



## Consultant Services Authorization - Modification No. 2

Firm	Jones Edmunds & Associates, Inc.
Master Agreement No.	18-060
CSA No.	18-060-03, Modification No. 2
Project Name	Crooked Lake Park Receivership
Project Description	Additional construction phase administration services in support of the Crooked Lake Park wastewater project.
Projects Exhibits and Attachments	Exhibit "A"- Scope of Services Exhibit "B"-Fee Schedule (Master Agreement) Exhibit "C"-Reimbursable Cost Schedule (if applicable) Exhibit "D"-Insurance Documents
Duration (in days)	This authorization shall be in full force and effect until the Consultant completes all services as identified in Exhibit "A".
Compensation	\$ 30,695.26 (Revised total Compensation = \$383,255.28)
Special Contract Conditions	NA
Insurance Requirements	Professional Liability
Liquidated Damages	\$ 0.00 Per Day
Budget Source/Availability	42011.680536034.5666000.6876001

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

**Attest:**  
STACY M. BUTTERFIELD

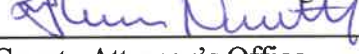
POLK COUNTY, a Political subdivision  
of the State of Florida

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Chairman  
Board of County Commissioners

Date Approved by Board: \_\_\_\_\_


Review as to form and legal sufficiency

  
County Attorney's Office      Date: \_\_\_\_\_

**Attest:**  
Brett A. Cunningham, PE ENV SP

Jones Edmunds & Associates, Inc.  
CONSULTANT COMPANY NAME

  
Corporate Secretary

  
Authorized Corporate Officer  
Stanley F. Ferreira, Jr. - PE  
President & CEO

[Printed Name and Title]

SEAL

Date: August 1, 2025



Date: August 1, 2025

## **Exhibit A**

### **Consultant Services Authorization**

#### **18-60-03 Modification No. 2**

#### **Crooked Lake Park Receivership**

Jones Edmunds & Associates, Inc., (Consultant) entered into a Master Consulting Agreement (Agreement) with Polk County, Florida, (County) on December 18, 2018. Pursuant to this Agreement, the County previously requested that the Consultant provide certain professional services in support of the Crooked Lake Receivership Project (Project). Additional services as further detailed in this Consultant Services Authorization Modification No.1 follow.

#### **A. Project Background and Description**

Crooked Lake Park, Caloosa Lake Village, and College Park (collectively, the Crooked Lake Wastewater Service Area) are residential developments in unincorporated Polk County along US Highway 27, just south of the City of Lake Wales. The Crooked Lake Wastewater Service Area is served by a collection system comprising gravity sanitary sewers, two lift stations (LS) designated LS 374 and LS 375, and associated force mains that manifold to an existing on-site Wastewater Treatment Facility (WWTF) with a permitted capacity of 0.060 million gallons per day (MGD) Three-Month Rolling Average Daily Flow (3MRADF). In March 2021, the County was appointed receiver of the existing wastewater system. Subsequently, the County assessed the existing wastewater system and determined that the two lift stations do not meet current Florida Department of Environmental Protection (FDEP) minimum design standards and are in generally poor condition. Accordingly, the County is replacing the two existing lift stations.

Additionally, the County is coordinating with the City of Lake Wales to connect the Crooked Lake Wastewater Service Area to the City's wastewater system. This requires constructing a new duplex lift station at the site of the existing WWTF and approximately 6,500 linear feet of 6-inch and 8-inch force main that would connect to the City's existing wastewater system within the US Highway 27 corridor.

The Consultant Services Authorization was originally estimated to be complete within 240 calendar days after the Contractor's notice to proceed. The actual construction time was extended to approximately 765 calendar days as a result of project phasing to remove flows from the existing WWTF and to plan and abandon the existing WWTF, significantly longer

equipment lead times associated with COVID-19 impacts on the manufacturing industry, and delays related to obtaining three-phase power for lift station LS-375.

**B. Scope of Services**

Upon approval from the County, the Consultant will continue to provide the following identified services. The Consultant shall ensure that all design, bid, and construction documents produced by the Consultant or their subconsultants for the County will be consistent with the Polk County Utilities Standards and Specifications Manual, latest edition. This authorization shall be in full force and effect until the Consultant completes all services as described in this Consultant Services Authorization and any subsequent modifications hereto.

**Phase 100 – Project Management**

**Task 101 – Project Management**

No Change.

**Task 102 – Meetings**

No Change.

**Phase 200 – Support Services**

No Change.

**Phase 300 – Preliminary Design**

No Change.

**Phase 400 – Final Design Documents**

No Change.

**Phase 500 – Permitting Services**

No Change

**Phase 600 – Bid Phase Services**

No Change.

## **Phase 700 – Construction Administration Services**

These services will be performed during construction of the Project.

### **Task 701 – Pre-Construction Meeting**

No Change.

### **Task 702 – Preliminary Matters and Contract Documents**

No Change.

### **Task 703 – Shop Drawing Review**

No Change.

### **Task 704 – Construction Progress Meetings**

The Consultant will attend an additional four construction progress meetings and prepare the meeting agenda and minutes.

### **Task 705 – Construction Site Visits**

The Consultant's Engineer of Record or designated representative will perform two additional engineering visits for lift station LS-375 start up, delayed generator installation, and monthly site visits for coordination, review of pay applications, and review of construction for general conformance with Contract Documents.

### **Task 706 – Applications for Payment**

The Consultant will review three additional Applications for Payment submitted by the Contractor, including updated progress schedules, and will indicate in writing to the County a recommendation of payment or return the application to the Contractor specifying in writing the reasons for not recommending payment. The Consultant's recommendation of payment will constitute a representation by the Consultant to the County that:

- The work has progressed to the point indicated.
- The quality of the work is generally in accordance with the Contract Documents.
- The conditions precedent to the Contractor's being entitled to such payment appear to have been fulfilled based on the Consultant's site observations.

If the work has not progressed in accordance with the approved construction schedule, the Consultant will request that the Contractor submit a schedule recovery plan indicating corrective actions necessary to put the work back on schedule. The Consultant shall submit the Contractor's application for payment to the County within five working days of receipt of the same.

#### **Task 707 – Requests for Information**

Consultant will review up to two additional Requests for Information (RFI) submitted by the Contractor and provide written responses to the Contractor. The Consultant shall maintain a Requests for Information log for the Project.

#### **Task 708 – Change Orders**

The Consultant will review two additional requests from the contractor for changes in contract price or contract time and provide written comments to the Contractor and County. If acceptable, the Consultant will prepare a written change order to be signed by the Consultant and contractor and submitted to the County for approval. This task includes reviewing Allowance Authorization Releases and Contingency Releases.

#### **Task 709 – Substantial Completion**

No change.

#### **Task 710 – Project Close-Out**

The project as-built submittal reviews and FDEP clearances were broken into three partial clearances instead of a single clearance. The first clearance was completed to expedite activation of LS-374, which required the first partial FDEP clearance. Due to long lead times for electrical equipment and power company hookup at LS375, a second partial FDEP clearance is required to get LS-375 and LS-376 operating, then a third and final FDEP clearance will be required after all electrical equipment is in place and operational. The Consultant will review the contractor's second and third partial as-built drawing submittals for completeness and compliance with County requirements. This effort shall include the preparation of written comments for submission to the contractor based on the Consultant's review of the as-built drawings. The Consultant shall prepare and submit a second partial and a third/final "Request for Approval to Place a Domestic Wastewater Collection / Transmission System into Operation" (Form 62-604.300(8)(b)) to the Florida Department of Environmental Protection.

**C. Deliverables**

No change.

**D. Schedule**

The projected schedule for the performance of the continued services described herein, in Gantt Chart format, is included as Attachment A-1. An updated electronic version of the Project schedule in Microsoft Project will be provided to the County as needed. Delivery of the schedule may be in other electronic formats so long as they accurately portray the approved scope of services with sufficient detail subject to staff approval. Should additional time be required beyond the schedule depicted in Attachment A-1, The Consultant will provide an updated Attachment A-1 (schedule) to the Utilities and Procurement Divisions. Following staff approval, the updated Attachment A-1 will be forwarded by Utilities staff to Procurement staff for inclusion in the contract file with no further administration action required for extension.

**E. Compensation**

This Consultant Services Authorization Modification increases the compensation by a not-to-exceed cost of \$30,695.26. In addition, task budget reallocation is included, moving remaining contingency funds and unspent Task 500 permitting funds into the Phase 700 Construction Administration Services. A summary of the modified budget is shown below:

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Phase	Task Description	Task Budget	Reallocation	Added Fee	Modified Budget
100	Project Management	\$9,580.94			\$9,580.94
200	Support Services	\$95,993.00			\$95,993.00
300	Preliminary Design	\$19,730.00			\$19,730.00
400	Final Design Documents	\$93,696.00			\$93,696.00
500	Permitting Services	\$24,429.13	(\$4,841.16)		\$19,587.97
600	Bid Phase Services	\$17,975.18			\$17,975.18
700	Construction Administration Services	\$89,846.89	\$6,150.04	\$30,695.26	\$126,692.19
	Contingency Remaining	\$1,308.88	(\$1,308.88)		\$0.00
<b>Total</b>		<b>\$352,560.02</b>	<b>\$0.00</b>	<b>\$30,695.26</b>	<b>\$383,255.28</b>

Compensation for the services performed under this Consultant Services Authorization shall be on an hourly, not-to-exceed basis using the current hourly rate schedule as set forth in Master Consulting Agreement 18-60. Other direct costs or expenses incurred in connection with this Consultant Services Authorization will not be invoiced because these expenses have been accounted for in the rate multiplier associated with the Master Consulting Agreement referenced above. A summary of the estimated labor costs is provided in Attachment A-2 for reference only. Each invoice submittal shall include a tabular summary of the originally estimated labor costs by phase in accordance with Attachment A-2, the fees invoiced to date, and the balance remaining per phase. The transfer of funds between defined phases is not permitted unless approved in advance in writing by the County Utilities Director. To request consideration for such a transfer, the Consultant must submit satisfactory written justification to transfer unused funds from phases with completed tasks or tasks clearly tracking under budget to phases with tasks requiring additional funding. In addition, the transfer of funds shall not exceed the total authorized fee for the Project.

The Consultant will minimally provide a consultant invoice summary with each invoice based on a mutually agreed-on breakdown of phases and tasks in Attachment A-2 that reflect the effort and deliverables submitted to the County. The summary will depict the overall phases,

associated budgets, amounts invoiced to date, and balance remaining. Invoices for compensation submitted by the Consultant will include the reviewed and approved consultant invoice summary, an updated Project schedule, notarized affidavits, and the monthly status report.

Invoices for not-to-exceed projects shall be accompanied by time and task records for all billable hours appearing on the invoice. Additional documentation may be requested by the County and, if so requested, shall be furnished by the Consultant to the County Auditor's satisfaction. In addition, all invoices shall be submitted with the Consultant Services Authorization number, purchase order number and the Polk County Utilities Project and Records Room numbers on the invoice.

The Consultant agrees that if design errors and/or omissions are discovered during construction, all services rendered by the Consultant to correct said design errors and/or omissions will be considered out-of-scope services and shall not be invoiced to the County.

**F. County's Responsibilities**

No change.

**G. Services Not Included**

The following services are not included in the Scope of Services for the CSA Modification:

1. Permitting beyond those specifically listed above.
2. Regulatory permitting fees or plan review fees. These are assumed to be paid by the County.
3. Boundary surveys, easement sketches, or legal descriptions.
4. Stormwater Pollution Prevention Plan and Notice of Intent to Use General Permit to FDEP – required to be handled by the selected construction contractor.
5. Assessment, abatement, or remediation of contamination or hazardous materials at the existing WWTF.

**H. Assumptions**



The Scope of Services and compensation arrangement outlined in this Consultant Services Authorization are based on the following assumptions:

1. Construction is expected to be Substantially Complete by September 30, 2025, with Final completion by October 31, 2025, and Close Out by November 30, 2025.
2. The quantities of labor hours listed in the fee estimate are intended as documentation and justification for the total cost of the project. Deviations or changes in the quantities of labor hours by each team member shall not be reason for non-payment provided the total fee has not been exceeded.

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**Attachment A-1**  
**Polk County Utilities**  
**Crooked Lake Lift Stations and Force Main**



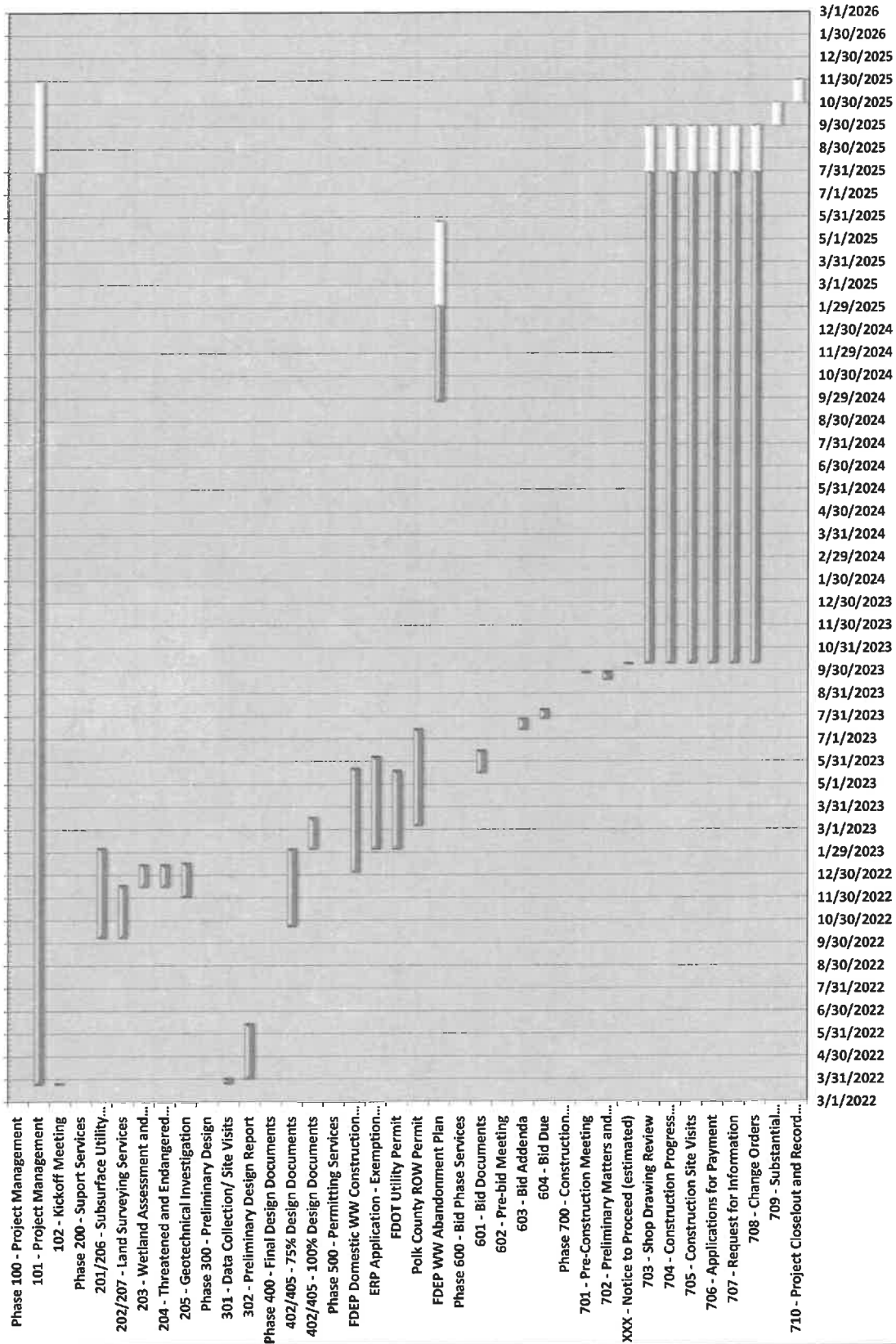
**7/31/2025**

**Schedule**

				ENTER MANUALLY - USE DAYS AS A MEANS TO REPRESENT % REMAINING AND COMPLETE		
	Start Date	End Date	Number of Days	Completed	Remaining	
<b>Phase 100 - Project Management</b>						
101 - Project Management	3/24/2022	11/30/2025	1347	1225	122	
102 - Kickoff Meeting	3/24/2022	3/25/2022	1	1	0	
<b>Phase 200 - Support Services</b>						
201/206 - Subsurface Utility Engineering	10/7/2022	2/4/2023	120	120	0	
202/207 - Land Surveying Services	10/7/2022	12/16/2022	70	70	0	
203 - Wetland Assessment and Delineation	12/14/2022	1/13/2023	30	30	0	
204 - Threatened and Endangered Species Assessment	12/14/2022	1/13/2023	30	30	0	
205 - Geotechnical Investigation	12/1/2022	1/15/2023	45	45	0	
<b>Phase 300 - Preliminary Design</b>						
301 - Data Collection/ Site Visits	3/25/2022	4/1/2022	7	7	0	
302 - Preliminary Design Report	4/1/2022	6/13/2022	73	73	0	
<b>Phase 400 - Final Design Documents</b>						
402/405 - 75% Design Documents	10/22/2022	2/3/2023	104	104	0	
402/405 - 100% Design Documents	2/3/2023	3/17/2023	42	42	0	
<b>Phase 500 - Permitting Services</b>						
FDEP Domestic WW Construction Permit	1/3/2023	5/22/2023	139	139	0	
ERP Application - Exemption Request	2/3/2023	6/7/2023	124	124	0	
FDOT Utility Permit	2/3/2023	5/19/2023	105	105	0	
Polk County ROW Permit	3/6/2023	7/14/2023	130	130	0	
FDEP WW Abandonment Plan	9/26/2024	5/25/2025	241	130	111	
<b>Phase 600 - Bid Phase Services</b>						
601 - Bid Documents	5/16/2023	6/15/2023	30	30	0	
602 - Pre-bid Meeting	7/13/2023	7/13/2023	0	0	0	
603 - Bid Addenda	7/13/2023	7/28/2023	15	15	0	
604 - Bid Due	7/28/2023	8/9/2023	12	12	0	
<b>Phase 700 - Construction Administration Services*</b>						
701 - Pre-Construction Meeting	9/27/2023	9/28/2023	1	1	0	
702 - Preliminary Matters and Contract documents	9/18/2023	9/28/2023	10	10	0	
XXX - Notice to Proceed (estimated)	10/9/2023	10/10/2023	1	1	0	
703 - Shop Drawing Review	10/10/2023	9/30/2025	721	660	61	
704 - Construction Progress meetings	10/10/2023	9/30/2025	721	660	61	
705 - Construction Site Visits	10/10/2023	9/30/2025	721	660	61	
706 - Applications for Payment	10/10/2023	9/30/2025	721	660	61	
707 - Request for Information	10/10/2023	9/30/2025	721	660	61	
708 - Change Orders	10/10/2023	9/30/2025	721	660	61	
709 - Substantial Completion/Punchlist	9/30/2025	10/31/2025	31	0	31	
710 - Project Closeout and Record Documents	10/31/2025	11/30/2025	30	0	30	

**\*Schedule updated to include estimated Crooked Lake WWTF Abandonment Plan implementation schedule.**

# Crooked Lake Lift Stations and Force Main



**Polk County Utilities**  
**Crooked Lake Lift Stations and Force Main**  
**Permit Log**

Permit / Approval	Agency Permit Approval Issued	Partial Cert Comp Submitted	Partial Cert Comp Approved				Comment
FDEP Domestic WW Construction Permit	5/22/2023	4/8/2024	4/9/2024				Force Main Cleared April 2024
ERP Application - Exemption Request	6/7/2023						
FDOT Utility Permit	5/19/2023						
Polk County ROW Permit	7/14/2023						
Abandonment Plan Notification	6/12/2025						Submitted to FDEP 12/2/24. Revised 5/21/25. Acknowledged 6/12/25

# ATTACHMENT A-2

**Consultant Services Authorization**  
**18-60-03 Modification No. 2**  
**Additional Services Fee Estimate**  
**Polk County Utilities**  
**Crooked Lake Park Receivership**  
**7/31/2025**



PHASE	Project Officer \$290.30	Senior Engineer (Electrical) \$233.60	Senior Engineer (Mechanical) \$212.34	Constr Administrator \$125.39	CADD Designer \$107.00	Constr. Proj Coordinator \$76.00	Labor Hours	Total Fee
Phase 700 - Additional Construction Administration Services								
703 - Additional Shop Drawing Review (0)							0	\$0
704 - Additional Construction Progress Meetings (4)	4			24		8	36	\$4,778
705 - Additional Construction Site Visits (LS376, Generator, CA Monthly)	8	16		24			48	\$9,069
706 - Additional Applications for Payment (4)	4			8		8	20	\$2,772
707 - Additional Requests for Information (2)	2	4		8		2	16	\$2,670
708 - Additional Change Orders (2)	4	4		8		4	20	\$3,403
710 - Project Close-out (two added partial as-built reviews and clearances)	8	8	8	12		8	44	\$8,003
<b>Phase 700 Additional CA Subtotals</b>	<b>30</b>	<b>32</b>	<b>8</b>	<b>84</b>	<b>0</b>	<b>30</b>	<b>184</b>	<b>\$30,695</b>
Total - Hours	30	32	8	84	0	30	184	
<b>Total - Cost</b>	<b>\$8,709</b>	<b>\$7,475</b>	<b>\$1,699</b>	<b>\$10,532</b>	<b>\$0</b>	<b>\$2,280</b>		<b>\$30,695</b>

Exhibit B

**FEE SCHEDULE**  
**Polk County RFP 18-539**  
**Utility Design Services & Regulatory Support Services**

Classification	Range of Direct Labor Rates		Range of Hourly Billing Rates	
Project Officer	\$ 113	\$ 52	\$ 345	\$ 159
Senior Project Manager	\$ 80	\$ 45	\$ 244	\$ 137
Project Manager	\$ 65	\$ 41	\$ 198	\$ 125
Chief Engineer or Chief Scientist	\$ 80	\$ 40	\$ 244	\$ 122
Senior Engineer	\$ 80	\$ 45	\$ 244	\$ 137
Senior Scientist	\$ 70	\$ 30	\$ 214	\$ 92
Project Engineer	\$ 60	\$ 30	\$ 183	\$ 92
Project Scientist	\$ 50	\$ 25	\$ 153	\$ 76
Engineer Intern or Associate Scientist	\$ 40	\$ 25	\$ 122	\$ 76
Designer	\$ 45	\$ 15	\$ 137	\$ 46
Senior CADD Designer	\$ 45	\$ 25	\$ 137	\$ 76
CADD Designer	\$ 35	\$ 19	\$ 107	\$ 58
Senior CADD Technician	\$ 30	\$ 15	\$ 92	\$ 46
CADD Technician	\$ 25	\$ 10	\$ 76	\$ 31
Systems Analyst	\$ 55	\$ 25	\$ 168	\$ 76
Senior GIS Analyst or Senior GIS Programmer	\$ 45	\$ 20	\$ 137	\$ 61
GIS Analyst or Programmer	\$ 35	\$ 15	\$ 107	\$ 46
Senior GIS Technician	\$ 30	\$ 15	\$ 92	\$ 46
GIS Technician	\$ 25	\$ 10	\$ 76	\$ 31
Senior Database Administrator	\$ 60	\$ 25	\$ 183	\$ 76
Database Administrator	\$ 50	\$ 20	\$ 153	\$ 61
Environmental Data Analyst	\$ 30	\$ 13	\$ 92	\$ 40
Senior Field Technician Environmental	\$ 35	\$ 12	\$ 107	\$ 37
Field Technician Environmental	\$ 30	\$ 10	\$ 92	\$ 31
Senior Construction Administrator	\$ 60	\$ 25	\$ 183	\$ 76
Construction Administrator	\$ 50	\$ 20	\$ 153	\$ 61
Senior Field Representative Construction	\$ 60	\$ 25	\$ 183	\$ 76
Field Representative Construction	\$ 50	\$ 20	\$ 153	\$ 61
Construction Project Coordinator	\$ 25	\$ 13	\$ 76	\$ 40
Senior Administrative Assistant	\$ 40	\$ 19	\$ 122	\$ 58
Administrative Assistant	\$ 30	\$ 10	\$ 92	\$ 31
Senior Technical Editor	\$ 45	\$ 25	\$ 137	\$ 76

Hourly Billing Rates are Direct Labor Rates \* 3.05 multiplier (maximum allowable by Polk County)

**LABOR MULTIPLIER CALCULATION**  
**Polk County RFP 18-539**  
**Utility Design Services & Regulatory Support Services**

Direct Labor	1.00
Payroll Burden/Fringe Benefits*	0.50
Overhead/General Administrative*	1.52
Subtotal	3.02
Profit (5%)	0.15
Subtotal	3.17
Reimbursable Expenses	0.05
TOTAL CALCULATED MULTIPLIER	3.22
<b>CONTRACT MULTIPLIER (MAXIMUM ALLOWABLE BY COUNTY)</b>	<b>3.05</b>

\* From year 2017 Jones Edmunds Audit

## DESCRIPTIONS AND RESPONSIBILITIES OF PERSONNEL

### Polk County RFP 18-539

#### Utility Design Services and Regulatory Support Services

CLASSIFICATION	POSITION OVERVIEW	RESPONSIBILITIES	EDUCATION/EXPERIENCE
Project Officer	Manage staff; ensure client expectations are met; oversee projects and Project Manager performance.	Manage an office or corporate function; oversee project management functions; manage performance.	BS Engineering or related; 20+ years consulting; 15+ years project management; 10+ years supervision; Florida Licensed Professional Engineer or Geologist.
Senior Project Manager (Licensed PE or PG)	Manage project quality and technical and financial performance for highly technical or high-profile projects.	Manage projects in accordance with company standards.	BS Engineering or related; 12+ years consulting; 7+ years project management; Florida Licensed Professional Engineer or Geologist.
Project Manager (Licensed PE or PG)	Manage project quality and technical and financial performance.	Manage projects in accordance with company standards.	BS Engineering or related; 3+ years project management; Florida Licensed Professional Engineer or Geologist.
Project Manager (Non-Licensed)	Manage project quality and technical and financial performance.	Manage projects in accordance with company standards.	BS in related area; 4+ years consulting or related experience.
Chief Engineer or Scientist	Provide support to solve complicated, unprecedented client problems.	Reputation as a national expert; provide expert technical support to staff; QA/QC; present at technical conferences.	BS Engineering or Sciences; 25+ years consulting experience; Florida Licensed Professional Engineer or Geologist; recognized expert.
Senior Engineer or Scientist	Deliver expert technical support and oversight to project work.	Provide expert technical support to staff; publish articles and present at technical conferences.	BS Engineering or Sciences; 20+ years consulting experience; Florida Licensed Professional Engineer or Geologist.
Project Engineer or Scientist	Support Project Managers to provide effective and efficient solutions to client needs.	Support Project Managers to identify, research, and solve technical issues; track project progress.	BS Engineering or Sciences; 4-8+ years consulting experience; Florida Licensed Professional Engineer or Geologist preferable.



CLASSIFICATION	POSITION OVERVIEW	RESPONSIBILITIES	EDUCATION/EXPERIENCE
Engineer Intern or Associate Scientist	Support experienced engineers to provide effective and efficient solutions to client needs.	Support engineering staff to identify, research, and solve technical issues.	BS Engineering or Geology; Licensed Engineer Intern.
Designer	Support experienced engineers to provide effective and efficient solutions to client needs.	Support engineering staff to identify, research, and solve technical issues.	BS, MS, or PhD Engineering.
Senior CADD Designer	Create technical drawings in support of engineers.	Draft plans and detailed drawings for structures, installations, and construction projects from limited or general information provided by engineers.	AS Civil Drafting or related plus 15+ years drafting experience; highly skilled with Microstation and AutoCAD.
CADD Designer	Create technical drawings in support of engineers.	Draft plans and detailed drawings for structures, installations, and construction projects from limited or general information provided by engineers.	AS Civil Drafting or related plus 10+ years drafting experience; highly skilled with Microstation and AutoCAD.
Senior CADD Technician	Prepare technical drawings in compliance with design specifications.	Draft plans and detailed drawings for structures, installations, and construction projects from detailed notes, sketches, or other information provided by Project Managers.	HS diploma plus 6+ years civil drawing or related experience; extensive knowledge and experience with Micro-station and AutoCAD.
CADD Technician	Prepare technical drawings in compliance with design specifications.	Draft plans and detailed drawings for structures, installations, and construction projects from detailed notes, sketches, or other information provided by Project Managers.	HS diploma plus 4+ years of civil drawing or related experience; experience with Micro-station or AutoCAD.
Systems Analyst	Specialize in analyzing, designing and implementing information systems.	Plan, design and develop complex GIS database models and templates.	BS Computer Science or related; 6 years experience with current technologies.

CLASSIFICATION	POSITION OVERVIEW	RESPONSIBILITIES	EDUCATION/EXPERIENCE
Senior GIS Analyst or Senior GIS Programmer	Write sophisticated and complex programs for GIS and other related software and analyze geographic information.	Design, create, modify, manage, and evaluate complex custom GIS applications and databases.	BS Computer Science; 5+ years programming experience; 2+ years GIS experience; GUI based application development.
GIS Analyst or Programmer	Design, create, modify, and manage GIS software applications.	Deploy custom GIS applications and databases on client networks.	BS/BA in Computer Science or related field; 2+ years programming experience; GUI-based application development.
Senior GIS Technician	Prepare maps and other spatial data in digital or graphic form using GIS applications.	Technical mentoring and training; data migration; data digitizing; prepare and alter terrain maps, charts, tables, drawings, and models; observe and record field data.	HS diploma; 3+ years experience.
GIS Technician	Use GIS applications.	Data migration; data digitizing; prepare and alter terrain maps, charts, tables, drawings, and models; observe and record field data.	HS diploma; 1+ years experience.
Senior Database Administrator	Develop and update custom applications that connect with local and SQL databases.	Maintain medium- to large-sized relational databases; develop and implement security measures to safeguard information.	AS MIS or related; Microsoft Certified Database Professional; 6+ years application development experience.
Database Administrator	Develop and update custom applications that connect with local and SQL databases.	Maintain small- to medium-sized relational databases; develop standards and guidelines; test software applications.	AA Information Technology; 3+ years application development experience.
Environmental Data Analyst	Apply standardized mathematical formulas, principles, and methodology to technological problems.	Process data for analysis; compile reports, charts, and graphs; prepare and distribute analytical reports.	HS diploma; data management or related experience.

<b>CLASSIFICATION</b>	<b>POSITION OVERVIEW</b>	<b>RESPONSIBILITIES</b>	<b>EDUCATION/EXPERIENCE</b>
Senior Field Technician Environmental	Oversee field technicians and perform sophisticated environmental sampling tasks.	Advise others on advanced technical issues; test and calibrate equipment; collect field samples; maintain field records.	HS diploma; 10+years environmental experience; 5+ years environmental field sampling experience.
Field Technician Environmental	Perform environmental sampling and testing.	Test and calibrate equipment; collect field samples; maintain field records.	HS diploma; 0-3+ years related experience.
Senior Construction Administrator	Facilitate, monitor, and document contractor's progress on a construction project.	Prepare construction project plans; administer contract; supervise field representatives.	HS diploma plus 10+ years construction administration or related experience.
Construction Administrator	Facilitate, monitor, and document contractor's progress on a construction project.	Prepare construction project plans; administer contract; supervise field representatives.	HS diploma plus 5+ years construction administration or related experience.
Senior Field Representative Construction	Observe and document on-site construction activities; provide technical support on construction administration issues.	Provide expert advice on construction matters; conduct duties over multiple sites or projects of varying complexity.	HS diploma plus 10+ years construction, construction observation, or related experience.
Field Representative Construction	Observe and document on-site construction activities of varying complexity.	Observe and coordinate less experienced staff; log and report issues occurring at the project site.	HS diploma plus 3-8+ years construction, construction observation, or related experience.
Construction Project Coordinator	Maintain record of project construction information and coordinate construction projects from bid phase through close-out.	Prepare and maintain files; provide direct support to construction administrators; monitor projects.	HS diploma plus 3+ years progressive construction administration or related experience.
Senior Administrative Assistant	Provide advanced support of general and technical operations.	Perform advanced administrative tasks that support project, department, office, discipline, or company work.	HS diploma plus 8-10+ years progressive experience.
Administrative Assistant	Provide support of general and technical operations.	Perform administrative tasks that support project, department, office, discipline, or company work.	HS diploma plus 2-4+ years progressive experience.

CLASSIFICATION	POSITION OVERVIEW	RESPONSIBILITIES	EDUCATION/EXPERIENCE
Senior Technical Editor	Execute high-level editorial functions to ensure effective and efficient Company operations and quality communications products.	Edit, format, and recommend revisions to documents to improve readability and to comply with Company standards. Provide QA/QC and guidance for work performed by technical and non-technical staff.	BA in English or a related area; 7+ years of editing experience.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/30/2025

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

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

<b>PRODUCER</b> Risk Strategies 12801 North Central Expy. Suite 1725 Dallas, TX 75243	<b>CONTACT</b> NAME: Certificate Request Desk PHONE (A/C, No, Ext): (650) 762-0400      FAX (A/C, No): (650) 762-0490 E-MAIL: certrequest@risk-strategies.com ADDRESS:														
<b>INSURED</b> Jones Edmunds & Associates, Inc., 13545 Progress Blvd., Suite 100 Alachua FL 32656	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Travelers Specialty Insurance Company</td> <td>10213</td> </tr> <tr> <td>INSURER B: Travelers Property Casualty Co of Amer</td> <td>25674</td> </tr> <tr> <td>INSURER C: Charter Oak Fire Insurance Company</td> <td>25615</td> </tr> <tr> <td>INSURER D: XL Specialty Insurance Company</td> <td>37885</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Travelers Specialty Insurance Company	10213	INSURER B: Travelers Property Casualty Co of Amer	25674	INSURER C: Charter Oak Fire Insurance Company	25615	INSURER D: XL Specialty Insurance Company	37885	INSURER E:		INSURER F:	
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INSURER F:															

**COVERAGES****CERTIFICATE NUMBER:** 86044965**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <div style="margin-left: 20px;"> <input type="checkbox"/> CLAIMS-MADE    <input checked="" type="checkbox"/> OCCUR         </div> <div style="margin-left: 20px;">           GEN'L AGGREGATE LIMIT APPLIES PER:  <input type="checkbox"/> POLICY    <input checked="" type="checkbox"/> PROJECT    <input type="checkbox"/> LOC            OTHER:         </div>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6808N190672	6/30/2025	6/30/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> ANY AUTO  <input type="checkbox"/> OWNED AUTOS ONLY    <input type="checkbox"/> SCHEDULED AUTOS  <input checked="" type="checkbox"/> HIRED AUTOS ONLY    <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY         </div>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BA8R804284	6/30/2025	6/30/2026	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <div style="margin-left: 20px;"> <input type="checkbox"/> OCCUR    <input type="checkbox"/> CLAIMS-MADE  <input checked="" type="checkbox"/> DED    <input checked="" type="checkbox"/> RETENTION \$10,000         </div>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CUP8N201316	6/30/2025	6/30/2026	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
C	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/>	Y/N <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A	UB8N190948	6/30/2025	6/30/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Professional Liability	<input checked="" type="checkbox"/>		DPR5045531	6/30/2025	6/30/2026	Per Claim \$5,000,000 Annual Aggregate \$5,000,000

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

The claims made professional liability coverage is the total aggregate limit for all claims presented within the annual policy period and is subject to a deductible. Thirty (30) day notice of cancellation in favor of certificate holder on all policies. Polk County, a political subdivision of the State of Florida is named additional insured on the general, auto, and umbrella liability coverage as required by written contract. A waiver of subrogation is shown in favor of the additional insured on all policies as required by written contract.

RE: CSA 18-60-03, Crooked Lake Receivership

**CERTIFICATE HOLDER****CANCELLATION**

Polk County, A Political Subdivision of the State of Florida 330 W. Church Street, Room 150 Bartow FL 33830	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> <p style="text-align: right;"><i>RSC Insurance Brokerage Inc.</i></p> <p>RSC Insurance Brokerage</p>
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ACORD 25 (2016/03)

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## Marcum, Tammy

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**From:** St. Jean, Mitch  
**Sent:** Tuesday, August 5, 2025 12:36 PM  
**To:** Marcum, Tammy  
**Cc:** Phillips, Eric; Richards, Charles; Bengsch, Ryan; Tully, James  
**Subject:** RE: COI Review - Jones Edmunds & Associates, Inc. - CSA (18-060-03) - Modification No. 2 - Crooked Lake Park - WWTF Abandonment & LS Replacements Project

Good afternoon,

Yes, the certificate of insurance provided is in accordance with our requirements.

Thanks,

Mitch St. Jean, CWCL  
Claims Manager



Polk County Board of County Commissioners  
Risk Management Division  
P. O. Box 9005, Drawer AS06  
Bartow, FL 33831  
Ph: 863-534-5268  
Fax: 863-519-4726  
[mitchstjean@polk-county.net](mailto:mitchstjean@polk-county.net)

**From:** Marcum, Tammy <TammyMarcum@polk-county.net>  
**Sent:** Tuesday, August 5, 2025 12:22 PM  
**To:** St. Jean, Mitch <mitchstjean@polk-county.net>  
**Cc:** Phillips, Eric <EricPhillips@polk-county.net>; Richards, Charles <CharlesRichards@polk-county.net>; Bengsch, Ryan <RyanBengsch@polk-county.net>; Tully, James <JamesTully@polk-county.net>  
**Subject:** COI Review - Jones Edmunds & Associates, Inc. - CSA (18-060-03) - Modification No. 2 - Crooked Lake Park - WWTF Abandonment & LS Replacements Project

Mitch,

Attached please find the Jones Edmunds & Associates, Inc. - CSA (18-060-03) - Modification No. 2 - Crooked Lake Park - WWTF Abandonment & LS Replacements Project Agenda Request and Modification No. 2 along with the COI for your review.

Please advise if the COI (limits, etc.) are sufficient for this Agreement.