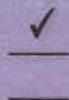


REQUEST FOR LEGAL SERVICES

TO: COUNTY ATTORNEY'S OFFICE (AT01)

ATTENTION: Noah Milov
(CHECK ONE) Heather Bryan



FROM: Jose Fernandez (863) 535-2310
(Name and Phone Number)

DATE: 07/01/2026

RETURN TO: Jose Fernandez (TR01)

DIVISION: Roads & Drainage

BOARD AGENDA DATE: 08/04/2026

COUNTY MANAGER ITEM: ☐

PROJECT: Thompson Nursery Road Widening - Phase II

CSA/CONTRACT NUMBER: 22-083-02

MODIFICATION NUMBER: 1

CHANGE ORDER NUMBER: _____

TYPE OF AGREEMENT: CSA

NAME OF CONSULTANT/CONTRACTOR: Burgess and Niple, Inc.

Please indicate any time limits and attach all necessary documentation.

REQUEST IN DETAIL: _____

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

County Attorney

For CAO Use Only:

JUL 09 2026

Assigned Staff:

Noah

Log-In Date:

CAO Project Number:

2026-454
7-16-26

Log-Out Date:

7/16/2026

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 #: 2022-083-02 Mod. 1 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 06/19/26 Division: Roads & Drainage

Project Manager's Name: Jose Fernandez, EI Phone No.: 863-535-2310

Project Name: Thompson Nursery Road Widening – Peer Review

Total Project Budget: \$127,799,400.00 Project No.: 5400237

Estimate of Construction Cost: \$63,900,000.00

Proposed Consultant: Burgess & Niple, Inc. Fee: \$295,665.88

Master Consultant Agreement: 22-083

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

Approved By: [Signature] Date 7/1/26
Division Director/Designee

Procurement Division

Date Received: 7/6/26 Date Reviewed by Analyst: 7/7/26

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

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

Date Received: 7/9/2026 Date Reviewed: 7/16/2026

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

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

Date Received: [Signature] Date Reviewed: 7/17/26

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

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

Consultant Services Authorization-Modification

Firm Name:	Burgess & Niple, Inc.
Master Agreement No.:	22-083
CSA No.:	22-083-02
CSA Modification No.:	1
Project Name:	Thompson Nursery Road Widening – Phase II
Project Description:	To Provide Professional Services for Peer Review of the 60% and 90% plans for Thompson Nursery Road Widening - Phase II.
Project Exhibit Attachment	Exhibit "A"- Modified Scope of Services
Original # of days to complete project	Through completion of design phases
# of days increased by previous modification (if applicable)	N/A
Additional # of days for this Modification	N/A
Revised total # of days to complete project	N/A
Original Compensation	\$197,365.60
Net change by previous modifications	0.00
Compensation increase/decrease this Modification	\$98,300.28
Revised total compensation	\$295,665.88
Budget Source/Availability	12273.620524080.5666000.5400237

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

Attest:

STACY M. BUTTERFIELD

By: _____

Deputy Clerk

Date Approved by County: _____

POLK COUNTY, a political subdivision
of the State of Florida

By: _____

_____, Chairman

Board of County Commissioners

Review as to form and legal sufficiency

Mark Miller 7/16/2024

County Attorney's Office Date

Burgess & Niple, Inc.

CONSULTANT COMPANY NAME

Scott D. Perfater

Authorized Corporate Officer

Scott D. Perfater, PE | Executive Vice President

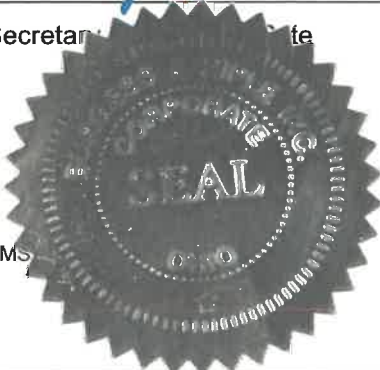
[Printed Name and Title] Date

Attest:James L. Payne 6/22/2026

Corporate Secretary

SEAL

7.27.20(MS)



BURGESS & NIPLE

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

Mr. Jose Fernandez, EI
Project Manager
Polk County, Roads and Drainage Division
3000 Sheffield Road
Winter Haven, FL 33880

Re: **Peer Review of Thompson Nursery Road
Widening – Phase II (60%) and Phase III (90%)**
Contract No. 2022-083, Task Work Order No. 2
Modification #01

June 05, 2026

Dear Mr. Fernandez:

Burgess & Niple, Inc. (B&N) is pleased to submit this limiting amount fee proposal for professional services for Peer Review services of the 60% and 90% Plans for Thompson Nursery Road, Phase II. This proposed fee proposal was prepared based on the November 3, 2025 email from Polk County Project Manager, Jose Fernandez. This document will act as a scope of services with an attached proposed maximum not-to-exceed fee for this contract assigned under the authority of our continuing services contract with Polk County, Contract No. 2022-083.

SCOPE OF SERVICES

This proposal is for peer review services at the request and discretion of Polk County. The scope of services generally includes review of the following proposed segments of Thompson Nursery Road (CR 540A):

- Phase II – West Lake Ruby Drive to US 27.

More specifically, peer review services will include the review of 60% and 90% construction plans as outlined below:

- Roadway Plans – Phase II (60%) and Phase III (90%)
- Signing and Pavement Marking Plans – Phase II (60%) and Phase III (90%)
- Signalizations Plans – Phase II (60%) and Phase III (90%)
 - Assumed two signalized intersections
 - Consists of mast arm signals and pedestrian features
- Lighting Plans – Phase II (60%) and Phase III (90%)
 - Intersection lighting only
 - Assumed two signalized intersections

Review of Bridge Data Report (BDR), Bridge Hydraulic Report (BHR), and other supporting design documentation is anticipated. Further, review of bridge structures including the proposed bridge over Peace Creek Canal is included.

PAYMENT FOR PROFESSIONAL SERVICES

The maximum limiting amount fee of \$98,300.28 for the professional engineering services described above will be paid on an hourly basis in accordance with the approved hourly rate schedule, as provided in the Agreement between the Polk County and Burgess & Niple for Master Consulting Agreement No. 22-242. See Attachment A for the peer review services staff hour estimate.

If there are any questions regarding the enclosed material or if we can provide additional information to assist Polk County with its review, please contact us.

BURGESS & NIPLE, INC.



Scott D. Perfater, PE
Executive Vice President

Attachments
Copy: File
06/05/26

ATTACHMENT A – PEER REVIEW STAFF HOUR ESTIMATE

ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

Name of Project: Thompson Nursery Road Peer Review - Phase II (Mod 01)
County: Polk

Consultant Name: Burgess & Niple
Consultant No.: TBD
Date: 6/5/2026
Estimator: John Dee, PE

Staff Classification	Total Staff Hours From "SH Summary -	Project Manager 3	Chief Engineer 2	Chief Engineer 1	Senior Engineer 1	Engineer 2	Engineer 1	Engineer Intern	Staff Classification 8	Staff Classification 9	Staff Classification 10	Staff Classification 11	Staff Classification 12	SH By Activity	Salary Cost By Activity	Average Rate Per Task
		\$250.53	\$314.96	\$248.47	\$197.80	\$201.99	\$152.85	\$118.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
3. Project General and Project Common Tasks	58	3	6	23	12	9	2	3	0	0	0	0	0	58	\$13,210	\$227.76
4. Roadway Analysis	100	5	10	40	20	15	5	5	0	0	0	0	0	100	\$22,686	\$226.86
5. Roadway Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
6a. Drainage Analysis	63	4	6	25	13	9	3	3	0	0	0	0	0	63	\$14,308	\$227.12
6b. Drainage Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
8. Environmental Permits, Compliance & Clearances	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
9. Structures - Misc. Tasks, Dwgs, Non-Tech.	91	5	9	36	18	13	5	5	0	0	0	0	0	91	\$20,577	\$226.13
18. Structures - Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
19. Signing & Pavement Marking Analysis	40	2	4	16	8	6	2	2	0	0	0	0	0	40	\$9,074	\$226.86
20. Signing & Pavement Marking Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
21. Signalization Analysis	58	3	6	23	12	9	2	3	0	0	0	0	0	58	\$13,210	\$227.76
22. Signalization Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
23. Lighting Analysis	23	2	2	9	5	3	1	1	0	0	0	0	0	23	\$5,234	\$227.56
24. Lighting Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
Total Staff Hours	433	24	43	172	88	64	20	22	0	0	0	0	0	433		
Total Staff Cost		\$6,012.72	\$13,543.28	\$42,736.84	\$17,406.40	\$12,927.36	\$3,057.00	\$2,616.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$98,300.28	

SUE Field Days by Subconsultant	
3-Person Crew	0.00

Notes:

- This sheet to be used by Prime Consultant to calculate the Grand Total fee
- Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden.

SALARY RELATED COSTS:

OVERHEAD:	0%	\$98,300.28
OPERATING MARGIN:	0%	\$0.00
FCCM (Facilities Capital Cost Money):	0.00%	\$0.00
EXPENSES:		\$0.00
Survey (Field - if by Prime)	0.00	\$0.00
4-person crew days @ \$ - / day		\$0.00
SUBTOTAL ESTIMATED FEE:		\$98,300.28
Subconsultant:		\$0.00
Subconsultant:		\$0.00
Subconsultant:		\$0.00
SUBTOTAL ESTIMATED FEE:		\$98,300.28
Geotechnical Field and Lab Testing		\$0.00
SUBTOTAL ESTIMATED FEE:		\$98,300.28
Optional Services		\$0.00
GRAND TOTAL ESTIMATED FEE:		\$98,300.28