

Polk Transportation Planning Organization Consultant Services Authorization (CSA)

| | |
|---|---|
| Firm | Kimley-Horn and Associates, Inc. |
| Master Agreement No. | TPO-20-1009-02 |
| CSA No. | TPO-20-1009-02-03 |
| Project Name | PRELIMINARY 2050 LONG RANGE TRANSPORTATION PLAN: SCOPE A |
| Project Description | Preparation of the preliminary components of the 2050 Long Range Transportation Plan in order to meet Federal requirements of the TPO. |
| Project Exhibits and Attachments | Exhibit "A" – Scope of Services Exhibit "B" - Fee Schedule (Master Agreement) Exhibit "C" – Reimbursable Cost Schedule Exhibit "D" – Insurance Documentation |
| Duration (in days) | Project to be completed 6 months after Notice to Proceed is issued. |
| Compensation | Not to exceed \$200,000.00 |
| Special Contract Conditions | See Scope of Services for details |
| Insurance Requirements | Professional Liability |
| Liquidated Damages | See Master Agreement No. TPO-20-1009-02-02 |
| Budget Source/Availability | PL funding will be used for this study; Fund no. 11069 thru 6/30/24; Fund 11148 as of 7/1/24 |

IN WITNESS WHEREOF, the parties hereto have executed this CSA on this 11th day of April, 2024.

ATTEST:



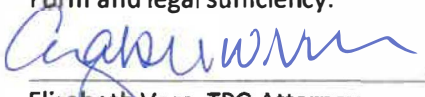
Ryan Kordek, TPO Director

POLK TRANSPORTATION PLANNING
ORGANIZATION:



Vice Mayor Trish Pfeiffer
TPO Chairman

Approved by the TPO Attorney as to
Form and legal sufficiency:



Elizabeth Voss, TPO Attorney

ATTEST:



Corporate Secretary
SEAL
Date: 4/16/2024

Kimley-Horn and Associates, Inc.

CONSULTANT COMPANY NAME



Authorized Corporate Officer

Mark E. Wilson, Senior V.P.

Printed Name and Title

Date: 4/16/2024

**POLK TRANSPORTATION PLANNING ORGANIZATION
PRELIMINARY 2050 LONG RANGE TRANSPORTATION PLAN: SCOPE A
SCOPE OF SERVICES (APRIL 4, 2024) - Exhibit A**

INTRODUCTION

The Polk Transportation Planning Organization's (TPO) Adopted Unified Planning Work Program (UPWP) contains a task and related funding for the update of the TPO's Long Range Transportation Plan to the year 2050, hereinafter referred to as the "2050 LRTP". This scope of services entails the analysis and development of the initial tasks required for the development of the 2050 LRTP that will serve as a guide for Polk County's local governments and the public.

The 2050 LRTP Update will address the following five (5) primary activities/sections listed in this scope of services:

- 1) Goals, Objectives, & Performance Measures Identification
- 2) Preliminary Revenue Forecast
- 3) Congestion Management Process Update
- 4) Public Outreach Plan Development
- 5) Model Coordination & Technical Support

Task 1: Goals, Objectives, & Performance Measures Identification

This task involves update of the goals and objectives from the 2045 Transportation Plan. The current goals and objectives found in the 2045 Long Range Transportation Plan will be reviewed as a starting point with initial discussion on desired changes to the performance measures while also considering the update to the local government Comprehensive Plans as available. TPO staff will ensure that the updated goals, objectives, and performances are consistent with the updated Comprehensive Plans (Future Land Use and Transportation Elements) once completed. Additionally, the CONSULTANT will review the Transportation Plans and Comprehensive Plans of neighboring MPOs/TPOs. The CONSULTANT will address the specific legislative requirements of Florida and the Federal Highway Administration (FHWA) including the Bipartisan Infrastructure Law and existing and associated rulemaking.

The performance measures and potential performance targets will be developed, reviewed, and updated to determine if any changes, additions, or deletions are necessary based on revisions to goals and objectives. These measures will be analyzed in future phases of the LRTP.

Two meetings will occur with TPO staff to review and finalize changes to the goals, objectives, performance measures, and performance targets. The updated goals, objectives, and performance measures will be reviewed and approved by the TPO Board.



Task 2: Preliminary Revenue Forecast

The CONSULTANT will summarize revenues through the year 2050, as outlined below.

Revenue Estimates – Revenue forecast information will be obtained from the Florida Department of Transportation (FDOT) and will provide revenue estimates for State and Federal revenue sources. Local revenues generated with the assistance from TPO staff and the staff from Polk County, as well as the appropriate municipalities. These efforts include the estimation of revenues designated for capital, operating, and maintenance of transportation facilities (roads, bicycle and pedestrian facilities, and public transportation). In addition, private development and other sources of revenue that can be reasonably expected to be available will also be reviewed, evaluated, and documented.

Based on the information from the FDOT and the MPOAC the CONSULTANT will estimate annualized revenues through the year 2050 in 5-year or 10-year increments for the purpose of developing the 2050 Cost Affordable Plan. A draft Technical Appendix will be prepared to summarize the revenue estimates developed for the TPO, along with a description of the assumptions used in preparing the revenue estimates. The Appendix will supplement a chapter created for the LRTP report. The report chapter and Appendix will be submitted to TPO staff for review. Final revenue estimates and assumptions will be documented in a final Technical Appendix as well as a chapter for the Final LRTP report. This effort sets the structure for the LRTP report, and the snapshot of revenues gets added to the tech appendix. Toward the end of the plan the chapter gets updated and additional information may be added to a new section of the technical appendix as needed.

A meeting will be held with TPO and FDOT staff to review the Technical Appendix and draft LRTP report chapter revenue element. Based on comments received at this meeting and through the public involvement process, the CONSULTANT will produce a final Technical Appendix for Revenue and Cost Estimates as well as a final LRTP report chapter revenue element.

Task 3: Congestion Management Process Update

This task will help to address the Federal requirements for the CMP and develop a revised CMP Policy and Procedures Manual. This effort will include revising the existing CMP Policy and Procedures Manual to meet revised Federal and State Guidance; as well as guidance from the 2045 LRTP. The focus of this effort will be to identify the Polk TPO's approach to addressing the Federal 8 step CMP process and will not include implementation of the CMP. It is anticipated that this will also provide a guide to the TPO on how to address the annual reporting requirements in the TIP.

The CONSULTANT will prepare a draft Congestion Management Process Policy and Procedures Manual for review by the TPO. The CONSULTANT will prepare for and meet with the TPO staff to review the manual and recommendations. The CONSULTANT will also prepare for and present to the TPO's TAC and TPO Board. The CONSULTANT will revise and produce a final report based on feedback from the public, TPO Board, TAC, and TPO staff.

Task 4: Public Outreach Plan Development

The Project CONSULTANT will support the TPO Project Manager and TPO Public Information Specialist with developing the Public Involvement Process to be used for the 2050 LRTP which will be consistent with the TPO's overall Public Participation Plan. As part of the 2050 LRTP Update Public Involvement Process, the TPO staff, with support from the Project CONSULTANT, will make a concerted effort to target traditionally underserved neighborhoods. This task does not provide for any public meetings and is limited to the development of the Public Involvement Plan for the 2050 LRTP and for the development of LRTP Video Ideation & Storytelling Concepts.

CONSULTANT will work with the TPO to develop concepts for a series of short videos that will focus on sharing key elements of the long-range transportation plan (LRTP) and how they relate to the "everyday" activities of the residents and businesses in Polk County. Video concepts will be informational and generally thematic but also align with the TPO strategic messaging and branding guidelines. The ideation phase would include preliminary research into similar past or ongoing TPO LRTP outreach initiatives, communication channel formats, and stylistic preferences in order to develop an initial series of story concepts, visualizations, and feature lengths that can serve as the basis for further production development to be provided under a separate scope of services.

Task 5: Model Coordination & Technical Support

The CONSULTANT will provide on-going technical support to the TPO staff in the plan development process. This includes preparation and attendance at regional coordination meetings such. This also includes attendance at Polk TPO TAC and Board meetings. Preparation and attendance at meetings under this task will only occur at the direction of the TPO staff. This task also provides for technical support to the TPO staff as requested. This task has a limit of \$15,000.

Responsibilities of the CONSULTANT

- Develop Goals, Objectives & Performance Measures/Indicators for the LRTP
- Develop Revenue Forecast
- Develop Updated Congestion Management Process
- Develop Public Outreach Strategy
- Prepare for and attend 5 with the TPO/County Staff, 2 TAC meetings and 2 Board meetings.

Responsibilities of the STAFF

- Provide all required data
- Provide Guidance to the CONSULTANT on the Goals, Objectives & Performance Measures/Indicators
- Assist CONSULTANT with the development of the Revenue Forecast including interdepartmental/interagency coordination
- Guide the CONSULTANT on key changes to the Congestion Management Process
- Guide the CONSULTANT in the development of the Public Outreach Strategy
- Review provided deliverables including the draft report and provide comments to the CONSULTANT
- Assist the CONSULTANT with coordination with the local governments and FDOT

- Schedule and secure a location for the TPO Meetings

Meetings

- 5 Meetings with TPO/County Staff
- 2 TAC Meetings
- 2 TPO Board Meeting

Fees

The CONSULTANT will undertake the above services for \$200,000 which will be invoiced on a monthly basis.

EXHIBIT B

RFP 20-1009 - Polk TPO

General Planning Consulting services for the Polk Transportation Planning Organization

Fee Schedule and List of Key Personnel

Kimley-Horn and Associates, Inc.

A North Carolina Corporation Headquartered in Raleigh, North Carolina

Federal ID #56-0885615

Schedule of Rates: 2024 - 2025

| Classifications | Direct Hourly Rate | | Billing Rate | |
|----------------------------|--------------------|-----------|--------------|-----------|
| | Low | High | Low | High |
| Principal | \$ 95.94 | \$ 117.67 | \$ 336.00 | \$ 412.00 |
| Chief Planner | \$ 71.78 | \$ 100.53 | \$ 251.00 | \$ 352.00 |
| Senior Planner | \$ 59.34 | \$ 71.89 | \$ 208.00 | \$ 252.00 |
| Project Planner | \$ 41.36 | \$ 59.82 | \$ 145.00 | \$ 209.00 |
| Planner | \$ 31.50 | \$ 41.85 | \$ 110.00 | \$ 146.00 |
| Planner Tech | \$ 25.00 | \$ 33.71 | \$ 88.00 | \$ 118.00 |
| Program Manager | \$ 87.22 | \$ 100.86 | \$ 305.00 | \$ 353.00 |
| Senior Engineer | \$ 67.98 | \$ 87.41 | \$ 238.00 | \$ 306.00 |
| Engineer 1 | \$ 42.38 | \$ 59.73 | \$ 148.00 | \$ 209.00 |
| Engineer 2 | \$ 52.70 | \$ 73.08 | \$ 184.00 | \$ 256.00 |
| Engineer Intern | \$ 33.90 | \$ 49.58 | \$ 119.00 | \$ 174.00 |
| Engineering Technician | \$ 35.88 | \$ 50.13 | \$ 126.00 | \$ 175.00 |
| Senior Programmer | \$ 78.38 | \$ 112.41 | \$ 274.00 | \$ 393.00 |
| Senior Designer | \$ 37.90 | \$ 74.49 | \$ 133.00 | \$ 261.00 |
| Graphic Designer | \$ 37.50 | \$ 52.89 | \$ 131.00 | \$ 185.00 |
| Admin/Clerical | \$ 23.24 | \$ 61.51 | \$ 81.00 | \$ 215.00 |
| Senior Landscape Architect | \$ 57.74 | \$ 109.88 | \$ 202.00 | \$ 385.00 |
| Landscape Architect | \$ 42.94 | \$ 60.35 | \$ 150.00 | \$ 211.00 |
| Landscape Designer | \$ 34.52 | \$ 46.79 | \$ 121.00 | \$ 164.00 |

Key Personnel:

| | | |
|---------------------|------------------------|----------------------|
| Campano, Alex | Kamm, Brett | Roll, William |
| Capelli, Jill | Keys, Lauren | Schneider, Jared |
| Coffman, Sydney | Klepper, Bryon | Shaw, Terrel |
| Emmons, Erin | Lubbers, Tia | Smith, Krystal |
| Eng, Clarence | Lust, Connor | Stansbery, Stephen |
| Falcon, Macy | Michael, Jonathan | Statz, Lydia |
| Fluitt, Allison | Nadeau, Gary | Suarez, Ryan |
| Garau, Michael | Naeem, Sana | Tate, Cliff |
| Garrett, Harrison | Nichols, Harrison | Taylor, James |
| Gartner, Amber | Niforatos, Christopher | Vaudo, Michael |
| Harland, Jennifer | Nuckols, Ryan | Ware, Kayla |
| Hatton, Christopher | Padgett, Timothy | Whitehurst, Jonathan |
| Hill, Travis | Patterson, Jessica | Wood, James |
| Ispass, Marc | Robertson, Stewart | Woodward, Michael |
| Johnson, Lily | | |

Fran McAskill
Director
Procurement Division



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

EXHIBIT C

Board of County Commissioners

REIMBURSABLE COST SCHEDULE

1. **Reproduction Cost**

| A. Regular Copying | Single Side | Double Sided |
|-----------------------------------|--------------|---------------|
| 8 ½ x 11 (black & white)..... | \$ 0.15/page | \$ 0.25/sheet |
| 8 ½ x 11 (color)..... | \$ 0.30/page | \$ 0.40/sheet |
| 8 ½ x 14 (black & white)..... | \$ 0.15/page | \$ 0.25/sheet |
| 8 ½ x 14 (color)..... | \$ 0.30/page | \$ 0.40/sheet |
| 11 x 17 (black & white)..... | \$ 0.25/page | \$ 0.35/sheet |
| 11 x 17 (color)..... | \$ 0.40/page | \$ 0.50/sheet |
| 9 ½ x 24 Single Side Only..... | \$ 1.00/page | |
| 17 x 22 Single Side Only..... | \$ 2.00/page | |
| 18 x 24 Single Side Only..... | \$ 2.00/page | |
| 24 x 36 Single Side Only..... | \$ 3.00/page | |
| 30 x 30 Single Side Only..... | \$ 5.00/page | |
| 32 x 34 Single Side Only..... | \$ 5.00/page | |
| Other sizes-per square inch | \$ 0.03/page | |
| Compact Digital Disk | \$ 6.00/disk | |
| B. Blueprint Copy | | \$10.00/page |
2. **Subcontractor Services** Actual Costs
3. **Special Consultants** Actual costs
4. **Computer Services** Non-reimbursable
5. **Travel Expenses** In accordance with Chapter 112.061, F.S.;
and further defined in the Polk County Employee Handbook.
6. **Postage, Fed Express, UPS** Actual Costs
7. **Pre-approved Equipment**
(includes purchase and rental of equipment used in project) Actual Costs



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/18/2024

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

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

PRODUCER
Edgewood Partners Ins. Center/Greyling
3780 Mansell Rd. Suite 370
Alpharetta GA 30022

CONTACT
NAME: Jerry Noyola
PHONE: 7702207699
FAX: (A/C No.)
E-MAIL: greylingcerts@greyling.com
ADDRESS:

INSURED
Kimley-Horn and Associates, Inc.
421 Fayetteville Street, Suite 600
Raleigh, NC 27601

KIMLASS

| INSURER(S) AFFORDING COVERAGE | | NAIC # |
|-------------------------------|---|--------|
| INSURER A: | National Union Fire Ins Co of Pittsburg | 19445 |
| INSURER B: | Allied World Assurance Co (U.S.) Inc. | 19489 |
| INSURER C: | New Hampshire Insurance Company | 23841 |
| INSURER D: | Lloyd's of London | 85202 |
| INSURER E: | | |
| INSURER F: | | |

COVERAGES

CERTIFICATE NUMBER: 882759333

REVISION NUMBER:

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

| INSR LTR | TYPE OF INSURANCE | ADDL SUBR INSD WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|--|---------------------------------------|-------------------------|-------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER: | | GL5268169 | 4/1/2024 | 4/1/2025 | EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$ |
| A | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY | | CA4489663 (AOS) CA2970071 (MA) | 4/1/2024 4/1/2024 | 4/1/2025 4/1/2025 | COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| B | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: <input checked="" type="checkbox"/> RETENTION \$ 10,000 | | 03127930 | 4/1/2024 | 4/1/2025 | EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ |
| C | <input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N <input checked="" type="checkbox"/> N | WC015893685 (AOS) WC015893686 (CA) | 4/1/2024 4/1/2024 | 4/1/2025 4/1/2025 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000 |
| D | Professional Liability | | B0146LDUSA2404949 | 4/1/2024 | 4/1/2025 | Per Claim \$2,000,000 Aggregate \$2,000,000 |

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

Re: Polk Transportation Planning Organization; William Roll. The Polk Transportation Planning Organization is named as an Additional Insured with respects to General & Automobile Liability where required by written contract. Waiver of Subrogation in favor of Additional Insured(s) where required by written contract & allowed by law.

CERTIFICATE HOLDER

Polk Transportation Planning Organization;
330 W Church Street
Bartow FL 33830-0000

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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