professionals*

*American Association
of Aviation Executives:
Environmental Committee*

*Aviation Consultants Council:
Environmental Committee*

*Florida Airports Council:
Environmental Committee*

City of South Miami, FL, Florida Bonneted Bat Limited Roost Survey, 71st Street Pedestrian Bridge (Fee: \$3,861). Project manager who visually inspected tree canopies within the project area for the presence of roosting Florida bonneted bats.

City of South Miami, FL, Phase II Environmental Site Assessment, 71st Street Pedestrian Bridge (Fee: \$26,425). Project manager for the subsurface investigation for the presence of contaminants underlying the intersection of SW 71st Street and US-1 for the proposed pedestrian bridge project.

St. Lucie County, FL, Wetland Determination, North County Utilities Extension (Fee: \$7,000). Project manager who inspected the area along the proposed waterline route adjacent to US-1 in northern St. Lucie County.

City of Fort Pierce, FL, Treasure Coast International Airport and Business Park Airport (FPR) Sustainability Plan (Work with Previous Employer). Project manager - Facilitated Sustainability Plan as part of the Airport Master Plan. Sustainability objectives were integrated into the master plan goals for FPR. These objectives were derived from the long-term vision for the airport by airport staff, sponsor representatives, and community leaders. During the Public Participation Program, interest stakeholders and the general public reviewed and commented on the proposed objectives. Objectives covered environmental, financial, social, and operational factors.

Washington, D.C., Theodore Roosevelt Bridge Project, Environmental Impact Statement (Work with Previous Employer). Task manager who provided water quality and wetland assessments for the environmental impact statement (EIS) of the project. Facilitated all field work and documentation regarding water resources.

Poland Spring, Fryeburg, ME, Biofiltration Pretreatment Project (Work with Previous Employer). Task manager for this project in which wetland treatment cells with mixed media matrices were installed and maintained for pretreatment of process (gray) water from the Poland Spring bottling facility. Treated water was recycled and reused as process water (cleaning, degreasing, etc.).

City of Red Lion, PA, Former Gas Station, Property Transfer/Groundwater Contamination Assessment (Work with Previous Employer). Project manager who completed consecutive Phase I and Phase II assessments for an abandoned gas station facility. The site had not been used as a gas station for over 30 years, prior to underground storage tanks records maintained by the Commonwealth of Pennsylvania. Though no contamination was encountered during the investigation, a 9,000-gallon underground storage tank was discovered. The tank was rendered inert and removed. The excavation was assessed and determined to be non-impacted by the tank or its contents. The hole was backfilled with clean fill and closure documents were submitted to the Pennsylvania Office of Underground Storage Tanks.



Bret Doub

Operations and Maintenance Lead

Brett has nine years of experience, including serving as a wastewater operator. He has managed collection systems and maintained water and storm sewer systems. Bret is certified with the Indiana Department of Environmental Management as a Class IV Municipal Wastewater Treatment Operator, Class D Industrial Wastewater Treatment Plant Operator, and Class III Wastewater Collection System Operator. He also has extensive asset management experience, including developing asset management plans for several municipal and governmental clients. Representative project experience includes:

Firm

CHA Consulting, Inc.

Years of Experience

9

Education

Danville Community High School,
Core 40 Diploma

Registrations & Certifications

National Association of
Sewer Service Companies
(NASSCO) Pipeline Assessment
Certification Program (PACP)
certification-P0036918-042022

Indiana Department of
Environmental Management

Class IV Municipal Wastewater
Treatment Operator

Class D Industrial Wastewater
Treatment Plant Operator

Class III Wastewater Collection
System Operator

Certificate Number: III-19/1

Successful Completion of the
Water & Sewer Construction
Inspection Course

NDPES Training Institute

Successful Completion of the
MS4 Compliance & Enforcement
Certified Inspector Course

Memberships and Affiliations

Indiana Water
Environment Association

Volusia County, FL, Asset Management Plan (Fee: \$59,100). Operations consultant responsible for performing on-site condition assessments for the water and wastewater treatment plant systems assets using the Esri-based Survey 1, 2, 3 application tool built for their specific facilities. Using the collected data, Bret created a hierarchal asset register based on treatment type, location, and asset class. Leveraged experience from the time in operations plus the working knowledge of operations and maintenance staff to provide quality, high-level condition assessments that will support updated maintenance practices and long-term planning efforts and meet inventory section requirements for the VDH Waterworks Asset Management Plan checklist.

Lexington-Fayette Urban County, KY, LEX-Asset Management. Consultant responsible for performing on-site condition assessments for the water, wastewater, and stormwater assets around the airport. These assessments were performed using the Esri-based Survey 1, 2, 3 application tool built for their specific facilities. Using the collected data, Bret created a hierarchal asset register based on treatment type, location, and asset class. Leveraged experience from the time in operations plus the working knowledge of airport operations and maintenance staff to provide quality, high-level condition assessments that will support updated maintenance practices and long-term planning efforts for the airport authority.

Columbus City Utilities (CCU), IN, Strategic Asset Management Plan. Consultant responsible for defining lifecycle costing for the water and wastewater systems as defined by the designated level of service requirements.

Town of Lovettsville, VA, Asset Management Plan. Consultant responsible for developing the asset register for multiple WTPs and a WWTP. This register was based on location and asset class types. Responsible for creating the tool on the Esri-based Survey 1, 2, 3 application tool to perform condition assessments on the assets listed on the register. Bret used the data to calculate a business risk exposure for each asset and asset class.

Henry County Public Service Authority, VA, Asset Management Plan. Consultant responsible for developing the utility data model and digitalizing the plan sheets.

NRV Regional Water Authority, VA, Strategic Asset Management Plan (SAMP) Data, CMMS, Arc GIS. Consultant responsible for the data model creation and collection for the utilities' horizontal water assets. Data collection was performed by digitizing and referencing old plan sheets. Responsible for creating a hierarchal asset inventory register for the vertical assets based on location and treatment process. Used experience to create Esri-based application tools to perform inspections, condition assessments, and collect asset data in the field in real time.

Town of Danville, IN, Updated Mapping Project. Project manager responsible for finding and raising approximately 200 manholes required to map the collection system. Responsible for overseeing all collection system work performed throughout the town, including new construction testing and private repairs.



Kerry Wulff

Construction-Phase Services Lead

Kerry has over 33 years of experience serving as an RPR and construction manager for utility projects ranging from pipeline installations to constructing complex water/wastewater treatment facilities, including design-build projects up to \$100 million in cost. He specializes in the analysis, design, and layout of water and wastewater treatment facilities, collection systems, distribution systems, and associated infrastructure. Kerry is familiar with requirements related to alternative/governmental funding protocols (state revolving fund [SRF], cooperative funding and permitting processes). He is also a certified building contractor and is OSHA 30-hour certified. Representative career experience includes:

Firm

CHA Consulting, Inc.

Years of Experience

33

Education

University of Central Florida, FL,
B.S., Engineering Technology

Owens Technical Institute, OH,
A.S., Mechanical Engineering

Registrations & Certifications

Certified Building Contractor -
FL (No. CBC1257148)

OSHA-certified
(No. 36-600715837)

City of Clearwater, FL, Water and Reclaimed Water Program Management (Fee: Varies per project). Construction management for system-wide potable water and reclaimed water main assessment and replacement program. This program includes the conceptual routing, design, permitting, and construction services for pipeline improvements to renew critical infrastructure and assessing replacement methods necessary to minimize impacts on service and critical roadways.

City of Clearwater, FL, Wastewater Collection System Program Management (Fee: Varies per project). Construction management for the wastewater collection system program that includes planning, design, and construction services for improvements to the wastewater collection system. Additional services include developing bidding documents to renew the annual sewer contractors and full-time RPR services for city projects.

City of Cape Coral, FL, North 2 Utility Expansion Project. Senior construction engineer for expanding the city's water, wastewater and irrigation systems to a 7-square-mile area consisting of 14 simultaneous contracts. The project included value engineering, hydraulic modeling, permitting, bidding, construction management, public outreach, and SRF funding assistance. The project also included miles of potable water, wastewater collection, wastewater transmission (22 lift stations, 2 master lift stations, irrigation pump station, and irrigation utility piping).

Dekalb County, GA, Snapfinger Advanced Wastewater Treatment Facility (AWWTF) Expansion. Construction management services for a 54 MGD membrane WWTF and dewatered solids handling facility. The project also included site development, blasting, startup, and existing facility decommissioning.

City of Cape Coral, FL, Southwest 6 and 7 Utility Expansion Program. Construction manager who hired and managed a team of RPRs to facilitate expanding the water, wastewater and irrigation systems consisting of 14 contracts, including value engineering, hydraulic modeling for water, wastewater and irrigation systems, design, permitting, bidding, construction management, public outreach and SRF funding assistance. Oversaw the daily activities of contractors to verify compliance with the project specifications, schedule and permit requirements for several hundred miles of potable water, wastewater collection, wastewater transmission, irrigation utility piping; 18 lift stations, stormwater collection system modifications and roadway reconstruction, and a stormwater canal pumping station to supplement reclaimed water. Other responsibilities included reviewing and approving pay applications from the contractor, attending city meetings to address project schedules, design changes, and resident concerns, and attending city commission meetings to address questions from the commissioners and residents.

City of Lake City, FL, 2.0 MGD Water Booster Pump Station, Chemical Treatment and GST. Construction manager for preparing plans and specifications for the booster pump station, chemical treatment facilities, instrumentation (VFD), and GST. Assisted with SRF funding protocol, contractor selection and on-site construction administration.



Erik Sibila, PE, CGC

Construction-Phase Services

Erik has over 16 years of experience as a project manager for civil engineering projects. He has successfully performed many different levels, including as a CEI project manager/senior project engineer, designer, and engineer-of-record (EOR). Erik has outstanding oral and written skills and is an FDOT Project Administrator Academy graduate. He is also a registered surveyor-in-training and has a pending Primavera P6 certification. Representative project experience includes:

Firm

CHA Consulting, Inc.

Years of Experience

16

Education

*Florida International University,
FL, M.S., Civil Engineering*

*University of Miami, FL, B.S.,
Civil Engineering*

*University of Miami, FL, B.S.,
Architectural Engineering*

Registrations & Certifications

Professional Engineer - FL

Certified General Contractor - FL

ACI Concrete Field Inspector

*Concrete Specifications Asphalt
Paving Level I & II*

*Earthwork Construction Inspection
Level I & II*

Final Estimates Level II

QC Manager

*FDEP Storm Water Erosion
Control Inspector*

Advanced MOT

*IMSA Traffic Signal Inspector FDOT
Construction PA Academy*

*FDOT Maintenance
Rating Program*

Critical Structures CBT

M-D WASD, Miami-Dade County, FL, HDD of 20-inch HDPE Force Main Under NW 21st Street (Fee: \$500,000). CEI senior project engineer to replace a ruptured pipeline designed to bypass a broken existing 20-inch DI force main serving the Miami International Airport (MIA). The construction was carried out on an emergency basis to avoid complications and possible airport downtime. The well-executed coordination of the emergency operation allowed construction within a week with no significant setbacks. Erik presented this project at the 2012 ASCE National Pipelines Conference.

FDOT District 6/FTE, Miami-Dade County, FL, 8-inch DI Water Main and Milling and Resurfacing along SW 64th Court (SW 8th Street to SW 6th Street) (Fee: \$1.2M). CEI project manager/project administrator to review this project's roadway and drainage plans. The project included installing a steel pedestrian bridge over NW 199th Street, a steel pedestrian bridge over the Turnpike Connector Road, and two pre-cast concrete pedestrian tunnels under the stadium perimeter road to improve pedestrian access. Additional tasks included associated milling and resurfacing, earthwork, pre-cast concrete piles, pre-cast structural beams/structures, pre-cast tunnel units, retaining walls, gates, roadway modifications, sidewalks, drainage, utilities, landscaping, irrigation, lighting, pavement markings, stairs, railing, plumbing electrical, video surveillance for security, bollards. This project won Project of the Year at the 2021 CAACE Gala.

M-D WASD, Miami-Dade County, FL, Park-and-Ride Lot at SW 112th Avenue and SW 204th Street Busway (Fee: \$230,000). CEI senior project engineer to rehabilitate the existing park-and-ride lot at SW 112th Avenue and SW 204th Street Busway to accommodate approximately 450 parking spaces. The work included furnishing all supervision, labor, materials, equipment, tools, services, and incidentals necessary for milling, resurfacing of the park-and-ride, minor pavement widening, construction of new sidewalks, upgrades to existing pedestrian ramps and crosswalks, replacement of damaged curbs, signing and pavement markings associated with the new configuration of the lot, parking bumpers, lighting upgrades, installation of passenger shelters, and sodding in compliance with the latest FDOT standards. Additionally, the scope included furnishing and installing five Level 2 electric vehicle (EV) charging stations, one single-port and four dual-port charging stations incorporating lighting conductors, a load center, pull-and-splice boxes, prestressed concrete poles, post signs, bollards, and detectable warnings installation.

FDOT District 6, Miami-Dade County, FL, Districtwide Hybrid Construction Contract (Fee: Varies per Project). CEI project manager providing overall management of the inspection staff, resource and workforce planning, task work order (TWO) negotiation, tracking cost and time budgets, communication with the department, and overall client service for a variety of tasks involving milling and resurfacing, lighting upgrades, signalization, and signing and pavement marking construction projects throughout FDOT District 6.



Firm

CHA Consulting, Inc.

Years of Experience

1

Registrations & Certifications

30-hour OSHA Hazard Recognition Training for the Construction Industry

30-hour OSHA Hazard Recognition Training for the General Industry

Jeffrey Robitaille

Construction-Phase Services

Jeff is a CEI inspector in the field, working hand-in-hand with contractors and engineers to monitor compliance with contract documents. Representative project experience includes:

City of Clearwater, FL, Water and Reclaimed Water Program Management (Fee: Varies per Project). Construction administration for system-wide potable water and reclaimed water main assessment and replacement program. This program includes the conceptual routing, design, permitting, and construction services for pipeline improvements to renew critical infrastructure and the assessing replacement methods necessary to minimize impacts on service and critical roadways.

City of Haines City, FL, Reclaimed GST and Pump Station (\$1.08M). Construction administration for a 7.8 MGD transfer pump station with VFDs and a concrete wet well, a 3-MG prestressed concrete GST, a new 4.5 MGD reclaimed high-service pump station with VFDs, an off-site 1.1 MGD booster pump station, yard piping, electrical, I&C, and ancillary structures at the Haines City WWTF.

Polk County Utilities, FL, Ernie Caldwell Boulevard (ECB) Reclaimed Water Main Improvements - Phase II (Fee: \$184,642). Construction administration for approximately 16,100 feet of reclaimed water main within the ECB corridor extending from west of Pine Tree Trail to US 17-92, and 4,300 feet of reclaimed water main within the US 17-92 corridor from ECB north to Sunny Acres Road.

City of Casselberry, FL, Secret Lake Park CEI Services (Fee: \$239,120). Construction administration for the rehabilitation of Secret Lake Park. Improvements include a playground expansion; recreation center entryways, roof, and patio improvements; a new large pavilion; multi-purpose field improvements; boardwalk and fishing pier replacement; outdoor exercise stations; and accessibility, sidewalk, and parking improvements.



Firm

CHA Consulting, Inc.

Years of Experience

7

Education

Florida Gulf Coast University, FL,
B.S., Environmental Engineering

Registrations & Certifications

Engineer Intern - FL

Memberships & Affiliations

American Water Works
Association

Florida Water Environment
Association

Lucas Parmer, EI

Construction-Phase Services

Lucas has seven years of experience in the planning, design, and construction management of water restoration and capital improvement projects for stormwater and wastewater treatment. His engineering background includes water resource projects, water and wastewater treatment, electrical under-grounding areas, and the infrastructure associated with those projects. Lucas' design experience also includes pipeline design, hydraulic modeling, pump station design, directional bore calculations, design implementation of water/wastewater treatment plants, permitting, and construction observation services. Representative project experience includes:

Polk County Utilities, FL, Ernie Caldwell Boulevard (ECB) Reclaimed Water Main Improvements - Phase II (Fee: \$184,642). Construction administration for approximately 16,100 feet of reclaimed water main within the ECB corridor extending from west of Pine Tree Trail to US 17-92, and 4,300 feet of reclaimed water main within the US 17-92 corridor from ECB north to Sunny Acres Road.

Tampa Bay Water, Hillsborough County, FL, Brandon Booster Station (Fee: \$2M). Project engineer for the design, permitting, and construction administration for this project that is being implemented via the construction manager at risk (CMAR) delivery method. The project includes a new (greenfield) 20 MGD potable water booster pumping station that is comprised of a new ~6,000 square foot masonry building, five 250 horsepower (hp) centrifugal pumps (and associated gear, including variable frequency drives [VFDs], etc.), approximately 1,400 feet of 30-inch diameter suction/discharge piping, surge relief appurtenances, a stormwater management system, and general site improvements, including landscaping. The project also includes improvements at two other locations, including modifications to a pressure-reducing valve upstream of the pump station, replacing a nearby well pump (and associated equipment), and modifying a point of connection to a customer downstream of the pump station.

City of Haines City, FL, Reclaimed GST and Pump Station (\$1.08M). Construction administration for a 7.8 MGD transfer pump station with VFDs and a concrete wet well, a 3-MGD prestressed concrete GST, a new 4.5 MGD reclaimed high-service pump station with VFDs, an off-site 1.1 MGD booster pump station, yard piping, electrical, I&C, and ancillary structures at the Haines City WWTF.

City of Clearwater, FL, Water and Reclaimed Water Program Management (Fee: Varies per Project). Construction administration for system-wide potable water and reclaimed water main assessment and replacement program. This program includes the conceptual routing, design, permitting, and construction services for pipeline improvements to renew critical infrastructure and assessing replacement methods necessary to minimize impacts on service and critical roadways.

Palm Beach County Water Utilities Department, Palm Beach County, FL, WTP #8 Wellfield Condition Assessment. Project analyst who assisted with professional engineering services for the wellfield condition assessment of WTP #8 in Palm Beach County. Tasks included wellfield testing and evaluation, pump/motor evaluation, and a wellfield condition assessment report.

Village of Wellington, FL, 6.5 MGD WWTF Upgrades and Rehabilitation. Project engineer for construction services, including construction observation and responding to contractor RFIs for a variety of upgrades to the Village of Wellington's 6.5 MGD WWTF. The scope of work includes a new blower building, new aerobic digesters, new belt filter press feed pumps, new dryer feed cake pump, new clarifier mechanism, odor control system improvements, refurbishing the headworks and grit equipment, improved walkways/platforms/hand railing, adding a filter, upgraded/new operator facilities, dewatered sludge pumping, and associated electrical/control improvements.



Firm

CHA Consulting, Inc.

Years of Experience

30

Education

*University of Illinois, IL, M.S.,
Civil Engineering*

*University of Illinois, IL, B.Eng.,
Civil Engineering*

Registrations & Certifications

Professional Engineer - GA, NY

Memberships & Affiliations

*Georgia Association of Water
Professionals*

*American Society of Civil
Engineers Environmental
Water and Resource Group,
Georgia Section*

*American Water Works
Association*

Khalid Yamin, PE

Asset Management/GIS Lead

Khalid is a civil engineer with over 30 years of experience in municipal infrastructure projects. He has been involved in the planning, design, and construction of a variety of pump stations, pipelines, tunnels, and stormwater capital improvement projects. Khalid provides project management, value engineering, project validation, leads design reviews, and provides asset management expertise to utilities. He is experienced in close coordination with utilities, regulatory agencies, contractors, and funding agencies. Khalid is proficient in writing and negotiating scopes, contracts, change orders, controlling budget/schedule, executing various contract types, and mitigation and management of risk for utility clients. Khalid is an active member of the Georgia Association of Water Professionals (GAWP), and has presented several papers at American Water Works Association (AWWA), GAWP & ASCE, and serves as a board member of the American Society of Civil Engineers (ASCE) Environmental Water and Resource Group, Georgia Section. Representative project experience includes:

CDM Smith, Inc., Atlanta, GA, Client Service Leader. Managed several projects and coordinated with Georgia and Alabama clients for projects, including:

- Rehabilitation of Cahaba and Trussville WWTP and Al Seir Pump Station in Jefferson County, AL
- FEMA Flood Mapping, EPD, GA
- Climate Resiliency Study, Atlanta Regional Commission

City of Atlanta, GA, Department of Watershed Management, Director II, Strategic Asset Management Division. Supported the department in the planning and implementation of effective and efficient solutions for the maintenance, rehabilitation, and replacement of aging water infrastructure assets and systems. Managed a team of 15 engineering staff, supporting implementation of a \$1.25B CIP and oversaw water, sewer, stormwater engineering, and hydraulic modeling practices within the asset management division. Some past initiatives include:

- Development and implementation of a five-year, city-wide Strategic Asset Management Plan (SAMP) for WTPs/WWTPs, water mains, sewer systems, and stormwater systems
- Managed program for the design and replacement of critical water, sewer, and stormwater infrastructure ahead of road construction projects for the \$750M Renew Atlanta, TSPLOST, and other CIP programs
- Developed the Lead and Copper Rule Revisions (LCRR) compliance program for Corrosion Control Treatment (CCT) and lead service line inventory
- Managed the planning, design, and WIFIA loan application for the six mile, 36-inch Fairburn Road transmission main and 45 MGD Adamsville pump station
- Developed and implemented a long-term, small-diameter water main replacement program to replace 0.5% annually for a 2,400-mile small-diameter water main distribution system

City of Atlanta, GA, Department of Watershed Management, Watershed Manager II, Strategic Asset Management Division. Managed strategic asset management services for the WTPs, WWTPs, and pump stations. Work included planning, implementing best practices, and setting up reliability-centered maintenance (RCM) for WTPs and WWTPs. Other responsibilities included:

- Performing reviews of CMOM documentation and reports
- Performing the life cycle assessment of WTP/WWTP equipment
- Assisting in the migration and implementation of CMMS, IBM Maximo 7.6
- Assisting in the development and implementation of asset management projects



Jim Horton, AICP, GISP

Asset Management/GIS

Firm

CHA Consulting, Inc.

Years of Experience

31

Education

*Syracuse University, NY,
B.A., Geography*

*University at Albany, NY, MRP,
Urban & Regional Information
Systems*

Registrations & Certifications

*American Institute of Certified
Planners
GIS Professional*

Jim has over 31 years of experience in the disciplines of information technology (IT), planning, and GIS. His specialties are developing innovative technology solutions for use on engineering, asset management and planning projects. He has managed a wide range of projects involving electronic field data collection, GIS mapping, asset inventory and asset management. He is experienced in the use hand-held data collectors, tablet PCs, global positioning system (GPS) devices, project collaboration websites, custom and commercial database management systems, and reporting tools. He has been involved in a wide range of projects including needs assessment, application development, programming, web design, data management and process automation. Representative project experience includes:

Albany County, Web-based GIS Application. Project manager responsible for the design, development, and hosting of an interactive mapping application for Albany County. The GIS viewer application provides county staff and the public with access to a wide range of GIS layers, base maps, and inquiry tools. Specialized applications were also created for viewing restaurant inspection results, county-wide emergencies, and road closures. The applications all feature responsive design elements for improved performance on mobile devices.

City of Rensselaer, NY, Professional Engineering Services for Wastewater Asset Management Plan. Systems development and GIS manager responsible for providing GIS services to aid in mapping the city’s sanitary sewer system and ranking and prioritizing repairs and capital improvements as part of an overall five-year plan.

Citizens Energy Group (CEG), NY, Program Management. Jim provides database and application development, GIS, business process analysis, and QA/QC services in support of a number of projects at CEG. He has assisted in the design and development of several applications and related reporting tools, including an accruals database, budget database, sanitary system as-built drawing database, and project archive database.



Borough of Wharton, NJ, GIS Services. GIS manager who supervised the implementation of a GIS, which included needs assessment, project management, system installation and training, and quality control for all mapping, attribute data, and metadata. The project assessed the Borough’s hardware, software, and data needs. It delivered a turnkey system, including installation, training, and technical support. Also created a series of new data layers to provide complete coverage of the Borough’s water and sewer systems.

City of Covington, VA, GIS Services. Technology leader responsible for providing GIS services to the city, including developing an interactive GIS website, data improvements to master address point and parcel data layers for use within the city’s 911 system, and assistance with managing and updating the city’s GIS layers.



Town of Halfmoon, NY, Web-based GIS. Project manager for developing and implementing a web-based GIS mapping application for the town. The application provides highly interactive, user-friendly mapping capabilities to town staff via the internet and has proven to be a valuable tool for planning and analysis. Responsibilities included needs assessment, project management, QA/QC, testing, user guide development, and user training.

Proposed Subconsultants



Resumes for subconsultant key personnel can be found on the following pages.

Firm	Role	Firm Overview
 <p>EMI Consulting Specialties, Inc. (EMI)</p> <p>Office Location: 5742 River Bed Road Groveland, FL 34736</p>	<p>Electrical Engineering/ Instrumentation and Controls</p>	<p>EMI has provided engineering design expertise in power, lighting, control, and instrumentation systems for municipal water and wastewater utilities in central Florida for many years. EMI provides these comprehensive services to more than 30 municipal clients in the public and industrial sectors. EMI's combination of electrical, power, and control system expertise has contributed to designs that are economical to design and build.</p> <p>EMI's Principal, Willard "Pete" Hoanshelt, PE, is highly qualified in electrical and instrumentation control engineering, with design expertise in the water and wastewater industry. He is qualified to engineer and design electrical power distribution and lighting systems for low- and medium-voltage systems. EMI's expertise in instrumentation and controls includes computer-based data acquisition systems, PLCs, analog loop and discrete conventional control systems, and flow/analytical meter evaluation and selection.</p> <p>EMI was recently involved in the electrical and instrumentation for Seminole County's Greenwood Lakes WWTF. This project included the normal and emergency power distribution to the wastewater facility motor, lighting, and miscellaneous loads. EMI was also responsible for the computer-based data acquisition and monitoring system design with field analytical and process instrumentation, including interfacing with the existing Motorola telemetry systems. In addition, EMI has provided electrical/instrumentation services as part of CHA's team on numerous treatment facility projects in Florida.</p>
 <p>Madrid CPWG</p> <p>Status: MBE</p> <p>Office Location: 2030 E SR 60 Bartow, FL 33830</p>	<p>Geotechnical Engineering</p>	<p>Madrid CPWG has been providing professional services to municipalities throughout Florida since its inception in 1992. Recently, Madrid Engineering Group, Inc. and Cribb Philbeck Weaver Group, Inc. (CPWG) merged to create Madrid CPWG. They have provided engineering and planning services for hundreds of municipal projects and have multiple teams specializing in specific design areas, such as civil engineering, geotechnical engineering, environmental engineering, stormwater, transportation, traffic, utility (electrical, water and wastewater), survey, and landscape architecture. Madrid CPWG also has a strong construction management team available to guide projects through the construction process. The construction team contains experts with decades of experience in construction administration, construction inspection and materials testing. Madrid CPWG's goal on each project is to provide clients with the best services, materials, and a completed project that meets or exceeds expectations.</p> <p>Madrid CPWG provides services throughout Florida, but a primary focus is working on projects in Polk County. They have continuing services contracts with multiple county agencies and multiple municipalities within Polk County. Madrid CPWG regularly completes geotechnical engineering projects for nearby municipalities, such as the City of Winter Haven and the City of Plant City. Madrid CPWG has completed thousands of projects covering a wide range of diverse applications and challenging situations, including transportation (roads, walls, bridges, and signal/sign poles), preliminary to detailed site assessment and geotechnical recommendations for development, utilities and distribution lines, landfills, lake sediments, water and wastewater processing and storage facilities, stabilization of soils for sinkholes and waste phosphatic clay deposits, electrical substations, and more.</p>




Proposed Subconsultants (continued)

Firm	Role	Firm Overview
 <p>Wekiva Engineering, LLC (Wekiva)</p> <p>Office Location: 711 N Orange Avenue Suite A Winter Park, FL 32789</p>	<p>Structural Engineering</p>	<p>Wekiva provides structural engineering services to various industry sectors, including water and wastewater facilities, solid waste facilities, and commercial buildings. Wekiva’s highly experienced and talented engineers have been providing cost-effective solutions and exceptional results for their clients throughout the southeastern United States. Wekiva’s experience also allows them to solve engineering problems with simplicity and innovation. Wekiva is proficient in the various applicable design and building codes, allowing them to apply effective and proper solutions early in the design stage. In addition, Wekiva’s engineers frequently work with contractors providing value engineering ideas and solutions; this allows them to be intimately involved with the entire process of a structure’s evolution from conception to final construction activities.</p> <p>Being a small, local company, Wekiva is uniquely capable of providing quick and quality engineering services to local communities and municipalities. Wekiva’s engineers have performed work for multiple municipalities over the past several years.</p>
 <p>Pickett and Associates, LLC (Pickett)</p> <p>Office Location: 3710 Airport Commerce Drive Suite #10 Lakeland, FL 33811</p>	<p>Surveying and Mapping</p>	<p>Pickett offers a team of highly experienced and diversified professionals that focus on providing personal service and attention to detail in every aspect of their work. The firm’s professionals provide surveying, aerial mapping, and LiDAR services to public entities, electric utilities, environmental consultants, construction companies, telecommunications companies, and power and telecommunication consultants. Pickett underpins these integrated service offerings with project management and quality. This exclusive combination of surveying, mapping, and LiDAR services provides efficient opportunities for Pickett’s clients.</p> <p>Since 1963, Pickett has provided a wide range of specialized surveying services by embracing leading-edge technologies. Pickett has a proven track record of working successfully with the county and providing similar services to SWFWMD, FDEP, USDA, and USF&W. Pickett offers turn-key surveying and mapping services on land, air, and water by seasoned professionals. Pickett’s field crews are experienced in the latest surveying techniques and deliver thorough field surveys that translate smoothly into a final map product. Survey deliverables include OHWL surveys, laser scanning, boundary surveys, ALTA/ACSM surveys, topographic surveys, corridor surveys, hydrographic surveys, route surveys, as-built surveys, GPS control surveys, quantity/volume surveys, control surveys, construction staking, subdivision platting, legal descriptions, and expert witness testimony.</p> <p>Pickett’s professional surveyors and mappers have over 100 years of collective experience and are supported by strong technical and office personnel. Field crews, experienced in the latest techniques and survey measuring and communication technologies, deliver thorough, and complete field surveys that translate smoothly into the final map product. The Pickett team offers:</p> <ul style="list-style-type: none"> • Advanced equipment to enable fast and accurate data acquisition • Multiple platforms for mapping data acquisition • Current hardware/software • Experienced professional staff with expertise in the types of work required under this scope • Management and staff committed to complete client satisfaction • Adequate manpower to accomplish assigned tasks in a timely manner • Proven track record of quality service and products

Proposed Subconsultants (continued)

Firm	Role	Firm Overview
 <p>ECHO UES, Inc. (ECHO)</p> <p>Status: MBE</p> <p>Office Location: 4803 George Road Suite 350 Tampa, FL 33634</p>	<p>Surveying and Mapping/SUE</p>	<p>ECHO is a minority-owned small business founded by a group of partners with civil engineering, surveying, construction, and utility/GIS background, who believe in providing high-quality and reliable utility and survey data to design better, build faster, and safely enhance engineering, design, construction and maintenance of infrastructure. ECHO currently employs over 65 full-time employees and has 22 field crews that can provide services for projects under this contract. ECHO was founded in 2017 to provide subsurface utility engineering (SUE) and survey and mapping professional services throughout Florida for a variety of projects, assisting owners, engineers and constructors in better performing throughout the entire project cycle, from design to construction and maintenance of infrastructure. In 2021, ECHO also began offering utility coordination services to firms throughout the state to fully round out its service offerings. Services provided include the study, analysis and depiction of existing underground utilities potentially impacted by a project, in addition to the collection of accurate topographical and specific purpose surveys to represent the above-ground site conditions. Field work is performed using highly specialized technology and equipment, including surface geophysical equipment, pipe and cable locators, ground-penetrating radar, vacuum excavation units, total stations, GPS, and laser scanners. Once collected, the field data is reviewed and processed; final deliverables consist of 3D digital representations of the site conditions above- and below-ground.</p> <p>ECHO works on many different projects, including utility design, construction and maintenance, industrial and chemical plant upgrades, safety improvements, airports, seaports, railroad upgrades, roadway design, reconstruction, and widening. In general, ECHO's services are requested anywhere there is the need for obtaining above- and below-ground accurate information for infrastructure improvements.</p>
 <p>Dialogue Public Relations, LLC (Dialogue PR)</p> <p>Status: WBE</p> <p>Office Location: P.O. Box 96 Safety Harbor, FL 34695-0096</p>	<p>Public Involvement</p>	<p>Dialogue PR, located in Florida's Tampa Bay region, is a woman-owned firm specializing in strategic communications for drinking water, wastewater, reclaimed water, and stormwater. Whether you are planning new water supplies, building a plant or pipeline, or launching an awareness campaign, Dialogue PR can help you achieve your goals by engaging and informing stakeholders.</p> <p>Dialogue PR's expertise in water is unlike any other firm in the Southeast. Michelle Robinson, APR, president, has directed communications and involvement efforts for some of the largest water supply projects in the Southeastern United States, including the Tampa Bay Seawater Desalination Plant, the 15-billion gallon C.W. Bill Young Regional Reservoir, Coquina Coast Seawater Desalination Project, and the Northwest Hillsborough Wastewater Consolidation Program.</p> <p>With extensive experience in water and wastewater, Michelle and her team understand the complexity of water issues and are able to develop effective strategies to clearly communicate with and involve stakeholders. Dialogue PR understands how a project will affect a local community and can tailor an outreach program in which citizens play an active role.</p> <p>Dialogue PR's team offers its clients a broad range of services, including strategic communications, public involvement, public information, media relations, special events, and issues management.</p>

Proposed Subconsultants (continued)

Firm	Role	Firm Overview
 <p>EPIC Engineering & Consulting Group, LLC (EPIC)</p> <p>Status: MBE</p> <p>Office Location: 1049 Willa Springs Drive Suite 1001 Winter Springs, FL 32708</p>	<p>GIS Analysis/ Database and Information System (IS) Development</p>	<p>EPIC is a Florida-based Small Business Enterprise (SBE), Minority Business Enterprise (MBE), Disadvantage Business Enterprise (DBE), and a Local Developing Business (LDB). Since its inception in 2006, EPIC has successfully completed over 400 projects primarily focused on local government clients in the Florida region. EPIC has become a world-class team in analyzing and optimizing multiple aspects of client operations, with a heightened focus on asset management; enterprise data management; web, mobile and GIS solutions development; and systems integration. EPIC enjoys and excels in analyzing current systems and software, keeping what works, and either optimizing or enhancing those that don't meet the client's goals. EPIC helps clients document their processes, business rules, and workflows; understands their pain points; listens to their business vision and priorities; makes recommendations for process optimizations; and implements those recommendations via effective technology solutions, thereby enhancing service delivery for customers. Having this expertise allows EPIC to evaluate, enhance, and implement software programs that are adaptable to client business processes and workflows. Especially important for delivering the mapping/GIS functions in the requirements for clients, EPIC is a Silver Partner in the ESRI Partner Network, making the firm an expert in application development leveraging the ESRI ArcGIS platform. EPIC is also a Microsoft Silver Partner.</p>
 <p>AquaSciTech Consulting, PLLC (AquaSciTech)</p> <p>Office Location: 9907 8th Street Unit 725 Gotha, FL 34734</p>	<p>Hydrogeology/ Hydrology</p>	<p>AquaSciTech is led by David MacIntyre, PE, the firm's principal water resources engineer with a broad-based background in hydrology, hydrogeology, contaminant transport, and the computer modeling of groundwater and surface water systems. He is a senior technical specialist in water supply, reuse of reclaimed water, hydroperiod as a predictor of stress in hydrologically isolated wetlands, and assessment of groundwater and surface water systems and the interactions between them.</p> <p>AquaSciTech offers expert water resources consulting services, with a particular focus on:</p> <ul style="list-style-type: none"> • Water supply (fresh and saline groundwater/surface water sources) • Water reclamation and reuse/recycling • Alteration of natural systems • Computer modeling and analysis
 <p>QUEST ecology</p> <p>Quest Ecology, Inc. (Quest)</p> <p>Status: WBE/DBE/MBE</p> <p>Office Location: 735 Lakeview Drive Wimauma, FL 33598</p>	<p>Environmental</p>	<p>Quest is a state-certified, WBE/DBE/MBE firm, specializing in ecological studies and natural resource management. Quest was formed in October 1996 and has grown to a dedicated team of 10 professionals, specializing in ecological impact assessments, wetland evaluations, protected species issues, habitat restoration and management, GIS, conservation planning, and environmental permitting. Quest provides a full range of environmental permitting and ecological consulting services throughout the State of Florida for public- and private-sector clients, including local governments; state agencies, such as the FDEP, FWC, FDOT, and water management districts; utilities; mitigation banks; and mining companies. The Quest team showcases many credentials/qualifications, including Professional Wetland Scientists (PWS), FWC Authorized Gopher Tortoise Agents (GTA), Prescribed Burn Manager, Certified Wildland Firefighters, Florida Association of Environmental Soils Scientist Affiliate, FDACS Licensed Herbicide Applicators, Master Bird Bander, FDEP Certified Stormwater Inspectors, and trained Wetland Assessment Procedure (WAP) field ecologists.</p>



Willard “Pete” Hoanshelt, PE

Electrical Engineer

Pete is highly qualified in electrical and instrumentation control engineering, with specific water and wastewater industry expertise. He is qualified to engineer and design electrical power distribution and lighting systems for low- and medium-voltage systems. Pete’s expertise in electrical machines and variable speed drivers provides the basis for his energy management studies. His expertise in instrumentation and controls includes computer-based data acquisition systems, programmable logic controls, analog loop and discrete conventional control systems, and flow and analytical meter evaluation/selection. Representative project experience includes:

Firm

EMI Consulting Specialties, Inc.

Years of Experience

40+

Education

University of Florida, FL, B.S. in Electrical Engineering

Registrations & Certifications

Professional Engineer - FL



Polk County Utilities, Polk County, FL, Central Regional WTP. Electrical engineer for this project that included the new service related to the power and distribution of normal and emergency power to the ozone WTP with motors, motor control centers, variable frequency drives (VFDs), instrumentation and controls, lighting, and miscellaneous loads. The design included coordination with arc flash study.

Polk County Utilities, Polk County, FL, Northwest Regional WWRf (NWRWWTF) Headworks. Electrical engineer to design the replacement of the screening and additional grit removal equipment. The control system included interfacing with the county’s SCADA system, flow metering, and level monitoring.

Polk County Utilities, Polk County, FL, NWRWWTF Aquifer Storage and Recovery (ASR) Well. Electrical engineer for the design of injection well pumping systems and instrumentation and controls.

Polk County Utilities, Polk County, FL, Lift Station 106. Electrical engineer to design a power and control system replacement with a generator, including a new pump, controls, and telemetry.

Pinellas County, FL, W.E. Dunn WRF Electrical Improvements. Electrical engineer for this project in which an evaluation was performed to determine if a medium- or low-voltage power system could be retrofitted to allow for Class I reliability. The WRF had multiple independent power systems and generators with a tie-breaker system between to Duke Energy services. The distribution system did not comply with EPA Class I reliability, as single points on the power system could fail, resulting in total loss of treatment. The results and subsequent design yielded a 480V distribution with 2 backup generators operating in parallel. The distribution system will allow for alternate sources of power if a major power feeder failed.

Toho Water Authority, Kissimmee, FL, Wastewater Booster Station. Electrical engineer for the electrical and control design of the in-line boosting of a wastewater force main. The project included designing the power system with a generator and a programmable logic controller (PLC) based control system to implement automatic variable speed pumping.

City of Palm Bay, FL, R. South WTP. Electrical engineer for this project that included the design of electrical power distribution with standby generators, instrumentation with radio telemetry, HVAC, and plumbing. The project also included the design of a PLC-based control system to implement automatic pumping. The control system included interfacing with the city’s SCADA system, flow metering, and level monitoring. HVAC and plumbing systems were designed to accommodate plant operations and a two-story office building.

John Delashaw, PE, MAT

Principal, Geotechnical Engineer



Mr. Delashaw currently serves as Vice-President and is the project principal and/or technical lead for most of the company's geotechnical projects. Much of his over 33 years of geotechnical engineering experience has been gained from working on projects in the areas of: dam design and evaluation; shallow and deep foundation systems; earthworks and site development; soil improvement techniques; specialty soil sampling; sinkhole investigation, evaluation and stabilization, and roadway soil.

His primary experience includes project management, contract management, technical direction of geotechnical engineering projects, geotechnical field investigations, and analyses for numerous public and private sector clients. He is responsible for staffing and resource management and reviewing engineering evaluations for geotechnical investigations in addition to numerous subsidence investigations. He often provides expert witness testimony on forensic projects and is in responsible charge of numerous soil stabilization projects.

Project Experience

Harden Boulevard Access Road, Polk County, FL | Geotechnical Principal-in-Charge. Project consisted of geotechnical investigation, design and construction plans to construct an approximately 600 foot long access road that progresses east from Harden Blvd. through former phosphate mined lands to provide access to a new development (residential and/or commercial) in Lakeland, Florida. Madrid CPWG was requested to provide a geotechnical design for a stable, permanent platform for roadway embankment construction along the proposed access road alignment. Madrid CPWG's design included CSV (cement stabilized vertical) columns combined with a load transfer blanket (LTB) consisting of multiple layers of biaxial geogrid interbedded with compacted sandy fill. The system will distribute and transfer roadway, embankment, and vehicle loads to more competent soils at depth. The combined system provides a more uniform load response to the roadway embankment. Value of Project: \$68,000

Polk County, West Lake Eloise Drive Resurfacing Project, Winter Haven, FL | Geotechnical Principal-In-Charge. This Polk County project included a section of road that overlies a thick peat layer that has a history of on-going settlement. Additional pavement has been added over time to try to keep the pavement above the seasonal high water level without success as the road continues to flood. Madrid investigated the site then recommended and designed a roadway cross-section that included excavation of the pavement section and installation of about 3 feet of lightweight cellular concrete allowing us to raise the roadway about 1 foot above the high water mark while also slightly unloading the organic soils that were too deep to excavate. By reducing the total load on the organics future settlement is nearly eliminated. Analyses included buoyancy calculations to ensure that the lightweight concrete would have sufficient pavement weight above it to avoid "popping out of the ground". Value of Project: \$55,000

Grandview Parkway, New Roadway and Bridge over I-4, Polk County, FL | Project Principal. Oversee geotechnical design and recommendations for a 3000 ft. new 2-lane roadway that includes a 600 ft. bridge over I-4 near Davenport, Florida. The project includes embankment, MSE walls, bridge pilings and stormwater ponds and some of the alignment crosses an existing wetland and organic deposits. Project challenges included high settlement estimates and remediation of a relic sinkhole found along the wall alignment. Value of Project: \$87,000



Years of Experience

- 33 Years

Education

- B.S., Civil Engineering, San Diego State University

Professional Registration

- Professional Engineer, Florida # 48154 (1986)

Additional Certifications

- Properties of Fills for MSE Walls – ASCE Webinar, January 2018
- Geo-Frontiers Conference – 2011 (Paper presented at conference – published in proceedings– June 2017
- Geotechnical and Materials Engineers Conf. ('98,'01,'04,'07,'10,'11,'12,'13,'14,'16,'17,'18,'19)
- Florida Dam Safety Annual Conference 1997 through 2004 (technical presenter 1999 & 2003)

Andre Kniazeff, P.E.

Geotechnical Engineering Division Leader



Mr. Kniazeff is the Geotechnical Engineering Division Leader and has 13 years' experience providing geotechnical engineering, materials testing, environmental, and consulting services. These services include planning/coordinating subsurface exploration and laboratory testing programs, geotechnical engineering analyses and providing recommendations relating to the design and construction of roadways, structures, earthwork projects, and sinkhole investigations. Additional responsibilities include maintaining project budgets, timelines, overseeing field crews, and client consultations throughout the project duration.

Project Experience

Zenith Pipeline

Geotechnical exploration program, laboratory-testing program, engineering analysis and report preparation in support of the installation of a natural gas pipeline by Horizontal Directional Drilling (HDD).

Tyndall Air Force Base Infrastructure

Geotechnical investigation, design and recommendations for new buildings, Stormwater Management Systems (SMS), roadways, and subsurface utilities construction within the Tyndall Air Force Base in Panama City, Florida.

USPS Parking Lot Expansion

Geotechnical investigation, design and recommendations for a new parking lot, Stormwater Management Systems (SMS), and subsurface utilities construction in Panama City, Florida.

Pedestrian Bridge, State Avenue, City of Panama City, Public Works Department

Geotechnical investigation, design and recommendations for a new pedestrian bridge in Panama City, Florida. The bridge structure consisted of a reinforced concrete structure founded on a deep foundation (driven timber piles).

Bay Parkway Phase II, Panama City Beach, FL

Roadway soil survey, field exploration, and flexible pavement design for a new roadway alignment. Also included foundation recommendations for culverts, major signals and signs.

River Road Bridge Replacement, Walton County, FL

Geotechnical investigation, design and recommendations for a new vehicular bridge in Walton, Florida. The bridge structure consisted of a reinforced concrete structure founded on a deep foundation (driven precast concrete piles).

Street Resurfacing Project 2019, Panama City Beach, FL

Perform pavement corings and field evaluation followed by condition assessment and remedial recommendations for several roadway alignments in Panama City Beach, FL.



Years of Experience

- 13 Years

Education

- B.S., Civil Engineering, University of Central Florida

Professional Registration

- Professional Engineer, Florida # 81315



John Sobczak, PE

Structural Engineer

John has over 17 years of experience working in the water/wastewater industry. His experience encompasses structural and structural/ geotechnical engineering and focuses on inspecting, analyzing, modeling, and designing environmental and municipal structures. John is also experienced in many computer-aided design (CAD) software such as RISA, Robot, Visual Slope, and Revit.

John is well versed in the requirements for the preparation of structural design calculations and high-quality contract documents for water and wastewater treatment facilities and the industrial structures and buildings at those facilities. This experience stems from having provided services to various governmental agencies, industrial concerns, consulting engineers, and architect/engineers. In addition, He has been a critical member of a successful small engineering company, where he has performed many types of designs outside of the water/wastewater industry, which include earthen dams, stadiums, bridges, elevated water storage tanks, and commercial and retail structures. This broad experience allows John to provide solutions to engineering problems that are the most cost-effective and simple enough to verify smooth construction and superior results.

Representative project experience includes:

- Mims WTP Upgrades, City of Mims, FL
- Parkway WTP DBP Mitigation Project, Toho Water Authority, FL
- Lift Station 97 Rehabilitation Project, Toho Water Authority, FL
- Parkway WTP and Buenaventura Lakes WTP Evaluations, Toho Water Authority, FL
- Southeast Regional WTP Major Upgrades, Seminole County, FL
- Hilton Road Water Re-pump Station Replacement, City of Coconut Creek, FL
- Sodium Hypochlorite Generators Replacement, City of Ormond Beach, FL
- Lime Slakers Replacement, City of Ormond Beach, FL
- Southeast Regional WTP Fluoride System Upgrades, Seminole County, FL
- Water Supply Facilities Chemical System Improvements, Orange County, FL
- Vistana WSF Improvements, Orange County, FL

Firm

Wekiva Engineering, LLC

Years of Experience

17

Education

*University of Central Florida, FL,
M.S., Structural Engineering*

*University of Central Florida, FL,
B.S., Mechanical Engineering*

Registrations & Certifications

*Professional Engineer - FL, AL, GA,
LA, MI, NC, NY, SC, TX*





Greg Prather, PSM

Vice President of Surveying

Education

Maynard A. Travis Technical
Center
Surveying Technology I & II

Years of Experience:

With Pickett: 38
Total: 42

Professional Registrations

Professional Licensed Surveyor &
Mapper

- State of Florida, No. 5135

Professional Affiliations

Florida Surveying & Mapping Society

- District 4 Director: 1993-1995
- District 4 Director: 2016-present

Ridge Chapter of the FSMS

- Vice President: 1991-1992
- President: 1992-1993

Qualifications Summary

Mr. Prather is a Vice President and manages the daily operations of Pickett's Surveying Division and the Company Safety Program. He has been involved in surveying and mapping since 1980 and is experienced in boundary and topographic surveys, wetland surveys, land reclamation surveys, ALTA/ACSM title surveys, right-of-way surveys, route surveys, construction "as-built" surveys and hydrographic surveys. He is experienced in, and supervises construction staking, geodetic control surveys, DTM creation, volume computation, and conventional data collection using Trimble total stations with data collectors. He is in charge of GPS surveys and has field and office experience with Trimble GPS software, receivers and data collectors and has extensive experience in Ordinary High Water Line Determination.

Project Experience

Project Client and Facility: South Florida Water Management District, Lake Hancock Lake Level Modification Project

Date of Assignment: May 5, 2017

Role on Project: Project Manager, Surveyor In Charge

Brief Description of Assignment: Boundary surveys for multiple large acquisition parcels involved Title Policy review and application, Ordinary High-Water Line (OHWL) determination inclusive of topographic data acquisition and legal description preparation.

Project Client and Facility: South Florida Water Management District, Upper Peace River MFL

Date of Assignment: February 29, 2019

Role on Project: Project Manager, Surveyor In Charge

Brief Description of Assignment: Horizontal and vertical control, as built, cross sections and bridge detail along Peace River from Bartow to Wauchula



Education

University of Florida
Bachelor of Science,
Geomatics

Hillsborough Community
College
Associate in Arts, Engineering

Years of Experience

Career: 1993
With Pickett: 2009

Professional Registrations

Professional Licensed
Surveyor & Mapper
• State of Florida, No. 5568

Certified Wetland Delineator
(ACOE)

Professional Affiliations

Florida Surveying & Mapping
Society
• District 4 Director – 2011-
2013

Ridge Chapter of the FSMS
• Vice President –2009-2010
• President – 2010-2011



PICKETT®

Craig Emrick, PSM Vice President of Geospatial Services

Qualifications Summary

Mr. Emrick is a native Floridian and has been involved in surveying since 1993 in both the public and private sectors statewide. A 2002 graduate of the University of Florida's Geomatics Program, he is a licensed surveyor in the States of Florida and Alabama. Craig is the Vice President of Geospatial Services with Pickett and Associates, Inc., where he is responsible for the management, execution and quality control of various aerial surveying projects throughout the US.

Project Experience

SFWMD: Medard Reservoir - survey of four PLSS sections, investigation of section corner inconsistencies, boundary determination, office computations, creation of survey map and field crew management.

SFWMD: Pretty Lake (Crabb & Geiger Parcels) - PLSS sectional survey, boundary determination, title commitment review, creation of survey map and field crew management.

SFWMD: Clemens Boundary Survey – Provide a boundary survey of 1,177.53 acres along the Kissimmee River flood plains inclusive of establishing and setting monumentation to State Plane Coordinates, and locating all improvements within 10 feet from the tracts boundary line. Certified Corner Records were completed for all found or set sectional breakdown corners which were then filed with the FDEP and reported to NGS.

SFWMD: Oak Creek - Assist project surveyor in topographic survey including centerline profiles and cross sections for Oak Creek, Starvation Slough and two un-named creeks for approximately 16.2 miles of creek centerline. Compilation of SFWMD benchmark forms for 46 vertical control points and Staff Gauge sketches for 36 locations along the project.

www.PickettUSA.com



**Mike Patterson, PSM
Vice President**

Contract Role: Senior Surveyor

Years' Experience: 22

Availability: 60%

Office Location: Tampa, FL

Education

- BS / Surveying / 2001,
Pennsylvania State University

Professional Registrations

- Florida Professional Surveyor &
Mapper – LS 6560

Professional Affiliations

- Florida Surveying and Mapping
Society

Summary of Experience

Mr. Patterson has over 22 years of experience providing surveying, mapping and subsurface utility engineering professional services on a multitude of transportation projects throughout central and west Florida. Mr. Patterson has supervised and participated in many surveying projects including right of way control surveys, right of way mapping, geodetic control surveys, design/topographic surveys, boundary surveys, and subsurface utility surveys. He has developed standards and procedures for field and office work in order to increase efficiency and quality of the produced deliverables while always focusing on safety.

As Vice President of Surveying of ECHO UES, Inc., Mr. Patterson is involved with Standard Operating Procedure (SOP) development and implementation, staff training, quality control, technical leadership, in addition to general business tasks pertaining to the Company's partners.

Significant Projects

Polk County NE2 & NW Generators Site Improvements, Polk County, FL: Mr. Patterson served as the Senior Surveyor for this project where ECHO provided Subsurface Utility Engineering and Topographic Survey services which resulted in designating and locating the position of underground utilities located at the project generator sites defined within the project scope. Cost: \$14,975

Polk County NERWWTF Clarifier Addition, Polk County, FL: Mr. Patterson served as the Senior Surveyor for this project which consisted of design service for the installation of a new clarifier and other site improvements at the existing NERWW Treatment Facility in Davenport. ECHO's services included providing subsurface utility engineering and topographic survey services. Cost: \$75,600

US 92/SR 600 at Fish Hatchery Road, Polk County, FDOT District 1 (FPN 4419983-1): Mr. Patterson is serving as the project manager and surveyor of record for this design project in which ECHO is responsible for establishing horizontal and vertical control, retracing the historic alignment, R/W calculation from record information (R/W maps, plats, last deed of record), topographic survey, survey of geotechnical borings and designating (CI/ASCE 38-02 Quality Level B) and locating (CI/ASCE 38-02 Quality Level A) subsurface utility engineering. Cost: \$135,100

SR 60 West of Diesel Road, Polk County, FDOT District 1: Mr. Patterson prepared the design survey, including digital terrain model, right-of-way control survey and right-of-way maps to support the engineer of record's efforts associated with the final design and construction of this FDOT project. Additional responsibilities included processing and reviewing the survey of designating (CI/ASCE 38-02 Quality Level B) and locating (CI/ASCE 38-02 Quality Level A) subsurface utility engineering efforts. Cost: \$74,500

West Pipkin Road Widening Project, Polk County, FL: Mr. Patterson served as Senior surveyor for this project where ECHO provided Subsurface Utility Engineering services, which included designating and locating the position of underground utilities in areas where design elements were in potential conflict with utilities. Cost: \$125,000

Thompson Nursery Road, Polk County, FL: Thompson Nursery Road is a proposed four-lane urban collector roadway located to the south of Winter Haven. The corridor limits of the Project are from the intersection of US 17 @ SR 540 to the intersection of Thompson Nursery Road @ West Lake Ruby Drive. This project consists of the final design and construction of this new roadway. ECHO was requested to provide survey, subsurface utility engineering, and utility coordination services. Mr. Patterson currently serves as the Survey lead. Cost: \$20,000 (To Date – Ongoing)

Grow, Inspire, Make a Difference



Jason Stanley
Vice President

Contract Role: SUE Lead

Years' Experience: 23

Availability: 60%

Office Location: Tampa, FL

Education

- Associates of Applied Science (AS), Design Technology, ITT Technical Institute

Professional Registrations/Licenses

- Florida Department of Environmental Protection, Erosion and Sedimentation Control, Lic#435

Certifications/Training

- Transportation Worker Identification Credentials (TWIC)
- Florida Phosphate Producers
- Intermediate Maintenance of Traffic
- US NAVY Veteran, Operation - Specialist A-School Training

Summary of Experience

Mr. Stanley has over 23 years of experience providing subsurface utility engineering (SUE) professional services, in addition to providing management support for surveying and mapping services throughout the state of Florida. Mr. Stanley spent his entire working career dedicated solely to risk management and the protection and construction of public and private infrastructure, specifically through Subsurface Utility Engineering and Survey processes.

Mr. Stanley's extensive experience working with a wide range of clients in both the public and private sectors has provided him with a diverse background and exposure to potential public and utility related issues that may present themselves during a contract. His experience includes project management, finance, subsurface utility engineering, surveying and mapping, utility/roadway design and construction, water/wastewater treatment and nuclear energy plants, permitting and construction claims.

Mr. Stanley will serve as SUE lead on this contract and provide proactive, hands-on review of all SUE Task deliverables ensuring continuity and consistency of the processes and products amongst the valued ECHO team members.

Significant Projects

Polk County NERWWTF Clarifier Addition, Polk County, FL: Mr. Stanley served as the SUE lead for this project which consisted of design service for the installation of a new clarifier and other site improvements at the existing NERWW Treatment Facility in Davenport. ECHO's services included providing subsurface utility engineering and topographic survey services. Cost: \$75,600

Polk County NE2 & NW Generators Site Improvements, Polk County, FL: Mr. Stanley served as SUE lead for this project where ECHO provided Subsurface Utility Engineering and Topographic Survey services which resulted in designating and locating the position of underground utilities located at the project generator sites defined within the project scope. Cost: \$14,975

Thompson Nursery Road, Polk County, FL: Thompson Nursery Road is a proposed four-lane urban collector roadway located to the south of Winter Haven. The corridor limits of the Project are from the intersection of US 17 @ SR 540 to the intersection of Thompson Nursery Road @ West Lake Ruby Drive. This project consists of the final design and construction of this new roadway. ECHO was requested to provide survey, subsurface utility engineering, and utility coordination services. Mr. Stanley currently serves as SUE lead. Cost: \$20,000 (To Date – Ongoing)

West Pipkin Road Widening Project, Polk County, FL: Mr. Stanley served as the SUE Project Manager for this project where ECHO provided Subsurface Utility Engineering services, which included designating and locating the position of underground utilities in areas where design elements were in potential conflict with utilities. Cost: \$125,000

US 92/SR 600 at Fish Hatchery Road, Polk County, FDOT District 1: Mr. Stanley served as SUE QA/QC for this design project in which ECHO was responsible for establishing horizontal and vertical control, retracing the historic alignment, R/W calculation from record information (R/W maps, plats, last deed of record), topographic survey, survey of geotechnical borings and designating (CI/ASCE 38-02 Quality Level B) and locating (CI/ASCE 38-02 Quality Level A) subsurface utility engineering. Cost: \$135,100

Grow, Inspire, Make a Difference

Michelle Klase Robinson, APR – Public Outreach



Key Qualifications

- Wide-ranging public relations experience with water, wastewater and stormwater infrastructure.
- Committed to leveraging a utility's existing resources to improve efficiency and save money.
- Experienced with DB, DBO and DBOOT projects.

Education

BA, Speech Communication/ Journalism
1990, Auburn University, Auburn, Ala.

Years of Experience

29

Affiliations

Public Relations Society of America
American Water Works Association
Water Environment Federation

Training

National Incident Management System:
ICS 100, 200, 700

Harvard Program on Negotiation: Dealing
with an Angry Public

Summary

Michelle Klase Robinson is an accredited public relations professional specializing in water, wastewater and related infrastructure. She has 29 years' experience handling community involvement and outreach for some of the largest water and wastewater projects in Florida, including the 15.5-billion-gallon C.W. Bill Young Regional Reservoir, Northwest Hillsborough Wastewater Consolidation Program, Tampa Bay Seawater Desalination Plant, Sarasota's Lift Station 87 and more than 55 miles of large-diameter pipeline and box culvert.

Selected Project Experience

Tampa Bay Water Long-term Master Water Plan: Public engagement subconsultant. Efforts included coordinating two statistically valid public opinion surveys and focus groups, assisting with a targeted water quality campaign and microsite, creating fact pack and web content, developing content for a dedicated microsite to garner citizen input via an online survey, coordinating three telephone town hall meetings, and compiling input into the Long-term Master Water Plan.

Southeast Seminole Heights Flooding Relief Project: Public information subconsultant supporting design and construction of a stormwater conveyance system in Tampa. Efforts to date include writing public information materials, launching and maintaining a project website, door hangers to nearly 700 addresses along the routes, one-on-one meetings with interested residents, community group presentations, an online public opinion survey to obtain input on proposed transportation improvements that are being implemented in concert with the stormwater upgrades, staffing a project hotline, planning and implementing pre-construction community meetings, and ongoing construction communications.

Northwest Hillsborough Wastewater Consolidation Program:

Public information and outreach for a program to retire two aging wastewater treatment plants and build pipelines to divert flows to an expanded water reclamation facility. Efforts included briefings and community meetings to introduce the program, working with County staff to develop the public outreach framework for design-build consultants to implement, coordinating design-build team public outreach efforts, and writing public information materials. The program was approved for construction with no community opposition.

P.O. Box 96, Safety Harbor, FL 34695
www.dialogue-pr.com

Robin N. Bizjack, APR – Public Relations Specialist



Key Qualifications

- Award-winning writer experienced in employee communications, government affairs, media and community relations.
- Experienced in organizational change management, *the people side of change*.

Education

BS, Journalism/Public Relations, 1990
Arkansas State University, Jonesboro, Ark.

Years of Experience

29

Training & Certifications

- Accredited in Public Relations, 2000
- Change Management Practitioner, 2019, APMG International
- Change Management Foundation, 2017, APMG International

Affiliations

Public Relations Society of America (PRSA)

- Tampa Bay Chapter, various committee, board and officer positions, 1992 – present

Awards

- LACP Inspire Award for Employee Communication Excellence
- AIVA Communicator Award

Summary

Robin N. Bizjack is an accredited public relations professional and certified organizational change management practitioner with more than 25 years' experience in communications to elicit behavioral change.

Selected Project Experience

Southeast Seminole Heights Flooding Relief Project: Public relations subconsultant for stormwater infrastructure project. Efforts include staffing the project hotline to assist stakeholders, drafting public communications materials and traffic advisories, implementing an online survey and maintaining project website.

San Carlos Pump Station Rehabilitation Project: Public relations subconsultant for wastewater renovation and upgrade project. Staffed project hotline and email to assist stakeholders, drafted and distributed public communications materials and social media posts, assisted public meetings and community group presentations, and maintained project website.

Pinellas County Redundant Force Main Project: Developed weekly construction updates and traffic alerts for this 36-inch diameter wastewater force main. Conducted weekly site visits and coordinated with stakeholders. Assisted in planning and coordinating a public outreach meeting during the design.

City of Sarasota Lift Station 87 Project: Public relations subconsultant for lift station and sewer main project. Efforts included staffing the project hotline to assist stakeholders; coordinating public meetings and maintaining project website.

Tampa Bay Water: As-needed communications consultant writing for Tampa Bay Water's blog, annual reports, website and e-newsletter, *Water News*.

Publix Super Markets Sustainability Initiative: Branded Publix's sustainability initiative, Green Routine® and led its multi-year communications campaign, significantly reducing electricity consumption across the retail sector. Successfully engaged retail associates in increasing recycled materials while minimizing bail contamination.

Nielsen: Change management communications lead for global information technology organization.

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www.dialogue-pr.com

Prasad Chittaluru, PhD, PE, PMP, BCEE, GISP

GIS Analysis/Database and Information System Development

Dr. Chittaluru has over 20 years of program and project management experience in enterprise systems design, implementation and maintenance. He has extensive knowledge in working with government agencies, DOTs, utilities, public works and businesses. He has served in various project roles including project engineer, lead technical professional, project manager, project principal and client manager. He has an excellent understanding of business needs of cities, planning agencies, utilities, transportation agencies and public works departments. He has facilitated the development of many large enterprise information management systems for government agencies across the United States. He has served as project manager and technical professional on many enterprise IT/GIS systems planning, design and implementation, as well as utilities and transportation master planning projects. He enjoys the opportunity to enhance clients' business efficiencies and customer service through work flow simplification and systems optimization.

Education

- Ph.D. in Civil and Environmental Engineering, University of Miami, FL
- M.S. in Civil and Environmental Engineering, University of Miami, FL
- B.S. in Civil Engineering, Birla Institute of Technology & Science, India

Technical Certifications

- Professional Engineer, Florida (1995) and Minnesota (1997)
- Project Management Professional (PMI) (2011)
- American Academy of Environmental Engineers BCEE (2004)
- GIS Professional, GIS Certification Institute (2008)
- Fellow, American Society of Civil Engineers (2015)

Work Experience

EPIC Engineering & Consulting Group, LLC (March 2007 – Present)

Some of the key projects managed by Dr. Chittaluru in the recent past include:

- Polk County Utilities (PCU) Capacity Management System Design and Development
- Polk County Utilities (PCU) GIS Master Plan and Map Products Development
- Orange County Utilities (OCU) Mobile Maximo Replacement
- Orange County Utilities (OCU), FL, Forcemain Data Management Application
- Orange County Utilities (OCU), UDF Group 6 Reiss TA5
- Orange County Utilities (OCU), FL, Water Dashboard
- Orange County Utilities (OCU), FL, Customer Counts Data Analysis
- Orange County Utilities (OCU) Enterprise Data Management and Business Process Mapping
- Orange County Utilities(OCU) Data Management System (UDMS) Needs Assessment
- Orange County Utilities (OCU) CIP Tracking System Concept Design
- Reedy Creek Improvement District (RCID) Asset Management Study
- St. Lucie County, FL Analysis and Documentation of Land Management Solution Business and Technical Requirements
- City of St. Cloud IT Needs Study
- City of Orlando Public Works Platform Project
- City of Tampa AMI Solution Consulting
- Florida Department of Transportation (FDOT) District 5 Integrated Corridor Management
- Florida Department of Transportation (FDOT) Transportation Systems Management & Operations
- Florida Department of Transportation (FDOT) Active Arterial Management Dashboard
- Florida's Turnpike Enterprise (FTE) Data Repository
- Florida's Turnpike Enterprise Asset Management Systems



Suresh Sanka, MS, PMP

GIS Analysis/Database and Information System Development

Mr. Sanka has over 20 years of experience and specializes in database, web, mobile, GIS and RFID solutions. He is proficient in open-source and proprietary development environments, including Big Data, .NET, AJAX, Android and REST & SOAP Web Services, SQL Server, MySQL, PostgreSQL, Oracle, PHP, JavaScript, CSS, and HTML. He has implemented a wide range of applications, including RFID, GIS. Suresh holds an Electrical & Electronics engineering degree and a master's degree in software systems. As a senior developer, Suresh has developed several custom planning tools using web technologies for various school, transportation, and medical businesses.

Areas of Experience

- Enterprise software development
- Expertise in design, architecture, and implementation of advanced software applications
- Custom transportation planning tools
- GIS and web technologies
- Mobile Applications Development

Education

- MS, Software Systems, BITS, Pilani, India
- BS, Electrical & Electronics Engineering, Siddagana Institute of Technology, Bangalore Univ., India

Work Experience

EPIC Engineering & Consulting Group, LLC (March 2013 – Present)

Since 2013 Suresh has served as Senior Software Developer with EPIC, practicing in enterprise applications, products, GIS, IT and asset management solutions. He is involved in technological assessment, selection, process mapping, architecture, design and implementation of custom software and database applications across multi-department systems in municipal government and private sector environments.

Some of the key projects Suresh was a team member include:

- Polk County Utilities, Winter Haven, FL: PCU Master Database
- Polk County Utilities PCUMD and CapMS Enhancements
- City of Orlando, FL, IT Services
- Orange County ArcGIS Enterprise Implementation
- Orange County Utilities (OCU) Capital Labor Time Application
- Orange County Utilities (OCU) WIN Dashboard
- Orange County Utilities (OCU) WIN Dashboard Enhancements
- Orange County Utilities, Orlando, FL, Water Quality Application
- CBCCFL Iris Version 4.0 Development and Support
- CFX-HNTB Expressway Information Portal (EIP)
- Florida Department of Agriculture and Consumer Services (FDACS) Division of Food, Nutrition, and Wellness: Florida's Roadmap to Living Healthy – An Interactive Map Portal Application Replacement.
- Florida Department of Agriculture and Consumer Services (FDACS) Division of Food, Nutrition, and Wellness: ESF11 Damage Estimation Tool.
- Florida Department of Health, Tallahassee, FL
- Florida Department of Transportation (FDOT), District 3, NWFL Roads Website Assessment
- Florida Department of Transportation (FDOT), District 3, NWFL Roads Data Management Application
- Florida Department of Transportation (FDOT) District 5 Integrated Corridor Management
- Florida Department of Transportation (FDOT), Maintenance Application Development & SharePoint Services

DAVID F. MACINTYRE, P.E.

Owner / President / Principal Engineer

Years of Experience

39 (2 with USACE Waterways Experiment Station; 4 with CDM; 24 with Parsons Brinckerhoff; 9 with AquaSciTech Consulting)

Education

M.E., Environmental Engineering, 1986, University of Florida

M.A., Civil Engineering, 1983, University of Cambridge (England)

B.A., Civil Engineering, 1979, University of Cambridge (England)

Professional Registrations

Professional Engineer, Florida, Registration No. 41984, 1989

Key Qualifications

David MacIntyre is a water resources engineer with a broad-based background in hydrology, hydrogeology, contaminant transport and computer modeling of groundwater and surface water systems. He is a senior technical specialist in water supply, reuse of reclaimed water, hydroperiod as a predictor of stress in hydrologically isolated wetlands, and assessment of groundwater and surface water systems and the interactions between them. Some examples of his project experience are given below.

Selected Project Experience

- **Polk County Utilities, 2021: Expert Witness Services for CFWI Rule Protest.** David MacIntyre led AquaSciTech's Expert Witness services for Polk County in support of Polk County's Chapter 120 challenge to the proposed Central Florida Water Initiative water permitting rule (CFWI Rule). Services included: running the ECCTX model to simulate 2014, 2025 and 2040 demand conditions; development of Python code to extract head data from ECCTX output files (this code was shared with consultants from Carollo and Jacobs Engineering in a cooperative response effort); reformatting the extracted heads to support further analysis of head changes; assessment of future wetland stress risks; preparation of trial exhibits, and coordination of response with other consultants working on the rule challenge for Polk County and other affiliated utilities. The rule challenge was settled by negotiation shortly before it was scheduled to go to trial.
- **Polk County Utilities, 2020 – 2021: Oak Hills WUP Modification.** David MacIntyre assisted PCU to modify its Oak Hills water use permit (WUP) in the South Florida Water Management District (SFWMD). PCU was seeking relief from a WUP condition that tied groundwater withdrawal quantities to a proportionate quantity of reclaimed water recharge at PCU's rapid infiltration basins (RIBs) at the Providence Golf Club in Davenport. David performed an assessment of historical wetland water levels and RIB loads to demonstrate that under most climate conditions, the wetlands did not need water support from RIB loading in order to maintain acceptable water levels. David MacIntyre developed a tool to be used for determining when reclaimed water recharge was required, and assisted PCU staff in negotiations with SFWMD staff to modify the WUP conditions to require reclaimed water recharge only when actually required to maintain acceptable wetland water levels.

VIVIENNE HANDY, PWS, PRINCIPAL SCIENTIST, PROJECT MANAGER

EXPERIENCE 33 Years

EDUCATION

B.S., Biology, University of South Florida, 1984

PROFESSIONAL CERTIFICATIONS AND ORGANIZATIONS

Certified Professional Wetland Scientist (PWS, #370), Society of Wetland Scientists
U.S. Army Corps of Engineers Wetland Delineation Methodology Course
Uniform Wetland Assessment Methodology (UMAM) Training
FDOT Project Development and Environment (PD&E) Manual Training
FDOT Water Quality Impact Evaluation Training (WQIE) & Certification
FDOT Efficient Transportation Decision Making (ETDM) Training



Vivienne Handy is the President and Principal Ecologist for Quest Ecology Inc. She founded Quest in 1996, and has over 30 years of experience in ecosystems management, environmental permitting, wetland mitigation, and wildlife studies. Prior to the formation of Quest Ecology, Ms. Handy served in a variety of positions with regulatory agencies and engineering and consulting firms.

A significant portion of Ms. Handy's career experience has consisted of conducting and managing field studies and environmental permitting. This includes the oversight of permitting and environmental documentation for a wide variety of projects and clients, from roadway and bridge studies to mine reclamation projects. Ms. Handy's recent focus has been on NEPA and Endangered Species Act issues, including working with the US Fish and Wildlife Service on the development of regional, multi-species Habitat Conservation Plans. Ms. Handy has recently overseen the development of six HCP's, involving multiple habitats and species, and county and city-wide efforts, as well as project-specific Incidental Take Permits. Ms. Handy is also heavily involved in the development and permitting of wetland mitigation banks and conservation banks for listed species, and was responsible for the permitting of the first Scrub Conservation Bank for Florida scrub-jay and sand skink in the State of Florida.

Currently, Ms. Handy manages projects throughout the state that involve impact assessments, wetland permitting, threatened and endangered species surveys, habitat restoration and management, and wetland mitigation design and site management. These projects are for clients such as the FDOT, local governments, the mining industry, utilities, and commercial and residential developers.

- **Tippen Bay Wetland Mitigation Bank** – Design of wetland restoration and creation, UMAM, credit evaluations, and preparation of ERP application and USACE Prospectus for ~1,400 acre proposed wetland mitigation bank. DeSoto County.
- **Duette & Headwaters Preserve Wetland Restoration Study, Manatee County Division of Natural Resources** - Design and implementation of monitoring program to assess restoration success on hydrologically restored wetland systems.
- **FDOT Wetland Mitigation Program, SWFWMD** – Develop and implement baseline methods and permit compliance monitoring plans for wetland mitigation sites located on public lands throughout the District.
- **Charlotte County County-wide HCP for Florida Scrub-jay** – Project Director responsible for oversight of data collection, field surveys, Steering Committee and Interagency Task Force development, public involvement, and development of draft and final HCP. Charlotte County Natural Resources Department.
- **Highlands County County-wide Multi-Species HCP** – Project Director responsible for the coordination of all data collection, field surveys, mapping, Technical Advisory Group and Stakeholder Group coordination, preparation of presentation materials, meeting facilitation, development of Reserve System alternatives and draft HCP for 46 listed species within scrub habitats. Highlands County BOCC.
- **NE 23rd Bridge Replacement, FDOT District 4** – Project Director responsible for oversight of local, state and federal environmental permitting. Broward County, Florida. (2018- ongoing)
- **SR 45 (US 41) from SR 78 to North Fork Drive sidewalk project, FDOT District 1** – Project Director responsible for scheduling all field surveys, oversight of environmental permitting, and the final WER. Lee County, FL (2017-on-going)

TAB 5 CERTIFIED M/WBE FIRM

Participation of State-Certified M/WBE Firms

CHA is not a certified minority business enterprise (MBE), woman-owned business enterprise (WBE), small business enterprise (SBE), or other recognized disadvantaged business enterprise (DBE); However, we work with local DBE firms whenever possible and have a strong history of meeting contractual requirements and goals, with respect to the level of utilization of such firms. **We make an affirmative declaration to make a good faith effort to incorporate such firms into this contract.**

Our team includes the following DBE subconsultants selected for their DBE status and their particular expertise in disciplines necessary to complete projects that may arise under this contract successfully.

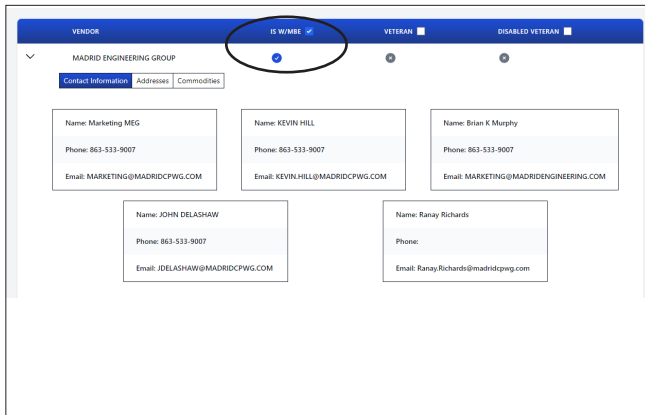
- **Madrid CPWG (MBE)** | Geotechnical Engineering
- **EPIC Engineering & Consulting Group, LLC (MBE)** | GIS Analysis/Database and IS Development
- **Dialogue Public Relations, LLC (WBE)** | Public Involvement
- **ECHO UES, Inc. (MBE)** | Surveying and Mapping/SUE
- **Quest Ecology (WBE/DBE/MBE)** | Environmental

CHA is an Equal Employment Opportunity (EEO) employer, and will work to meet minority business participation goals.







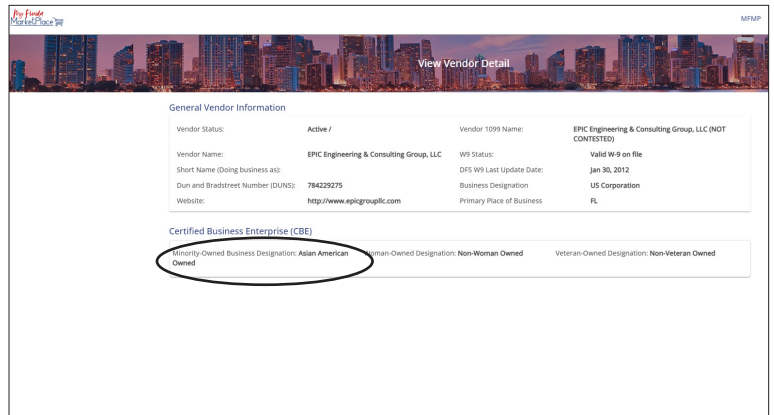


Vendor: MADRID ENGINEERING GROUP

IS WBE VETERAN DISABLED VETERAN

Contact Information | Addresses | Commodities

Name: Marketing MEG Phone: 863-533-9007 Email: MARKETING@MADRIDCPWG.COM	Name: KEVIN HILL Phone: 863-533-9007 Email: KEVIN.HILL@MADRIDCPWG.COM	Name: Brian K Murphy Phone: 863-533-9007 Email: MARKETING@MADRIDENGINEERING.COM
Name: JOHN DELASHAW Phone: 863-533-9007 Email: JDELASHAW@MADRIDCPWG.COM	Name: Ranay Richards Phone: Email: Ranay.Richards@madridcpwg.com	



View Vendor Detail

General Vendor Information

Vendor Status: Active /	Vendor 1099 Name: EPIC Engineering & Consulting Group, LLC (NOT CONTESTED)
Vendor Name: EPIC Engineering & Consulting Group, LLC	W9 Status: Valid W9 on file
Short Name (Doing business as):	DFS W9 Last Update Date: Jan 30, 2012
Dun and Bradstreet Number (DUNS): 784229275	Business Designation: US Corporation
Website: http://www.epicgroupinc.com	Primary Place of Business: FL

Certified Business Enterprise (CBE)

Minority-Owned Business Designation: Asian American Owned	Woman-Owned Designation: Non-Woman Owned	Veteran-Owned Designation: Non-Veteran Owned
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State of Florida
Woman Business Certification

Dialogue Public Relations LLC

Is certified under the provisions of 287 and 286.187, Florida Statutes, for a period from: 11/22/2021 to 11/22/2023

J. Todd Iannini
Florida Department of Management Services



State of Florida
Minority Business Certification

ECHO UES, Inc.

Is certified under the provisions of 287 and 286.187, Florida Statutes, for a period from: 08/11/2021 to 08/11/2023

Florida Department of Management Services



FDOT | BROWARD COUNTY | GREATER ORLANDO AVIATION AUTHORITY | JACKSONVILLE TRANSPORTATION AUTHORITY

Florida Unified Certification Program
DISADVANTAGED BUSINESS ENTERPRISE (DBE)
CERTIFICATE OF ELIGIBILITY
QUEST ECOLOGY INC
MEETS THE REQUIREMENTS OF 49 CFR, PART 26
APPROVED NAICS CODES:
541620

Samuel Forbes (Sammy)
DBE & Small Business Development Manager
Florida Department of Transportation

FLORIDA DEPARTMENT OF TRANSPORTATION | TAMPA INTERNATIONAL AIRPORT | ALLAHASSEE | VETERAN

TAB 6 INTERACTION WITH COUNTY AND REGULATORY AGENCY STAFF

CHA has been providing consulting services to PCU since 2007. Projects that CHA has executed for PCU include regional studies; master planning; hydraulic and water quality modeling; preliminary design, detailed design, and construction administration for treatment facilities, pump stations, and pipelines; regulatory agency support (e.g., permit renewals, etc.); water supply; asset inventory and condition assessments; and other highly technical program implementation support. This vast project experience, combined with our local staff's direct interactions with PCU staff over the past 16 years, affords CHA a high level of technical acumen and intimate knowledge of local and regional nuances, while gaining the trust of various PCU staff. **We believe our project history with PCU and other clients throughout the greater Polk County area has set the stage for the CHA team to be perfectly suited to continue to provide effective interaction with county and regulatory staff members, leading to successfully delivered projects.**

Interaction with Regulatory Agency Staff

Polk County is geographically located such that it falls under the jurisdiction of two water management districts: the Southwest Florida Water Management District (SWFWMD) and the South Florida Water Management District (SFWMD). Further, there are other entities that would be involved in the permitting of water and wastewater projects, including the Florida Department of Environmental Protection (FDEP), and the Polk County Health Department (PCHD). When progressing designs or reviewing regulatory requirements, it is important to get (and document) clarity concerning the prevailing regulatory agency for a given project.

The CHA team has extensive experience and knowledge of local regulatory staff and has experience with the SWFWMD, SFWMD, FDEP, and PCHD, in addition to the Polk County Development Review Committee. Our project manager, and other team members, have secured numerous permits from FDEP's southwest office, the local prevailing water management districts, and Polk County. Representative experience includes pipeline projects (e.g., the Ernie Caldwell Reclaimed Water Main); lift stations/pump stations; and water and wastewater treatment facilities (e.g., Central Regional Water Production Facility and the Northwest Regional WWTP Headworks Improvements). **We have navigated complex requirements to move two Florida municipalities out of existing consent orders, including successfully negotiating with FDEP for a rare NPDES permit to discharge reverse osmosis (RO) concentrate to a local surface water.** CHA also successfully retired an FDEP consent order for a local Florida county related to non-compliance with disinfection byproduct (DBP) rules. In both cases, CHA worked closely with the utilities' staff members, and as a team, to successfully implement solutions that resulted in retiring both consent orders.

CHA was successful in acquiring permits related to the Tampa Bay Water Desalinization I Plant remediation improvements, which included exhaustive permitting with FDEP, Hillsborough County, and the Environmental Protection Commission (EPC) of Hillsborough County. CHA was also involved in the Dale Mabry Diversion/Delwood Super Station project for Hillsborough County, which was commissioned several years ago. During the design, the team negotiated with the FDEP, Hillsborough County EPC, and the State of Florida Fire Marshall to address concerns regarding NFPA 820 and the conditions under which it applies. This included discussions and negotiations which ultimately led to the county receiving the desired approvals. **These examples demonstrate our team's ability to navigate complex regulatory issues.**

Water Use Permitting

CHA is well-versed in water use permitting, having been involved in projects throughout Florida since 1998. CHA was recently contracted by the City of Haines City and the City of Melbourne to renew/modify their water use/consumptive use permits (WUPs/CUPs). The Haines City WUP modification is directly applicable to PCU, as the demand growth, water supplies, and constraints with respect to developing alternative water supplies are similar.

Funding

Our team has excellent relationships and experience with various funding programs, **including State Revolving Fund (SRF) loans, Cooperative Funding, American Rescue Plan Act (ARPA) funding, and Department of Economic Opportunity (DEO) programs.** In particular, we have supported the City of Haines City in securing grants, cooperative funding, and SRF loans for several projects. **To date, we have helped the City of Haines City secure in excess of \$1M in grants, nearly \$5M in cooperative funding, and nearly \$10M in SRF loans, with another \$30M to \$40M expected within the next six months.** We also recently completed a comprehensive utility rate study update for the City of Apopka to assist in the development of revenue bond financing and an SRF loan application for a \$55.2M expansion of the city's WWTP. **CHA produced a wastewater asset management plan to meet FDEP SRF program requirements to reduce the loan interest rate, saving the city an additional \$1M.**

Conclusion

In summary, CHA has "walked the path" together with PCU and other utilities on major projects and **has worked proactively with regulatory agencies to reach solutions that benefit our clients, comply with regulations, and help central Florida municipalities meet increasing demands on their utility systems and budgets.** This history of sound interactions, our team's familiarity with PCU staff, and our deep knowledge regarding the expectations of regulatory agencies will allow the CHA team to provide significant value and efficiency to PCU if selected for this contract.

TAB 7 SURVEYS OF PAST PERFORMANCE

Survey Questionnaire – Polk County

RFP 23-448, Utilities Design Services & Regulatory Services

To: Ed Gil de Rubio, Director (Name of Person completing survey)

South Seminole & North Orange County Wastewater Transmission Authority (SSNOCWTA) (Name of Client Company/Contractor)

Phone Number: 407.628.3419 Email: director@ssnocwta.com

Subject: Past Performance Survey of Similar work:

Project name: C-200 PVC Pipeline Replacement

Name of Vendor being surveyed: CHA Consulting, Inc.

Cost of Services: Original Cost: \$298,844 Ending Cost: \$298,844

Contract Start Date: 12/2016 Contract End Date: 12/2018

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Ed Gil de Rubio

Signature of Evaluator: 

Please fax or email the completed survey to: LVoit@chacompanies.com

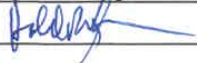
Survey Questionnaire – Polk County

RFP 23-448, Utilities Design Services & Regulatory Services

To: Holden Wright, PE (Name of Person completing survey)
Polk County Utilities (Name of Client Company/Consultant)
 Phone Number: 407.703.1731 Email: HoldenWright@polk-county.net
 Subject: Past Performance Survey of Similar work:
 Project name: CRUSA Water Production Facility
 Name of Consultant being surveyed:
CHA Consulting, Inc.
 Cost of Services: Original Cost: \$3.3M Ending Cost: \$3.3M
 Contract Start Date: 2016 Contract End Date: 2019

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Holden Wright, PE
 Signature of Evaluator: 
 Please fax or email the completed survey to: LVoit@chacompanies.com

Survey Questionnaire – Polk County

RFP 23-448, Utilities Design Services & Regulatory Services

To: James Keene, Public Services Administrator (Name of Person completing survey)

City of Haines City (Name of Client Company/Contractor)

Phone Number: 863.421.9951 ext. 5954 Email: James.Keene@hainescity.com

Subject: Past Performance Survey of Similar work:

Project name: Water Use Permit (WUP) Compliance Assistance

Name of Vendor being surveyed: CHA Consulting, Inc.

Cost of Services: Original Cost: \$263,000 Ending Cost: TBD (ongoing)

Contract Start Date: 6/2022 Contract End Date: Ongoing (est. 12/2023)

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	9
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	9
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator James Keene

Signature of Evaluator: 

Please fax or email the completed survey to: LVoit@chacompanies.com

Survey Questionnaire – Polk County

RFP 23-448, Utilities Design Services & Regulatory Services

To: Chris Wilson, Project Manager (Name of Person completing survey)
Tavistock Development Company (Name of Client Company/Consultant)
 Phone Number: 704.816.6599 Email: cwilson@tavistock.com

Subject: Past Performance Survey of Similar work:
 Project name: Sunbridge WTP and WWTP

Name of Consultant being surveyed:
CHA Consulting, Inc.

Cost of Services: Original Cost: \$4,030,563 Ending Cost: TBD (Ongoing)

Contract Start Date: 2019 (WTP) / 2020 (WWTP) Contract End Date: 2021 (WTP) / Ongoing (WWTP)

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	9
3	Quality of workmanship	(1-10)	9
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	9
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	9
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	9

Printed Name of Evaluator Chris Wilson

Signature of Evaluator: 

Please fax or email the completed survey to: LVoit@chacompanies.com

Survey Questionnaire – Polk County

RFP 23-448, Utilities Design Services & Regulatory Services

To: Jesus Rivera Salva (Name of Person completing survey)
Orange County Utilities (Name of Client Company/Contractor)
 Phone Number: 407.836.6845 Email: Jesus.Rivera@ocfl.net

Subject: Past Performance Survey of Similar work:

Project name: Unidirectional Flushing (UDF) Design Modification and Implementation Services

Name of Vendor being surveyed: CHA Consulting, Inc.

Cost of Services: Original Cost: \$199,972 Ending Cost: \$219,974

Contract Start Date: 2020 Contract End Date: 2021

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	9
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	9
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Jesus Rivera - Salva

Signature of Evaluator: 

Please fax or email the completed survey to: LVoit@chacompanies.com

Survey Questionnaire – Polk County

RFP 23-448, Utilities Design Services & Regulatory Services

To: Mark Ikeler, PE (Name of Person completing survey)
Orange County Utilities (Name of Client Company/Consultant)
 Phone Number: 407.254.9705 Email: markc.ikeler@ocfl.net

Subject: Past Performance Survey of Similar work:

Project name: SWRF Influent Pump Station Expansion and Upgrades

Name of Consultant being surveyed:

CHA Consulting, Inc.

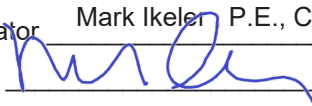
Cost of Services: Original Cost: \$2,783,498 Ending Cost: Ongoing (TBD)

Contract Start Date: 7/2016 Contract End Date: Est. 12/2023

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	9
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	9
3	Quality of workmanship	(1-10)	9
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	9
8	Ability to follow protocol	(1-10)	9
9	Ability to maintain proper documentation	(1-10)	9
10	Appropriate application of technology	(1-10)	9
11	Overall Client satisfaction and comfort level in hiring	(1-10)	9
12	Ability to offer solid recommendations	(1-10)	9
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	9

Printed Name of Evaluator: Mark Ikeler P.E., Chief Engineer

Signature of Evaluator: 

Please fax or email the completed survey to: LVOIT@CHACOMPANIES.COM

Survey Questionnaire – Polk County

RFP 23-448, Utilities Design Services & Regulatory Services

To: James Keene, Public Infrastructure Director (Name of Person completing survey)
City of Haines City (Name of Client Company/Consultant)
 Phone Number: 863.421.9951 ext. 5954 Email: JKeene@hainescity.com
 Subject: Past Performance Survey of Similar work:
 Project name: Reclaimed Water Ground Storage Tank (GST) and Pump Station
 Name of Consultant being surveyed:
CHA Consulting, Inc.
 Cost of Services: Original Cost: \$1,078,779 Ending Cost: TBD (ongoing)
 Contract Start Date: 5/2019 Contract End Date: TBD (ongoing)

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	9
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	8
3	Quality of workmanship	(1-10)	9
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	9
6	Ability to communicate with Client's staff	(1-10)	9
7	Ability to resolve issues promptly	(1-10)	9
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	9
10	Appropriate application of technology	(1-10)	9
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	9
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	9

Printed Name of Evaluator James Keene
 Signature of Evaluator: *James R. Keene*
 Please fax or email the completed survey to: LVoit@chacompanies.com

Survey Questionnaire – Polk County

RFP 23-448, Utilities Design Services & Regulatory Services

To: Charles Nichols, Utilities Asset Manager (Name of Person completing survey)

Polk County Utilities (Name of Client Company/Contractor)

Phone Number: 863-298-4215 Email: CharlesNichols@polk-county.net

Subject: Past Performance Survey of Similar work:

Project name: Lift Station Asset Inventory and Condition Assessment

Name of Vendor being surveyed: CHA Consulting, Inc.

Cost of Services: Original Cost: \$196,156 Ending Cost: \$196,156

Contract Start Date: 1/2020 Contract End Date: 6/2021

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	9
3	Quality of workmanship	(1-10)	8
4	Professionalism and ability to manage	(1-10)	9
5	Close out process	(1-10)	8
6	Ability to communicate with Client's staff	(1-10)	8
7	Ability to resolve issues promptly	(1-10)	7
8	Ability to follow protocol	(1-10)	9
9	Ability to maintain proper documentation	(1-10)	9
10	Appropriate application of technology	(1-10)	9
11	Overall Client satisfaction and comfort level in hiring	(1-10)	9
12	Ability to offer solid recommendations	(1-10)	8
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	8

Printed Name of Evaluator Charles Nichols

Signature of Evaluator: *Charles Nichols*

Please fax or email the completed survey to: LVoit@chacompanies.com

Exhibit "B"



**Polk County Utilities
RFP 23-448, Utilities Design Services and Regulatory Support Services**

CHA Consulting Inc's Professional Services Fee Schedule

<u>Labor Category</u>	<u>Direct Hourly Labor Range</u>		<u>Weighted Hourly Labor Range</u>	
	<u>Min (\$)</u>	<u>Max (\$)</u>	<u>Min (\$)</u>	<u>Max (\$)</u>
Principal/ Officer	92.69	131.64	264.00	315.00
Technical Services Lead	109.47	125.00	280.00	300.00
Senior Project Manager	83.37	131.64	207.00	300.00
Project Manager	53.81	72.12	153.00	206.00
Principal Engineer VII	74.57	112.98	213.00	300.00
Principal Engineer VI	72.12	85.82	190.00	212.00
Project Engineer V	55.77	65.86	160.00	190.00
Project Engineer IV	51.05	53.81	145.00	160.00
Project Engineer III	38.11	47.20	109.00	135.00
Project Engineer II	36.54	38.46	104.00	110.00
Project Engineer I	33.80	44.87	96.00	104.00
Principal Engineering Des/ Tech	44.79	51.31	128.00	146.00
Sr Engineering Des/ Tech	40.20	48.08	110.00	128.00
Senior Inspector	63.65	63.65	120.00	181.00
Inspector I	31.50	41.82	110.00	120.00
Engineering Intern	25.00	25.00	71.00	75.00
Financial Project Analyst	33.65	35.10	96.00	100.00
Administrative Assistant II	24.14	34.44	69.00	98.00
Administrative Assistant I	20.00	22.25	57.00	63.00

Labor Multiplier

Direct Labor	1.000
Payroll Burden / Fringe Benefits	0.564
Overhead / General Administrative	0.773
Direct Expenses	<u>0.050</u>
Subtotal	2.378
Profit (16.2%)	<u>0.463</u>
TOTAL MULTIPLIER	2.85

Descriptions and responsibilities of personnel (see samples)

CLASSIFICATION	POSITION OVERVIEW	RESPONSIBILITIES	EDUCATION & EXPERIENCE
Principal/ Officer	Responsible for contracting, management of technical staff, public hearings, and presentations/ meetings with elected officials. Representing the company and proving the necessary resources to meet project goals.	Ensure the staffing and availability of the office to facilitate projects. Provides leadership and senior technical direction. Supervise or manage supervisors, senior project managers or team leaders.	<ul style="list-style-type: none"> • B.S. degree required, Master's degree preferred; or equivalent combination of education and professional experience. • Minimum 10 years experience (combination of project management and technical leadership) with proven success as a leader. • Professional technical licensure is required or equivalent professional experience.
Technical Services Lead	Maintaining design integrity and assuring Quality Control of project design, permitting, specifications, reports and deliverables and performance to meet project goals.	Responsible for reviewing work products to assure conformance with professional standards and contractual obligations. QC offices examines technical content, suggest changes, works with the Project Manager on the changes and towards a consensus to meet clients goals. Quality Control reports to Principal.	<ul style="list-style-type: none"> • B.S. degree required, Master's degree preferred; or equivalent combination of education and professional experience. • Minimum 10 years experience (combination of project management and technical leadership) with proven success as a leader. • PE license is required.
Senior Project Manager	The Sr. Project Manager will be responsible for the overall management and oversight of projects within the group. This position will be a seller/doer role with the responsibility to help sell and develop work with specific clients. Primary functions include interfacing with the market teams, client and project team. The Sr. Project Manager will assess	Representative /contact with client & subconsultants. Develops budgets and schedules and coordinates work. Provide leadership and technical direction to project team. Makes decisions independently on engineering problems and method.	<ul style="list-style-type: none"> • B.S. Degree in engineering, architecture, science, planning, engineering management or a related degree is required; Master's Degree preferred. • Minimum of 10 years experience required



CLASSIFICATION	POSITION OVERVIEW	RESPONSIBILITIES	EDUCATION & EXPERIENCE
	and thoroughly understand all project risks and applicable financial measures.	Manages project plan and Quality Management Plan as required.	<ul style="list-style-type: none"> including at least 8 years of project management. PE license or equivalent professional license is preferred. PMP certification is preferred.
Project Manager	The Project Manager will be responsible for the overall management and oversight of projects within the group. Primary functions include interfacing with the market teams, client and project teams. The Project Manager will work effectively and efficiently to complete projects within the scope, budget and schedule. The Project Manager is responsible for managing the overall client relationship including any technical, financial or logistical issues that may arise.	<p>Representative / contact with client and subconsultants.</p> <p>Responsible for developing a comprehensive project schedule and communicating updates to the client, management and project team; manages project completion through project scheduling, expediting of required submissions and the management of the document submittals/approvals; exercises judgment and discretion and implements project controls while maintaining project quality.</p>	<ul style="list-style-type: none"> B.S. Degree in engineering, architecture, science, planning, engineering management or a related degree is required; Master's Degree preferred. 2+ years experience required; 1+ years of technical task management or Assistant Project Manager experience required. PE license or equivalent professional license is preferred. PMP certification is preferred.
Senior Principal Engineer VII	A Sr. Principal Engineer VII has extensive engineering knowledge and may provide a leadership role for the work group through knowledge in the respective field of engineering. This individual coordinates hiring, training and scheduling, prepares reports presented to company leadership and manages the teams working on numerous projects.	<p>Independently completes complex development of engineering design, preparation of specifications, compiles technical reports and other activities requiring the knowledge of standard engineering principles and techniques.</p> <p>Responsible for the development of design computations, technical reports, technical specifications and preparation of the contract documents using the standards established by the technical group.</p>	<ul style="list-style-type: none"> B.S. degree in engineering is required; Master's degree is preferred. Minimum of 20 years progressive engineering experience is required. PE license is required.
Principal Engineer VI	A Principal Engineer VI has an extensive engineering knowledge and may provide a leadership role for the work group through knowledge in the respective field of engineering. This individual is responsible for	Independently completes complex development of engineering design, preparation of specifications, compiles technical reports and other activities requiring	<ul style="list-style-type: none"> B.S. degree in engineering is required; Master's degree is preferred.



CLASSIFICATION	POSITION OVERVIEW	RESPONSIBILITIES	EDUCATION & EXPERIENCE
	providing guidance and oversight to multiple teams working on numerous projects. A Principal Engineer VI manages all phases of a technical project from conception and design to completion, while providing engineering guidance to other departments and training new engineering staff.	the knowledge of standard engineering principles and techniques. Responsible for the development of design computations, technical reports, technical specifications and preparation of the contract documents using the standards established by the technical group.	<ul style="list-style-type: none"> • Minimum of 15 years progressive engineering experience is required. • PE license is required.
Senior Project Engineer V	The Senior Engineer V has extensive engineering knowledge and may provide a leadership role for the work group through knowledge in the respective field of engineering. He/She leads the technical execution of projects within his/her discipline regardless of the size or complexity of the project. A Senior Engineer V provides expert consultation in one or more areas for the design development, implementation and technical analysis of various systems to implement new products, or changes to an existing scheme, to suit individual client needs.	Scheduling and management of in-house personnel and performance. Develops budgets and schedules. Provides Quality Control reports to Project Manager or Senior Project Manager. Independently performs assignments with instructions only as to the general results expected. Plans, schedules, conducts and/or coordinates detailed phases of the engineering work in a part of the major project of in a total project of significant scope.	<ul style="list-style-type: none"> • B.S. degree in engineering is required; Master's degree is preferred. • Minimum of 10 years progressive engineering experience is required. • PE license is required.
Project Engineer IV	An Engineer IV has a broad knowledge of the fundamentals in the respective field of engineering and a good knowledge of principles and practices in related specialties. He/She provides advanced judgment and analysis techniques for the design development, implementation and technical analysis of various systems to implement new products, or changes to an existing scheme, to suit individual client needs. An Engineer IV is versed in the engineering discipline to recommend alterations to development and design to improve quality of products and/or procedures.	Independently completes complex development of engineering design, preparation of specifications, compiles technical reports and other activities requiring the knowledge of standard engineering principles and techniques. Plans, schedules, conducts and coordinates detailed phases of a project independently with other engineering disciplines and project management staff. Identifies, develops, and gathers technical resources necessary to complete assignments	<ul style="list-style-type: none"> • B.S. degree in engineering is required. • Minimum of 4 years of discipline specific engineering experience required. • PE license is required.
Project Engineer III	An Engineer III independently conducts the design, development, implementation and technical analysis of various technical systems to implement new products, or changes to an existing scheme, to suit individual client needs. An Engineer III has a	Independently completes routine development of engineering design, preparation of specifications, compiles technical reports and other activities requiring knowledge of standard principles and techniques.	<ul style="list-style-type: none"> • B.S. degree in engineering is required. • Minimum of 3 years of related engineering experience is required. • FE is required.



CLASSIFICATION	POSITION OVERVIEW	RESPONSIBILITIES	EDUCATION & EXPERIENCE
	broad knowledge of engineering procedures and assists in the resolution of complex problems. This position will aid senior engineering staff in preparing technical reports, contract documents and cost estimates for various engineering tasks. This individual will work on multiple projects in a timely and cost-effective manner to meet client, contractual and company requirements.	Performs work on projects involving more complex procedures and techniques. Assists senior engineering staff in the preparation of contract documents. Recognizes technical discrepancies in analytical results, makes appropriate corrections and follows standard procedures established by the technical group.	<ul style="list-style-type: none"> PE license is preferred.
Project Engineer II	With limited supervision, an Engineer II will assist in the design development, implementation and technical analysis of technical various systems to implement new products, or changes to an existing scheme, to suit individual client needs. The Engineer II will aid senior engineering staff members in preparing technical reports, contract documents and cost estimates for various engineering tasks. This individual will work on multiple projects in a timely and cost-effective manner to meet client, contractual and company requirements.	Participates in the development of preliminary design concepts and makes simple comparative cost analysis or writes preliminary specifications. Aids in the development of computation methods, technical reports and specifications at the direction of a mid or senior level engineer using the standards established by the technical group. Recognizes technical discrepancies in analytical results, makes appropriate corrections and follows standard procedures established by the technical group	<ul style="list-style-type: none"> B.S. degree in engineering is required. Minimum of 2 years of related engineering experience required. EIT or FE is required.
Project Engineer I	Under direct supervision, the Engineer I will assist in the design development, implementation, and technical analysis of various systems to implement new products, or changes to an existing scheme, to suit individual client needs. The Engineer I will aid senior engineering staff in preparing technical reports, contract documents and cost estimates for various engineering tasks. This individual will work on multiple projects in a timely and cost-effective manner to meet client, contractual and company requirements.	Performs simple calculations and engineering design assigned at the direction of a mid or senior level engineer using the standards established by federal, state, and local regulations, as well as the company, group, client, etc. Revises calculations or design details developed on the contract drawings upon receiving comments from a technical quality review from senior engineering staff. Interprets engineering specifications and solves routine problems by applying defined procedures.	<ul style="list-style-type: none"> B.S. degree in engineering is required. Prior internship(s) and/ or applicable coursework preferred. EIT or FE is preferred.
Principal Engineering Designer/ Tech	A Principal Engineering Designer leads and oversees the research, preparation, and creation of various types of contract, or construction drawings. This individual will collaborate with senior engineering	Independently produces and revises routine drawings, or sketches, related to the engineering design using the standards established by the technical group.	<ul style="list-style-type: none"> Associate degree in engineering, engineering technology, engineering science or related technical field is required.



CLASSIFICATION	POSITION OVERVIEW	RESPONSIBILITIES	EDUCATION & EXPERIENCE
	<p>designers, mentor junior engineering designers and collaborate with design teams on multiple projects in a timely and cost-effective manner to meet client, contractual and company requirements. This individual oversees the work of junior and mid-level designers and provides guidance as needed to ensure quality work is produced.</p>	<p>Independently establishes contract drawings pertaining to engineering discipline related products or technical specifications. Oversees project drawing production and provides direct guidance and supervision to other engineering designers within the technical group. Uses drawing production software (REVIT, AutoCAD, MicroStation etc.) to create construction documents.</p>	<ul style="list-style-type: none"> • Minimum of 12 years of experience required with document production in the related engineering discipline.
Senior Engineering Designer/ Tech	<p>A Sr. Engineering Designer leads the research, preparation, and creation of various types of contract, or construction, drawings. This individual will collaborate with senior engineering designers, mentor junior engineering designers and collaborate with design teams on multiple projects in a timely and cost-effective manner to meet client, contractual and company requirements. This individual oversees the work of junior and mid-level designers and provides guidance as needed to ensure quality work is produced.</p>	<p>Independently produces and revises routine drawings, or sketches, related to the engineering design with minimal oversight from a senior, or principal engineering designer using the standards established by the technical group. Has the ability to independently establish simple or routine contract drawings pertaining to engineering discipline, related products or technical specifications. Uses drawing production software (REVIT, AutoCAD, MicroStation etc.) to create construction documents</p>	<ul style="list-style-type: none"> • Associate degree in engineering, engineering technology, engineering science or related technical field is required. • Minimum of 7 years of experience required with document production in the related engineering discipline.
Senior Inspector	<p>The Senior Construction Inspector is responsible for examining buildings, highways and streets, sewer and water systems, dams, bridges, and other structures. They also inspect electrical; heating, ventilation, air-conditioning, and refrigeration (HVACR); and plumbing systems. They review building codes, local ordinances and zoning laws, as well as approve blueprints and monitor construction sites. The Sr. Inspectors should be well versed in all areas of construction inspection. Although no two inspections are alike, inspectors perform an initial check during the first phase of construction and follow-up inspections throughout the construction project. When the project is finished, they do a final,</p>	<p>Observes and monitors construction for conformance with contract documents and shop drawings/material submittals. Able to review and recommend acceptance or rejection of contractor's proposed corrective measures for nonconforming work. Records field observations and determines acceptability of construction work performed. Monitors contractor's quality control and verifies construction confirms to the contractor's quality control plan. Calculates the quantity of acceptable completed work for payment. Prepares reports outlining the work performed and the quality of work completed and acceptable for payment. Coordinates construction activities with owner, serves as main contact with client on</p>	<ul style="list-style-type: none"> • High school diploma required; Associate degree in engineering science, construction services or related technical field preferred. • Minimum of 5 years of construction or construction observation experience required.



CLASSIFICATION	POSITION OVERVIEW	RESPONSIBILITIES	EDUCATION & EXPERIENCE
	comprehensive inspection and provide written or oral feedback related to their findings.	construction related issues, and interacts with local government authorities.	
Inspector I	The Construction Inspector is responsible for observing and documenting the construction of airports, highways and streets, sewer and water systems, dams, bridges, building and building systems (HVACR, electrical, plumbing, security, and communication systems), and other structures and facilities.	Records field observations and determines acceptability of construction work performed. Prepares reports outlining the work performed and the quality of completed and acceptable for payment. Calculates the quantity of acceptable completed work for payment. Coordinates construction activities with owner and assists Project Manager with client on construction related issues.	<ul style="list-style-type: none"> High school diploma required; Associate degree in engineering science, construction services or related technical field preferred. Minimum of 5 years of construction or construction observation experience required.
Engineer Intern	Assist Project Manager or Principal Engineer with design, permitting, specification preparation, report preparation and site inspection on various engineering projects.	Scheduling, developing technical deliverables and meeting project goals and objectives, develops budgets and schedules. Maintains Quality Control. Performs work which involves conventional types of design, investigations, surveys, structures, equipment, or construction techniques.	<ul style="list-style-type: none"> High school diploma required
Financial Project Analyst	A Project Financial Analyst (PFA) is a member of the Sector Finance's Project Financial Management team and plays critical roles in the successful management of contracts throughout a project's lifecycle. Often assigned to more complex projects and key clients, the PFA will provide consistent billing, reporting, and sound financial counsel for our businesses and our project managers. They work with various finance and non-finance functions to support controls, accounting transactions, analyses, and audit. The PFA will also interact with clients on ensuring client accounts and receivables are current. Often viewed as a highly capable individual, the PFA may be called upon to assist or advise junior team members with questions and provide mentorship to others who may be new to a role or learning a new skill.	Project administration for assigned portfolio of Project Managers, including enforcing contract management, billing terms, and other required compliance related project administration. Responsible for ensuring draft invoices are accurate based on the contract requirements, identifying any corrections needed, obtaining project manager approval and finalizing submission of invoice package to the client within established timelines. Verify contract and change order characteristics, including reading and interpreting contract language, method of compensation, modifications, purchase orders, and subcontract/consultant terms.	<ul style="list-style-type: none"> B.S. degree in accounting, finance, business administration or related discipline required; or equivalent combination of education and experience. Minimum of 4 years of project accounting, cost accounting, project analysis or similar activity required.



CLASSIFICATION	POSITION OVERVIEW	RESPONSIBILITIES	EDUCATION & EXPERIENCE
Administrative Assistant II	The Administrative Assistant II is responsible for providing administrative support to ensure smooth and efficient operations of the office. This individual must be willing and able to handle moderate to very complex administrative issues in a timely manner and will support both managers and employees through several tasks related to the organization.	Provides administrative support. Produces correspondence. Relieves technical staff of administrative duties. Assists Project Managers with project chargeable tasks.	<ul style="list-style-type: none"> • High school diploma required. • Minimum of 2 years of experience required.
Administrative Assistant I	The Administrative Assistant I is responsible for providing administrative support to ensure smooth and efficient operations of the office. This individual must be willing and able to handle standard administrative issues in a timely manner and will support both managers and employees through several tasks related to the organization.	Provides administrative support. Produces correspondence. Relieves technical staff of administrative duties.	<ul style="list-style-type: none"> • High school diploma required.



Fran McAskill
Director
Procurement Division



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EXHIBIT C

Board of County Commissioners

REIMBURSABLE COST SCHEDULE

- | | |
|--|--|
| 1. Subcontractor Services | Actual Costs |
| 2. Special Consultants | Actual costs |
| 3. Travel Expenses | In accordance with Chapter 112.061, F.S.;
and further defined in the Polk County Employee Handbook. |
| 4. Pre-approved Equipment
(includes purchase and rental of equipment used in project) | Actual Costs |