

## CONSULTANT APPROVAL FORM

**CPO:** If Consultant fee is under \$50,000 & construction is under \$250,000

**CSA:** If Construction is under \$7,500,000;

OR for study activity if consultant fee is under \$500,000- (FS 287.055 CCNA)

**CPO/CSA #:** 22-094-05 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 10/27/2025 Division: Roads and Drainage

Project Manager's Name: Preston Warwick Phone #: 863-535-2230

Project Name: Spirit Lake Rd @ US 17 Intersection

Total Project Budget: \$ 600,883.57 Project # 540001

Estimate of Construction Cost: 437,343.16

Proposed Consultant: Patel, Green & Associates LLC Fee: \$ 163,540.41

Master Consultant Agreement # 22-094

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

Approved By: 

Division Director/Designee

Date 11/6/25

**Procurement Division**

Date Received: 11/10/25

Date Reviewed by Analyst: 11/10/25

Approved by: 

(Procurement Director/Designee)

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

Date Received: \_\_\_\_\_

Date Reviewed: 11/12/25

Approved by: 

(County Attorney Office Signature)

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

Date Received: \_\_\_\_\_

Date Reviewed: 11/12/25

Approved by: 

(County Manager Office Signature)

**Additional Attachments:** number of days to complete project, not to exceed/lump sum amount, justification for consultant selected, fee schedule, and Professional Liability COI (COI applicable to CSA only, description field must be project specific (contract requirement)).



# REQUEST FOR LEGAL SERVICES

TO: COUNTY ATTORNEY'S OFFICE (AT01)

ATTENTION: Noah Milov  
(CHECK ONE) Heather Bryan

☒  
☐

FROM: Preston Warwick 863-535-2230  
(Name and Phone Number)

DATE: 11/5/25

RETURN TO: Preston Warwick

DIVISION: Roads and Drainage TR02

BOARD AGENDA DATE:

COUNTY MANAGER ITEM: ☒

PROJECT: Spirit Lake @ US 17 turn lane extension

CSA/CONTRACT NUMBER: 22-094-05

MODIFICATION NUMBER:

CHANGE ORDER NUMBER:

TYPE OF AGREEMENT: CSA

NAME OF CONSULTANT/CONTRACTOR: Patel, Greene, & Associates LLC

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

REQUEST IN DETAIL: This is for CSA approval for the design of a turn lane extension from the Spirit Lake Rd and US 17 intersection.

*Please review attachments for the Board Agenda date indicated and return APPROVED documents at your earliest convenience. THANK YOU.*

## For CAO Use Only:

Assigned Staff:

Noah Milov

Log-In Date:

CAO Project Number:

25-732

Log-Out Date:

11/17/25



# Selection Procedure for Consultants with Continuing Contracts

## CCNA Continuing Contracts Justification Form

**Please submit this form along with any Original CSA/CPO Consultant Approval Form**

**Division:** Roads & Drainage  
**Project Manager:** Preston Warwick, E.I.

**Step 1:**

Review list for appropriate Expertise, Experience, and Personnel (List all consultants awarded a master agreement under the RFP)

Consultant	Expertise	Experience	Personnel	Local (Y/N)	Elevated for Consideration (Y/N)
AECOM	Y	Y	Y	Y	Y
AIM Engineering & Survey	Y	Y	Y	Y	Y
Burgess and Niple	Y	Y	Y	N	Y
CONSOR Engineers	Y	Y	Y	Y	Y
Dewberry Engineers	Y	Y	Y	Y	Y
DRMP	Y	Y	Y	Y	Y
HDR Engineering	Y	Y	Y	N	Y
HNTB	Y	Y	Y	Y	Y
Jacobs Engineering Group	Y	Y	Y	N	Y
Kimley-Horn and Associates	Y	Y	Y	N	Y
Kissinger Campo & Associates	Y	Y	Y	N	Y
Mott MacDonald Florida	Y	Y	Y	N	Y
NV5	Y	Y	Y	N	Y
Patel, Greene, and Associates	Y	Y	Y	Y	Y
Rummel, Klepper & Kahl	Y	Y	Y	Y	Y
WSP USA	Y	Y	Y	Y	Y

State justification for each firm NOT elevated and why:

**Step 2:**

Past performance on similar projects satisfactory (List all consultants elevated from Step 1)

Consultant	Has past performance been satisfactory (Y/N)	Elevated for Consideration(Y/N)
AECOM	Y	Y
AIM Engineering & Survey	Y	Y
Burgess and Niple	Y	Y
CONSOR Engineers	Y	Y
Dewberry Engineers	Y	Y
DRMP	Y	Y
HDR Engineering	Y	Y
HNTB	Y	Y
Jacobs Engineering Group	Y	Y
Kimley-Horn and Associates	Y	Y
Kissinger Campo & Associates	Y	Y
Mott MacDonald Florida	Y	Y
NV5	Y	Y
Patel, Greene, and Associates	Y	Y
Rummel, Klepper & Kahl	Y	Y
WSP USA	Y	Y

State justification for each firm NOT elevated and why:

**Step 3:**

**Total amount of money the County has contracted with each Consultant elevated to Step 2 during the last 24 months.**

Consultant	Contracted Amount	Elevated (Y/N)
AECOM	\$ 725,741.75	N
AIM Engineering & Survey	\$ 288,191.68	N
Burgess and Niple	\$ 156,438.64	N
CONSOR Engineers	\$ 446,183.88	N
Dewberry Engineers	\$ 215,176.32	N
DRMP	\$ 401,840.25	N
HDR Engineering	\$ 478,192.81	N
HNTB	\$ 551,878.40	N
Jacobs Engineering Group	\$ 534,816.40	N
Kimley-Horn and Associates	\$ 377,193.00	N
Kissinger Campo & Associates	\$ 413,087.00	N
Mott MacDonald Florida	\$ 99,951.44	N
NVS	\$ 116,179.16	N
Patel, Greene, and Associates	\$ 308,833.05	Y
Rummel, Klepper & Kahl	\$ 587,193.82	N
WSP USA	\$ 1,004,224.82	N

**Step 4:**

**State justification, if the chosen consultant does not have the least amount of contract obligation.**

PGA is the consultant on the Spirit Lake Rd roundabout project, and they have also completed the traffic study for this intersection and supplied the possible solution. We are moving forward with them doing the design



## Consultant Services Authorization

Firm	Patel, Greene, & Associates, Inc.
Master Agreement No.	22-094
CSA No.	22-094-04
Project Name	Spirit Lake Rd @ US 17 Intersection
Project Description	Intersection Improvement Project
Projects Exhibits and Attachments	Exhibit "A"- Scope of Services Exhibit "B"-Fee Schedule (Master Agreement) Exhibit "C"-Reimbursable Cost Schedule Exhibit "D"-Insurance Documents
Duration (in days)	Completion of design
Compensation	Total Cost Not to Exceed: \$ 163,540.41
Special Contract Conditions	NONE
Insurance Requirements	Professional Liability
Liquidated Damages	\$ 0 Per Day
Budget Source/Availability	10104.540541095.5663400.5400001.71

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

**Attest:**

STACY M. BUTTERFIELD

POLK COUNTY, a Political subdivision  
of the State of Florida

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

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

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

Review as to form and legal sufficiency  
*Noah Miller* 11/12/25  
County Attorney's Office Date

**Attest:**

*Rosie Watson*  
Corporate Secretary

Patel, Greene, & Associates, Inc.  
CONSULTANT COMPANY NAME  
*Gordon H. Greene*  
Authorized Corporate Officer  
GORDON H. GREENE EMP  
[Printed Name and Title]

**SEAL**

Date: 11/3/25

Date: 11/3/25







**Exhibit "A"**  
**Scope of Services**  
**Spirit Lake Road at US 17**  
**Southbound Turn Lane Improvements**  
**CSA NO. 2022-094-04**  
**11/6/2025**

**INTENT:** Patel, Greene & Associates, LLC (CONSULTANT) will provide professional services to Polk County Roads and Drainage Division (COUNTY) to prepare Contract Documents for the construction of the Spirit Lake Road at US 17 Southbound Turn Lane Improvements. The CONSULTANT shall perform all design services necessary for the proposed improvements. The proposed improvements will consist of lengthening the existing Spirit Lake Road southbound left turn lane at the US 17 intersection. The length of the proposed construction is approximately 1,050-ft. All improvements will be constructed within the existing right-of-way. Elements of work shall include Roadway and Drainage Plans, Traffic Control Plans, Signing and Pavement Marking plans, Construction Quantity Estimates, Construction Cost Estimates, Environmental Permitting, Survey SUE, Utility Services, Geotechnical Investigations, & Special Provisions.

**I. PLAN ASSEMBLY**

Prepare the plan assembly in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums, along with any special instructions given by the COUNTY's project manager.

- **Roadway**

The CONSULTANT shall prepare roadway plan sheets, traffic control plan sheets, utility adjustment sheets, notes, details, Estimated Quantities Report. The plans shall include the following sheets necessary to convey the intent and scope of the project for the purposes of construction.

The plans shall include:

- A. Key Sheet
- B. Signature Sheet
- C. Typical Section
- D. Typical Section Details
- E. Project Layout
- F. General Notes
- G. Plan Sheets (1" = 40')
- H. Drainage Structures
- I. Cross Sections
- J. Core Boring Sheets
- K. Temporary Traffic Control Plans
- L. Utility Adjustments
- M. Signing and Pavement marking sheets

Roadway and drainage design reports shall accompany the plans submittal for review.

- **Drainage**

The CONSULTANT shall analyze and provide details for temporary erosion and sediment control measures during construction in tabular format, as necessary.

A Drainage Technical Memorandum shall accompany the plans submittal for review.

- **Traffic Control Plan**

The CONSULTANT shall analyze and provide for Maintenance of Traffic during construction, including, as necessary:

- A. Reduced scale plan view showing individual sign details.
- B. Reference Index for Traffic Control Plan(s) and display advance warning signs on Traffic Control Plan Sheet(s).
- C. Lane Closure Restrictions.
- D. Phasing Notes and typical sections (if applicable).
- E. Coordination with CFX

- **Signing and Pavement Marking**

The CONSULTANT shall prepare signing and pavement marking sheets that will be included in the Roadway plan set.

## **II. DESIGN CRITERIA**

CONSULTANT shall prepare the design, construction plans, and specifications in accordance with the latest editions of the following: FDOT Design Manual (FDM); A Policy on Geometric Design of Highways and Streets, AASHTO; Manual of Uniform Traffic Control Devices for Streets and Highways, USDOT/FHWA; State of Florida Manual on Traffic Control and Safe Practices for Street and Highway Construction, Maintenance and Utility Operations on the State Maintained Systems, FDOT; Standard Plans for Road and Bridge Construction, FDOT; and Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Streets and Highways (Florida Greenbook), FDOT. The design plans and specifications shall be prepared in English design units.

## **III. ESTIMATED QUANTITIES & COST ESTIMATE**

Estimated construction quantities will be calculated and included in the Estimated Quantities Report. This report will be included with the 100% and Final plans submittals. An estimate of probable construction cost will be prepared and included with all plans submittals.

## **IV. ESTIMATED CONSTRUCTION DURATION**

The CONSULTANT will develop a construction duration estimate based on the proposed improvements. This estimate shall be included with the 100% and Final plans submittals.

## **V. ENVIRONMENTAL PERMITTING**

The proposed improvements are anticipated to be exempt from permitting from the Southwest Florida Water Management District and a 404 permit will not be required. The CONSULTANT will perform a species survey evaluation and delineate wetlands and other surface waters as needed for proposed off-pavement construction. The CONSULTANT will review the project design at Phase II to verify no wetland impacts are proposed and will attend a pre-application meeting with SWFWMD to verify that a modification is not required to any existing ERP's.

The CONSULTANT will develop text, tables, and figures needed to develop an exemption verification package, which will be submitted to the Southwest Florida Water Management District. The consultant will respond to one Request for Additional Information and meet with a representative in the field to verify the existing conditions, if needed.

**VI. SURVEY (BY COUNTY)**

Survey services shall be provided by the COUNTY.

**VII. UTILITY SERVICES**

**1. Utility Adjustment Plans (by CONSULTANT- PGA)**

- The CONSULTANT shall prepare Utility Adjustment Plans utilizing the roadway base mapping and input from the involved utility companies.
- The CONSULTANT shall provide a letter on company letterhead with the final design submittal stating that all known utility conflicts have been cleared. If not cleared, list the utilities and the reasons why.
- All signed Utility Work Schedules (UWS), letters of no involvement, letters of no conflict, Sunshine 811 utility design ticket, and all UAO correspondence during the design phase shall be provided with the final submittal.
- Work shall be in accordance with the FDOT's Utility Manual, Standard Specifications, FDOT Utility Accommodation Manual 2004, current memorandums, FDOT Florida Design Manual (FDM), and instructions as issued by the COUNTY to the CONSULTANT.

**2. Utility Coordination (by COUNSULTANT-CivilSurv)**

- Utility Coordination Services will provide the locations and markups per the utility providers within the corridor at 60%, 90%, and Final Design.

**3. Subsurface Utility Engineering (SUE) shall be handled (by CONSULTANT-CivilSurv)**

- We will provide Level B designates for the underground utilities through the project limits.
- Additionally, we will provide up to 5 Level A SUE locates using non-destructive methods. Level A Locates will be performed at the areas determined by the EOR. The survey services will comply with the Standards of Practice for Florida Surveyors and Mappers per Chapter 5J-17, Florida Administrative Code, pursuant to Chapter 472.027 Florida Statutes.

**VIII. GEOTECHNICAL INVESTIGATION (by COUNSULTANT-TestLab)**

The CONSULTANT shall provide a geotechnical investigation and laboratory testing for the planned widening along Spirit Lake Rd in general accordance with FDOT guidelines.

**1. Field Investigation -Roadway and Drainage**

The work shall include the following:

1. Complete three (3) pavement cores to document the existing roadway pavement section (asphalt and base type and thickness).
2. Complete three (3) 5-foot hand auger borings to determine Seasonal High Groundwater Table and identify the shallow soil profile within the pavement widening area.
3. Collect three (3) Limerock Bearing Ratio samples to determine the bearing value of the existing soil within the pavement widening area.
4. Soil Samples will be classified and stratified in accordance with AASHTO soil classification system. Soil samples for laboratory soil testing will be obtained in general accordance with FDOT Soils and Foundation Handbook.
5. U.S.G.S. and N.R.C.S. maps, historical aerials and readily available published geologic information will be used to identify areas of deleterious soils and reported Seasonal High Groundwater Table (SHGWT) information.

**2. Laboratory Testing**

All laboratory testing will be performed in accordance with Florida Sampling and Testing Methods or ASTM or by the latest directives. Laboratory testing will include the following as required by the needs of the project.

Organic Content  
Moisture Content  
Atterberg Limits  
Full Sieve Analysis  
Limerock Bearing Ratio

**3. Geotechnical Report(s)**

The final report shall include:

1. Copies of U.S.G.S. and N.R.C.S. maps with project limits shown.
2. A report which summarizes the laboratory test results, the soil stratifications (i.e., soils grouped into layers of similar materials) and geotechnical evaluations.
3. A description of the site and subsoil conditions and discussion of any special considerations (i.e., unsuitable materials and historic seasonal high groundwater).
4. An appendix which contains stratified soil boring profiles, laboratory test data sheets, and any other pertinent information.

**IX. SPECIFICATIONS**

The CONSULTANT shall prepare Technical Special Provisions as required by the design which shall include Specifications covering any special construction methods that may be required. The COUNTY shall furnish a sample specification as a guide in preparing the special provisions. These Special Provisions shall be prepared in the complimentary format as the FDOT Standard Specifications.

**X. BIDDING PHASE SERVICES**

The CONSULTANT will assist the COUNTY with the preparation of all necessary bid documents as detailed above. This includes Signed and Sealed Construction Plans, Technical Specifications Package, Special Conditions, Copies of All Permits, Bid Tab Sheets, Final Engineer's Estimate, and a Construction Time Estimate.

The CONSULTANT will attend and participate in the Pre-Bid conference. Minutes of the meeting will be prepared by the COUNTY.

The CONSULTANT will assist with bid addenda responses to questions and concerns that are submitted through the COUNTY'S Procurement Office during the bidding process.

Attend Bid Opening Meeting. Assist COUNTY in review of Contractors bids and documents as well as aid with the preparation of a bid recommendation. Meeting Minutes will be prepared by the COUNTY.

**XI. POST DESIGN SERVICES**

At the COUNTY's option, the CONSULTANT may be requested to provide other additional project related services by Change Order to this agreement. Fees for these additional services shall be negotiated for a fair, competitive, and reasonable cost, considering the scope and complexity of the work. Optional Services that may be requested include but are not limited to out-of-scope work and post design services.

**XII. PROGRESS MEETINGS**

Project progress shall be discussed during progress meetings held with the COUNTY's Project Manager monthly from the commencement of engineering services through the completion of the Final Plans. Up to six (6) such progress meetings are anticipated.

**XIII. PRELIMINARY PLANS SUBMITTAL**

Preliminary design plans shall be submitted to the COUNTY for review and comment. Digital copies of the plans shall be provided to the COUNTY for review and comment at the 60% and 100% phases of completion. Responses to comments shall be provided by the CONSULTANT with 60% and 100% submittals. Each submittal will be reviewed at the subsequent monthly progress meeting.

**XIV. FINAL PLANS SUBMITTAL**

The final plans submittal shall include digital copies of the plans, special provisions, and specifications for bidding purposes.

The CONSULTANT shall deliver final contract plans and documents in digital format. The final contract plans and documents shall be digitally signed and sealed files delivered to the COUNTY on acceptable electronic media, as determined by the COUNTY.

**XV. AMERICANS WITH DISABILITIES ACT**

All pedestrian features included in this task authorization shall be designed to meet current ADA requirements.

**XVI. CONTRACT MAINTENANCE**

Contract maintenance includes project management effort for complete setup and maintenance of files, developing monthly progress reports, schedule updates, work effort to develop and execute subconsultant agreements, etc.

**XVII. QUALITY CONTROL**

- **Quality Assurance Reviews**

The CONSULTANT shall conduct quality assurance reviews of the work products called for in this Scope of Services to ensure they are in compliance with the requirements cited in the Scope of Services. Reviews shall be conducted to evaluate the adequacy of materials, documentation, processes and procedures included in the execution of this contract.

- **Quality Assurance Records**

The CONSULTANT shall maintain adequate records for the quality assurance actions performed by his organization (including subcontractors and vendors), in providing services and products under this contract.

**XVIII. PROJECT SCHEDULE**

The CONSULTANT shall complete design services within twelve (12) months from receiving the signed Notice to Proceed. This schedule is subject to the timely delivery of information to be provided by the COUNTY. If the COUNTY requests that work under this Contract be stopped, the schedule is subject to re-negotiation when written authorization to restart is received.

**XIX. PROJECT FEE**

This project is a limiting amount contract and shall not exceed the cost of **\$163,540.41**



Name of Project:	Spirit Lake Rd at US 17
County:	Polk
FPN:	N/A
FAP No.:	N/A

Consultant Name: PGA / CivilSurv / Testlab  
Consultant No.: N/A  
Date: 10/23/2025  
Estimator: Jonathan Jones

Staff Classification	Total Staff Hours From "SH Firm"	Project Manager 2	Chief Engineer 1	Senior Engineer 1	Engineer 2	Engineer 1	Engineering Intern	Chief Designer	Senior Engineering Technician	Secretary/Clerical	Staff Classification 10	Staff Classification 11	Staff Classification 12	SH	Salary	Average
														By Activity	Cost By Activity	Rate Per Task
3. Project Common and Project General Tasks	80	48	0	8	12	8	0	0	0	4	0	0	0	80	\$15,201	\$187.51
4. Roadway Analysis	225	23	0	23	56	56	23	22	0	0	0	0	0	225	\$41,056	\$182.47
5. Roadway Plans	123	0	13	6	25	31	18	18	12	0	0	0	0	123	\$20,050	\$163.01
6a. Drainage Analysis	5	5	8	5	12	10	5	5	0	0	0	0	0	50	\$9,350	\$186.89
6b. Drainage Plans	22	0	2	2	4	6	3	3	2	0	0	0	0	22	\$3,612	\$164.18
8. Environmental Permits and Env. Clearances	120	0	12	12	24	24	18	18	12	0	0	0	0	120	\$19,958	\$165.48
19. Signing & Pavement Marking Analysis	75	8	8	8	18	16	8	7	0	0	0	0	0	75	\$13,697	\$182.62
20. Signing & Pavement Marking Plans	20	0	2	1	4	5	3	3	2	0	0	0	0	20	\$3,242	\$182.08
Total Staff Cost	\$17,700.48	\$16,613.08	\$14,242.15	\$31,714.55	\$23,884.86	\$8,406.88	\$11,140.84	\$2,683.50	\$298.72	\$0.00	\$0.00	\$0.00	\$0.00		\$126,666.14	\$177.16

**Check = \$128,865.14**

**Survey Field Days by Subconsultant**

**Notes:**  
1. This sheet to be used by Prime Consultant to calculate the Grand Total fee

2. Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden.

SALARY RELATED COSTS:		\$128,895.14
OVERHEAD:	0%	\$0.00
OPERATING MARGIN:	0%	\$0.00
F.C.M. (Facilities Capital Cost Money) :	0.00%	\$0.00
EXPENSES:	0.00%	\$0.00
Survey (Field - if by Prime)	4-Person crew 8hrs @	\$ /day
SUBTOTAL ESTIMATED FEE:	\$	\$168,665.14
Subcontractant: CM/Survey		\$30,005.00
Subcontractant: Test/lab		\$6,870.27
SUBTOTAL ESTIMATED FEE:		\$168,540.41
Geotechnical Field and Lab Testing		\$0.00
SUBTOTAL ESTIMATED FEE:		\$168,540.41
Optional Services		\$0.00
GRAND TOTAL ESTIMATED FEE:		\$168,540.41







Patel, Greene, and Associates, LLC

## Exhibit B

### PGA Schedule of Rates

<b>Classification</b>	<b>Range of Direct Labor Rates</b>	<b>Range of Hourly Billing Rates</b>
CEI Senior Project Engineer	\$73.08	\$223.17
Chief Designer	\$37.00 - \$59.00	\$112.99 - \$180.18
Chief Engineer 1	\$72.00 - \$88.00	\$219.88 - \$268.74
Chief Engineer 2	\$77.00 - \$87.00	\$235.14 - \$265.68
Chief Scientist	\$57.00	\$174.07
Community Outreach Specialist	\$20.25 - \$47.00	\$61.84 - \$143.53
Contract Coordinator	\$35.10 - \$55.50	\$107.19 - \$169.49
Engineer 1	\$45.00 - \$54.00	\$137.42 - \$164.91
Engineer 2	\$54.00 - \$80.00	\$164.91 - \$244.31
Engineering Intern	\$31.00 - \$40.50	\$94.67 - \$123.68
Engineering Technician	\$24.00 - \$33.00	\$73.29 - \$100.78
Environmental Specialist	\$27.50	\$83.98
Graphic Designer	\$29.75	\$90.85
Landscape Designer	\$31.25	\$95.43
Planner	\$37.50	\$114.52
Project Manager 2	\$52.00 - \$86.00	\$158.80 - \$262.63
Project Manager 3	\$83.37	\$254.60
Secretary/Clerical	\$22.00	\$67.18
Senior Engineer 1	\$61.50 - \$82.00	\$187.81 - \$250.41
Senior Engineering Technician	\$27.00 - \$36.00	\$82.45 - \$109.94
Senior Environmental Specialist	\$47.00	\$143.53
Senior Landscape Architect	\$54.00	\$164.91
Senior Planner	\$63.00	\$192.39
Technician Aid	\$15.00 - \$20.00	\$45.81 - \$61.08



Patel, Greene, and Associates, LLC

**PGA Labor Multiplier Calculation**

Direct Labor	100%
Direct Expense/FCCM	0.762%
Overhead/General/Administrative	<u>164.62%</u>
Subtotal	265.382%
Operating Margin	<u>40%</u>
Total	305.382%

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



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

**EXHIBIT C**

**Board of County Commissioners**

**REIMBURSABLE COST SCHEDULE**

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





PATEGRE-01

STHOMPSON

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/31/2025

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> JCJ Insurance Agency, LLC 2208 Hillcrest Street Orlando, FL 32803	<b>CONTACT NAME:</b>		
	<b>PHONE (A/C, No, Ext):</b> (321) 445-1117	<b>FAX (A/C, No):</b> (321) 445-1076	
	<b>E-MAIL ADDRESS:</b> certs@jcj-insurance.com		
<b>INSURED</b>  Patel, Greene & Associates, LLC 215 E. Main Street Bartow, FL 33830	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A : Travelers Indemnity Co of Amer</b>		<b>25666</b>
	<b>INSURER B : Phoenix Insurance Co. (Travelers)</b>		<b>25623</b>
	<b>INSURER C : Travelers Property &amp; Casualty of America</b>		<b>25674</b>
	<b>INSURER D : Arch Insurance Group</b>		<b>11150</b>
	<b>INSURER E :</b>		
<b>INSURER F :</b>			

**COVERAGES** **CERTIFICATE NUMBER:** **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
<b>A</b>	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>						
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6802H572557	5/26/2025	5/26/2026	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
<b>B</b>	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b>						
	<input checked="" type="checkbox"/> ANY AUTO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BA8R089075	5/26/2025	5/26/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> NON-OWNED AUTOS ONLY						
<b>C</b>	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b>	<input checked="" type="checkbox"/>					
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CUP9E992746	5/26/2025	5/26/2026	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		<input checked="" type="checkbox"/>				AGGREGATE \$ 2,000,000
<b>B</b>	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	N/A	UB2T757238	5/26/2025	5/26/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
<b>D</b>	<input checked="" type="checkbox"/> <b>Professional Liab</b>			PAAEP0141304	5/26/2025	5/26/2026	E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	<input checked="" type="checkbox"/> <b>Pollution</b>			PAAEP0141304	5/26/2025	5/26/2026	Per Claim/Aggregate \$ 5,000,000
							Per claim/Aggregate \$ 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
RE: Polk County Project CSA #2022-094-04 - Spirit Lake Road at US Hwy 17, Southbound Turn Lane Improvements  
Polk County where required by written contract is an Additional Insured with respect to all policies (except Workers Compensation and Professional Liability). Coverages are primary & non-contributory. A Waiver of Subrogation for all policies applies when required by written contract. 30 Day Notice of Cancellation, except for 10 days for non-payment.

## CERTIFICATE HOLDER

## CANCELLATION

Polk County, A Political Subdivision of the State of Florida  
330 W Church Street  
Bartow, FL 33830

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

AUTHORIZED REPRESENTATIVE

