

## **MASTER CONSULTING AGREEMENT**

**THIS AGREEMENT** is entered into as of the Effective Date (defined in Section 1.1 below) by and between Polk County (the “County”), a political subdivision of the State of Florida, situated at 330 West Church Street, Bartow, Florida 33830, Tetra Tech, Inc. (the “Consultant”), a Delaware corporation, located at 3475 East Foothill Boulevard, Pasadena, California 91107, and whose Federal Employer Identification Number is 95-4148514.

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

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

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

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

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

### **1.0 Term**

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

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

### **2.0 Services to Be Performed by Consultant**

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

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

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

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

### **3.0 Compensation**

#### **3.1 General**

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

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

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

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

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

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

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

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

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

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

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

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

## 3.2 Reimbursable

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

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

Sub-Consultant  
Special Consultants

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

3.2.4 All assets, i.e. durable goods, purchased as reimbursable expenses become the property of the County upon completion of the work for which the asset was utilized. All such assets must be surrendered by delivery to the Polk County Utilities Division offices upon demand, termination of the Agreement, or the conclusion of the project, whichever occurs first.

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

#### **4.0 Insurance**

##### **4.1 General Provisions**

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

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

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

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

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

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

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

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

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

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

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

4.3.1 Premises and Operations:

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

4.3.2 Independent Contractors:

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

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

coverage obligations.

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

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

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

## **5.0 Standard of Care**

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

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

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

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

## **6.0 Indemnification**

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

6.2 Indemnification.

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

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

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

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

**7.0 Independent Contractor**

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

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

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

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

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

## **8.0 Authority to Practice**

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

## **9.0 Public Records Law**

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

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

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

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

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

(4) upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the service. If the Consultant transfers all public records to the County upon completion of this Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records

stored electronically must be provided to the County, upon request from the County's Custodian of Public Records, in a format that is compatible with the information technology systems of the County.

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

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

#### **10.0 Compliance with Laws**

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

#### **11.0 Subcontracting**

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

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

#### **12.0 Federal and State Taxes**

12.1 The County is exempt from Federal Tax and State Sales and Use Taxes. Upon request, the County will provide an exemption certificate to Consultant. The Consultant shall not be exempted from paying sales tax to its suppliers for materials to fulfill contractual obligations with the County, nor shall the Consultant be authorized to use the County's Tax Exemption Number in securing

such materials.

**13.0 Public Entity Crimes**

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

**14.0 County's Responsibilities**

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

**15.0 Termination of Agreement**

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

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

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

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

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

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

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

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

## **16.0 Uncontrollable Forces (Force Majeure)**

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

## **17.0 Governing Law and Venue**

17.1 This Agreement shall be governed in all respects by the laws of the State of Florida and any litigation with respect thereto shall be brought only in the courts of Polk County, Florida or the United States District Court, Middle District of Florida located in Hillsborough County, Florida. Each

party shall be responsible for its own attorneys' fee and other legal costs and expenses.

**18.0 Non-Discrimination**

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

**19.0 Waiver**

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

**20.0 Severability**

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

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

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

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

**21.0 Entirety of Agreement**

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

21.2 This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters, or other communications between the County and Consultant

pertaining to the Services, whether written or oral.

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

**22.0 Modification**

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

**23.0 Successors and Assigns**

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

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

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

**24.0 Contingent Fees**

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

**25.0 Truth-In-Negotiation Certificate**

25.1 Execution of this Agreement by the Consultant shall act as the execution of a Truth-in-Negotiation certificate certifying that the wage rates and costs used to determine the compensation

provided for in this Agreement are accurate, complete, and current as of the Effective Date of this Agreement.

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

**26.0 Ownership of Documents**

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

**27.0 Access and Audits**

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

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

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

27.4 All invoices submitted are subject to audit and demand for refund of overpayment up to three (3) years following completion of all services related to this Agreement.

**28.0 Notice**

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

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

As to Consultant: Tetra Tech, Inc.  
3475 E. Foothill Blvd.  
Pasadena, CA 91107  
Attn: Gary ReVoir, PE

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

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

**29.0 Service of Process**

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

As to Consultant: Tetra Tech, Inc.  
Attn: Gary ReVoir, PE  
3475 E. Foothill Blvd.  
Pasadena, CA 91107

**30.0 Contract Administration**

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

Agreement.

**31.0 Key Personnel**

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

Name: Gary ReVoir, PE

Name: Jon Bundy, PE

**32.0 Annual Appropriations**

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

**33.0 Liquidated Damages**

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

**34.0 Employment Eligibility Verification (E-VERIFY)**

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

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

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

**35.0 Limitation of Liability.**

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

**36.0 Scrutinized Companies and Business Operations Certification; Termination.**

A. Certification(s).

(i) By its execution of this Agreement, the Consultant hereby certifies to the County that the Consultant is not on the Scrutinized Companies that Boycott Israel List, created pursuant to

Section 215.4725, Florida Statutes, nor is the Consultant engaged in a boycott of Israel, nor was the Consultant on such List or engaged in such a boycott at the time it submitted its bid, proposal, quote, or other form of offer, as applicable, to the County with respect to this Agreement.

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

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

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

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

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

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

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

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

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

### **37.0 No Construction Against Drafter**

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

### **38.0 Unauthorized Alien(s)**

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

1324a) and a cause for the County's unilateral termination of this Agreement. When delivering executed counterparts of this Agreement to the County, the Consultant shall also deliver a completed and executed counterpart of the attached "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS" form.

(THE REMAINDER OF THE PAGE LEFT INTENTIONALLY BLANK)

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

**ATTEST:**

STACY M. BUTTERFIELD

**Polk County**, a political subdivision  
of the State of Florida

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

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

Date Signed by County: \_\_\_\_\_

Review as to form and legal sufficiency

*Sander B. Ho* 12/11/23  
County Attorney's Office Date

**ATTEST:**

By: *[Signature]*  
Corporate Secretary

Preston Hopson  
[Print Name]

DATE: 12-7-2023

**Tetra Tech, Inc.**  
a Delaware corporation

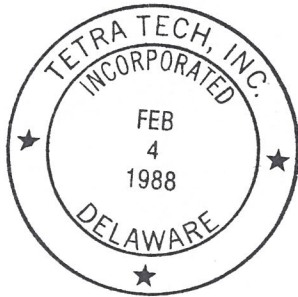
By: *[Signature]*

Richard A. Lemmon  
[Print Name]

Senior Vice President  
[Title]

DATE: 12-6-2023

SEAL



ACKNOWLEDGEMENT OF FIRM IF A LIMITED LIABILITY COMPANY

STATE OF \_\_\_\_\_ County OF \_\_\_\_\_

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

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

\_\_\_\_\_ (Official Notary Signature and Notary Seal)

\_\_\_\_\_ (Name of Notary typed, printed or stamped)

Commission Number \_\_\_\_\_ Commission Expiration Date \_\_\_\_\_

ACKNOWLEDGEMENT OF FIRM, IF A CORPORATION

STATE OF \_\_\_\_\_ County OF \_\_\_\_\_

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

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

\_\_\_\_\_ (Official Notary Signature and Notary Seal)

\_\_\_\_\_ (Name of Notary typed, printed or stamped)

Commission Number \_\_\_\_\_ Commission Expiration Date \_\_\_\_\_

*see attached*

ACKNOWLEDGEMENT OF FIRM, IF AN INDIVIDUAL

STATE OF \_\_\_\_\_ County OF \_\_\_\_\_

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

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

\_\_\_\_\_ (Official Notary Signature and Notary Seal)

\_\_\_\_\_ (Name of Notary typed, printed or stamped)

Commission Number \_\_\_\_\_ Commission Expiration Date \_\_\_\_\_

ACKNOWLEDGEMENT OF FIRM, IF A PARTNERSHIP

STATE OF \_\_\_\_\_ County OF \_\_\_\_\_

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

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

\_\_\_\_\_  
(Official Notary Signature and Notary Seal)

\_\_\_\_\_  
(Name of Notary typed, printed or stamped)

Commission Number \_\_\_\_\_ Commission Expiration Date \_\_\_\_\_

**CALIFORNIA ACKNOWLEDGMENT**

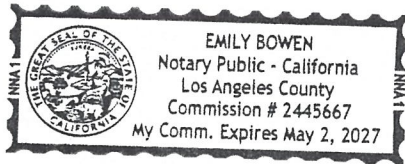
**CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }  
County of Los Angeles

On December 6, 2023 before me, Emily Bowen, Notary Public,  
*Date Here Insert Name and Title of the Officer*  
personally appeared Preston Hopson and Richard A. Lemmon  
*Name(s) of Signer(s)*

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



Place Notary Seal and/or Stamp Above

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

Signature of Notary Public

**OPTIONAL**

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_

Document Date: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

Corporate Officer – Title(s): \_\_\_\_\_

Corporate Officer – Title(s): \_\_\_\_\_

Partner –  Limited  General

Partner –  Limited  General

Individual  Attorney in Fact

Individual  Attorney in Fact

Trustee  Guardian or Conservator

Trustee  Guardian or Conservator

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Signer is Representing: \_\_\_\_\_

Signer is Representing: \_\_\_\_\_



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## Detail by Entity Name

Foreign Profit Corporation  
TETRA TECH, INC.

### Filing Information

<b>Document Number</b>	P19034
<b>FEI/EIN Number</b>	95-4148514
<b>Date Filed</b>	04/28/1988
<b>State</b>	DE
<b>Status</b>	ACTIVE
<b>Last Event</b>	CORPORATE MERGER
<b>Event Date Filed</b>	12/30/2003
<b>Event Effective Date</b>	01/02/2004

### Principal Address

3475 E. FOOTHILL BLVD.  
PASADENA, CA 91107

Changed: 07/14/2003

### Mailing Address

3475 E. FOOTHILL BLVD.  
PASADENA, CA 91107

Changed: 07/14/2003

### Registered Agent Name & Address

CT CORPORATION SYSTEM  
1200 S. PINE ISLAND ROAD  
PLANTATION, FL 33324

Name Changed: 03/18/1992

Address Changed: 03/18/1992

### Officer/Director Detail

#### **Name & Address**

Title Senior Vice President, Chief Engineer

BROWNLIE, WILLIAM R  
3475 E. Foothill Blvd.  
Pasadena, CA 91107

Title Senior Vice President, Corporate Administration

LEMMON, RICHARD A  
3475 E. FOOTHILL BLVD.  
PASADENA, CA 91107

Title Executive Vice President, CFO and Assistant Secretary

BURDICK, STEVEN M  
3475 E. FOOTHILL BLVD.  
PASADENA, CA 91107

Title Chairman of the Board, CEO

Batrack, Dan L.  
3475 E. FOOTHILL BLVD.  
PASADENA, CA 91107

Title EVP, Chief Sustainability and Leadership Development Officer

Shoemaker, Leslie L  
3475 E. Foothill Blvd.  
Pasadena, CA 91107

Title Senior Vice President, Corporate Controller, Chief Accounting Officer

Carter, Brian N  
3475 E. FOOTHILL BLVD.  
PASADENA, CA 91107

Title Director

Lewis, J. Christopher  
3475 E. FOOTHILL BLVD.  
PASADENA, CA 91107

Title Director

Thompson, J. Kenneth  
3475 E. FOOTHILL BLVD.  
PASADENA, CA 91107

Title Director

Ritrievi, Kimberly E  
3475 E FOOTHILL BLVD  
PASADENA, CA 91107

Title Director

Volpi, Kirsten M  
3475 E. FOOTHILL BLVD.  
PASADENA, CA 91107

Title SVP

BIAGI , JAMES Q, Jr.  
4967 U.S. Hwy 42  
Ste. 210  
Louisville, KY 40222

Title Director

Maguire, Joanne M.  
3475 E. FOOTHILL BLVD.  
PASADENA, CA 91107

Title Senior Vice President and President of the Client Account Management Division and Commercial/International Services Group

Amidon, Derek G  
4750 W. 2100 South  
Ste. 400  
Salt Lake City, UT 84120

Title Senior Vice President, President of the Government Services Group and President of the United States Government Division

Argus, Roger R.  
1230 Columbia Street  
Suite 1000  
San Diego, CA 92101

Title Secretary

Hopson, Preston  
3475 E. FOOTHILL BLVD.  
PASADENA, CA 91107

Title VPFS

JENKINS, LAWRENCE E  
201 E. PINE ST.  
ORLANDO, FL 32801

Title Director

Birkenbeuel, Gary R.  
3475 E. FOOTHILL BLVD.  
PASADENA, CA 91107

## Title President

Hudkins, Jill  
3475 E. FOOTHILL BLVD  
PASADENA, CA 91107

## Title Treasurer

Wu, Jim  
3475 E. FOOTHILL BLVD.  
PASADENA, CA 91107

## Title Director

GANDHI, PRASHANT  
3475 E. FOOTHILL BLVD.  
PASADENA, CA 91107

## Title Director

OBIAYA, CHRISTIANA  
3475 E. FOOTHILL BLVD.  
PASADENA, CA 91107

**Annual Reports**

<b>Report Year</b>	<b>Filed Date</b>
2021	01/04/2021
2022	01/03/2022
2023	01/12/2023

**Document Images**

<a href="#">01/12/2023 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/03/2022 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/04/2021 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
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<a href="#">05/18/2018 -- AMENDED ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/03/2018 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
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<a href="#">01/12/2016 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/07/2015 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
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<a href="#">02/09/2012 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/18/2012 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>

<a href="#">02/15/2011 -- ANNUAL REPORT</a>	View image in PDF format
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<a href="#">02/09/1996 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/14/1995 -- ANNUAL REPORT</a>	View image in PDF format

# Exhibit "A-i"

## RFP NOTICE

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

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

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

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

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

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

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

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

# RFP REGISTRATION

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

**RFP Number:** 23-448

**RFP Title:** Utilities Design Services & Regulatory Support Services

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

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

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

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## PROPOSAL SUBMITTAL INSTRUCTIONS

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

### **Sealed Parcel Submittal:**

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

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

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

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

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

***Electronic Proposals Submittal:***

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

“RFP 23-448 Tab 1”

“RFP 23-448 Tab 2”

“RFP 23-448 Tab 3”

“RFP 23-448 Tab 4”

“RFP 23-448 Tab 5”

“RFP 23-448 Tab 6”

“RFP 23-448 Tab 7”

For more instructions, a video tutorial has been produced to further explain the electronic solicitation submittal process. It can be found by clicking here for RFP Submittals: [https://youtu.be/vkn\\_7AHgioE](https://youtu.be/vkn_7AHgioE). If you need assistance accessing this website due to ADA or any other reason, please email Ari Goldstein at [arigoldstein@polk-county.net](mailto:arigoldstein@polk-county.net).

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

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

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

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

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

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

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

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

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

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

## **INTRODUCTION**

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

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

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

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

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

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

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

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

## SCOPE OF SERVICES

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

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

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

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

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

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

## **AGREEMENT**

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

## **EVALUATION CRITERIA**

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

### **Tab 1 Executive Summary**

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

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

### **Tab 2 Approach to the Project (35 points)**

(Maximum of four (4) pages)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Tab 7 Surveys of Past Performance (10 Points)**

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

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

**BID OPENING**

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

**Selection Process**

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

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

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

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

**Elevation Level 1 (Procurement Requirements Assessment):**

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

**Elevation Level 2 (Scoring)**

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

Subtotal Points-20 points

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

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

Total Points – 100 points

by the following process:

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

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

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

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

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

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

- UNACCEPTABLE (0.0):

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

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

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

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

### **Elevation Level 3 (Proposer Interviews)**

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

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

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

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

#### **Elevation Level 4 (Contract Negotiations)**

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

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

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

## **GENERAL CONDITIONS**

### **CONTACT**

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

### **INSURANCE REQUIREMENTS**

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

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

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

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

Premises and Operations and Products/Completed Operations;

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

Independent Contractors; Policy must include Separation of Insureds Clause.

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

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

### **INDEMNIFICATION**

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

### **PUBLIC ENTITY CRIMES STATEMENT**

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

## **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

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

## **WOMEN/MINORITY BUSINESS ENTERPRISE OUTREACH**

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

## **AFFIRMATION**

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

## **DEVELOPMENT COSTS**

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

## **ADDENDA**

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

## **CODE OF ETHICS**

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

## **DRUG FREE WORKPLACE**

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

## **APPLICABLE LAWS AND COURTS**

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

## **CONTRACTUAL MATTERS**

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

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

## **PROPOSAL ACCEPTANCE PERIOD**

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

## **ADDITION/DELETION**

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

## **PROPRIETARY INFORMATION**

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

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

## **REVIEW OF PROPOSAL FILES**

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

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

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

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

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

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

**EMPLOYMENT ELIGIBILITY VERIFICATION (E-Verify)**

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

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

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

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

### **LIMITATIONS**

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

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

### **PUBLIC RECORD LAWS**

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

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

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

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

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

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

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

**RECORDS MANAGEMENT LIAISON OFFICER**

**POLK COUNTY**

**330 WEST CHURCH ST**

**BARTOW, FL 33830**

**TELEPHONE: (863) 534-7527**

**EMAIL: [RMLO@POLK-COUNTY.NET](mailto:RMLO@POLK-COUNTY.NET)**

**Scrutinized Companies and Business Operations Certification; Termination.**

**A. Certification(s).**

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

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

## Proposers Incorporation Information

(Submittal Page)

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

Company Name: \_\_\_\_\_

DBA/Fictitious Name (if applicable): \_\_\_\_\_

TIN #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

County: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Organization (select one type)

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

State of Incorporation: \_\_\_\_\_

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

# EXHIBIT 1

## DETAILED INSTRUCTIONS ON HOW TO PREPARE AND SEND PERFORMANCE SURVEYS

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

### **Sending the Survey**

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

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

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

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

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

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

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

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

## **Preparing the Surveys**

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

## Survey Questionnaire – Polk County

### RFP 23-448, Utilities Design Services & Regulatory Services

To: \_\_\_\_\_ (Name of Person completing survey)

\_\_\_\_\_ (Name of Client Company/Contractor)

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Subject: Past Performance Survey of Similar work:

Project name: \_\_\_\_\_

Name of Vendor being surveyed: \_\_\_\_\_

Cost of Services: Original Cost: \_\_\_\_\_ Ending Cost: \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ Contract End Date: \_\_\_\_\_

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

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

Printed Name of Evaluator \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_

Please fax or email the completed survey to: \_\_\_\_\_

# AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

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

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

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

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

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

State of: \_\_\_\_\_

County of: \_\_\_\_\_

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

Notary Public Signature: \_\_\_\_\_

Printed Name of Notary Public: \_\_\_\_\_

Notary Commission Number and Expiration: \_\_\_\_\_

(AFFIX NOTARY SEAL)

**EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION**

(Florida Statutes, Section 448.095)

RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

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

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

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

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

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**ATTEST:**

**CONSULTANT:**

By: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
Its: \_\_\_\_\_

June 27, 2023

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

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

Contained within this addendum: Questions Received and Answers.

Ari Goldstein, CPP

*Ari Goldstein*

Senior Procurement Analyst  
Procurement Division

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

Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

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

## ADDENDUM # 1

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### QUESTIONS AND ANSWERS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

July 3, 2023

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

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

Contained within this addendum: Questions Received and Answers.

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

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

Ari Goldstein, CPP

*Ari Goldstein*

Senior Procurement Analyst  
Procurement Division

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

Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

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

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### **QUESTIONS AND ANSWERS**

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

**Answer 1: Yes.**

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

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

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

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

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

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

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

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

July 11, 2023

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

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

Contained within this addendum: Questions Received and Answers.

Ari Goldstein, CPP

*Ari Goldstein*

Senior Procurement Analyst  
Procurement Division

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

Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

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

## ADDENDUM # 3

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### QUESTIONS AND ANSWERS

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

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

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

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

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

**Answer 3: Yes.**

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

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

## Exhibit "A-ii"



PROPOSAL TO PROVIDE

# Utilities Design Services & Regulatory Support Services

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



**TETRA TECH**

# 1. Executive Summary



Florida's Crossroads of Opportunity



July 19, 2023

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

**RE: Utilities Design Services & Regulatory Support Services  
RFP No. 23-448**

Dear Selection Committee:

Successful projects begin with the commitment of a qualified and experienced local team who offers exceptional project management, technical expertise, and a unique understanding of each project. Tetra Tech has been providing engineering and regulatory services to Polk County under a continuing services contract since 2011, and we are committed to continuing to serve the County in this capacity for many years to come. Additionally, Ardaman & Associates, A Tetra Tech Company, has maintained an office in Bartow and has provided professional services to Polk County and the surrounding communities since 1974!

Our firm understands the challenges facing Polk County Utilities (PCU) Division as one of the largest counties in Florida, with six separate service areas. Located in the center of the state, and with a rapidly growing population, reliable and sustainable water supply will continue to challenge the County along with addressing aging infrastructure. Further challenges include maintaining system assets, navigating unprecedented construction cost escalations, and ever-changing regulatory requirements while maintaining an excellent level of service. Our technical expertise, vast similar municipal experience, and local knowledge will provide a dedicated support system that continues to provide the highest quality utility service to the citizens of Polk County.

Our project team will be led by Gary ReVoir, PE, who has 35 years of experience in the water and wastewater industry and lives right here in central Florida. Mr. ReVoir will serve as the client manager for this contract and will be involved in all assignments, particularly any assignments related to the regional water supply. Mr. ReVoir will be supported by Jon Bundy, PE, who will assist with managing the contract as well as managing each assignment with respect to scope, schedule, and budget. Mr. Bundy will serve as the secondary contact for management of the contract and as the primary contact with each of the specific County project managers assigned for each project issued under this contract. He has previous working experience with PCU in a similar capacity and will bring his excellent project management and technical skills to every assignment. In addition to our two key leaders, Tetra Tech has assembled a well-qualified and highly experience group of professionals and local subconsultants to successfully execute this contract.

Item  
A

### Firm's Contact Information

Gary ReVoir, PE - Client Manager  
Tetra Tech  
201 East Pine Street, Suite 1000  
Orlando, Florida 32801  
Office: 407.839.3955  
Fax: 407.839.3790  
Email: Gary.Revoir@tetrattech.com

### Local Office Contact Information

Thomas Leto, PE - Office Manager  
Ardaman & Associates,  
A Tetra Tech Company  
1525 Centennial Drive  
Bartow, Florida 33830  
Office: 863.533.3860  
Fax: 863.533.7325  
Email: TLeto@ardaman.com

Items  
B & C

57

Years in Business

11,496

Full-Time Employees

### Engineering News-Record Tetra Tech Rankings

1 Water

1 Water Treatment  
& Desalination

4 Top 500 Design  
Firms

Tetra Tech has provided continuing utility design services and regulatory support services for numerous municipalities and counties throughout Florida for the past five decades, including Polk County. Over the past 57 years Tetra Tech has substantially increased the size and scope of its business and expanded its service offerings through a series of strategic acquisitions and internal growth. Engineering News-Record has ranked Tetra Tech as No. 4 in its list of Top 500 Design Firms underscoring its position as a leading provider of consulting, engineering, program management, construction management, and technical services. We are a diverse company, including 27,000 individuals with over 11,000 full-time employees with expertise in science; research and development; applied science and technology; water, wastewater, and reuse utility engineering design; construction management; and operations and maintenance.

Our ability to provide the scope of services to meet the County's expectations is a result of our client manager's experience and an effective project team. Gary ReVoir, PE, will continue to serve as the client manager and will work as an extension of the County's staff so that each project's requirements are met on time, within budget, and up to the standards set forth by Polk County. He has an established relationship with County staff through his previous work experience on various assignments.

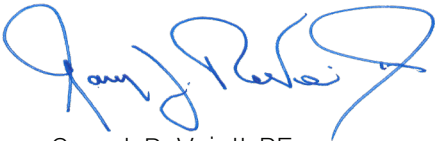
### **SUMMARY**

Tetra Tech is a full-service engineering consulting firm that can provide PCU with all the services anticipated under this contract under one roof. Please note that we are extremely committed to utilizing local firms, as well as certified WBE and MBE firms as the need arises. We have included two W/MBE firms on our team to demonstrate our commitment.

Tetra Tech's passion and energy for this contract derives from our excitement to better our local communities. We are committed to continuing to develop a strong relationship with Polk County built on mutual trust and professionalism, and we look forward to your favorable consideration.

Sincerely,

Tetra Tech, Inc.

A handwritten signature in blue ink, appearing to read "Gary J. ReVoir II, PE". The signature is stylized and fluid.

Gary J. ReVoir II, PE  
Senior Vice President and Client Manager

Attachments: Item D  
Item E

Item D

## State of Florida Department of State

I certify from the records of this office that TETRA TECH, INC. is a Delaware corporation authorized to transact business in the State of Florida, qualified on April 28, 1988.


The document number of this corporation is P19034.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on January 12, 2023, and that its status is active.


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

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



  
Secretary of State

Tracking Number: 9663253682CU  
To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.  
<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



<b>POLK COUNTY LOCAL BUSINESS TAX RECEIPT</b>	<b>CLASS:</b> B+	<b>EXPIRES:</b> 09/30/2023				
<b>ACCOUNT NO. 2591</b>			<b>LOCATION</b>	1525 CENTENNIAL BLVD BARTOW		
<b>OWNER NAME</b>	SR VICE PRES THOMAS J LETO					
<b>BUSINESS NAME AND MAILING ADDRESS</b>	ARDAMAN & ASSOCIATES INC ARDAMAN & ASSOCIATES INC P O BOX 812 BARTOW, FL 338310812					
<b>CODE</b>	540190	<b>ACTIVITY TYPE</b>	PROFESSIONAL ENGINEER PROFESSIONAL LICENSE (IF APPLICABLE)			
<b>OFFICE OF JOE G. TEDDER, CFC * TAX COLLECTOR</b>	THIS POLK COUNTY LOCAL BUSINESS TAX RECEIPT MUST BE CONSPICUOUSLY DISPLAYED AT THE BUSINESS LOCATION					
<b>PAID - 865231</b>	<b>08/02/2022</b>	<b>HSP</b>	<b>TP</b>	<b>57.75</b>	<b>ARDAMAN &amp; ASSOCIATES INC</b>	

Item E

<b>Licensee</b>						
Name:	<b>TETRA TECH, INC</b>		License Number:	<b>2429</b>		
Rank:	<b>Registry</b>		License Expiration Date:			
Primary Status:	<b>Current</b>		Original License Date:	<b>05/10/1977</b>		
<b>Related License Information</b>						
License Number	Status	Related Party	Relationship Type	Relation Effective Date	Rank	Expiration Date
70052	Current, Active	BROWNLIE, WILLIAM ROBERT	Registry	08/11/2009	Professional Engineer	02/28/2025

<b>Licensee</b>						
Name:	<b>PETERSON, MARK ANDREW</b>		License Number:	<b>PG2806</b>		
Rank:	<b>Professional Geologist</b>		License Expiration Date:	<b>07/31/2024</b>		
Primary Status:	<b>Current</b>		Original License Date:	<b>05/28/2013</b>		
Secondary Status:	<b>Active</b>					
<b>Related License Information</b>						
License Number	Status	Related Party	Relationship Type	Relation Effective Date	Rank	Expiration Date
	Current, Active	TETRA TECH INC	Professional Geologist	04/22/2015	Geology Business Information	

*Newly passed Florida legislation "Occupational Freedom and Opportunity Act" (effective July 1, 2020) eliminates separate business licenses for engineers, architects, geologists, and landscape architects who already hold an individual license. Therefore, we have included licenses of Tetra Tech, Inc.'s sponsoring qualifiers, Professional Engineer, William Brownlie (PE 70052) and Professional Geologist, Mark Peterson (PG 2806).*

**Proposers Incorporation Information**

(Submittal Page)

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

Company Name: Tetra Tech, Inc.

DBA/Fictitious Name (if applicable): N/A

TIN #: 95-4148514

Address: 201 East Pine Street, Suite 1000

City: Orlando

State: Florida

Zip Code: 32801

County: Orange

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

Contact Person: Gary ReVoir

Phone Number: 407.839.3955

Cell Phone Number: 407.480.3943

Email Address: gary.revoir@tetrattech.com

Type of Organization (select one type)

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

State of Incorporation: Delaware

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

Form **W-9**  
 (Rev. October 2018)  
 Department of the Treasury  
 Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>TETRA TECH INC.</b>	
	2 Business name/disregarded entity name, if different from above <b>TETRA TECH INC.</b>	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____	Exempt payee code (if any) _____
	<b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____	(Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See instructions. <b>201 East Pine Street., Suite-1000</b>	Requester's name and address (optional)	
6 City, state, and ZIP code <b>Orlando, FL 32801</b>		
7 List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>	
[ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]	
or	
<b>Employer identification number</b>	
9 5 - 4 1 4 8 5 1 4	

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**

Signature of U.S. person ▶ *Caroline T Hall*

Date ▶ April 16, 2023

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

**AFFIDAVIT CERTIFICATION IMMIGRATION LAWS**

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

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

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

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

Company Name: Tetra Tech, Inc.

Signature: *Gary Revoir*

Title: Senior Vice President and client manager

Date: 07/11/2023

State of: Florida

County of: Orange

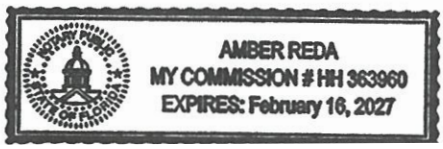
The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 11th day of July, 2023, by Gary Revoir (name) as Client Manager (title of officer) of Tetra Tech (entity name), on behalf of the company, who  is personally known to me or  has produced \_\_\_\_\_ as identification.

Notary Public Signature: *Amber Reda*

Printed Name of Notary Public: Amber Reda

Notary Commission Number and Expiration: HH363960  
2/16/27

(AFFIX NOTARY SEAL)



**EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION**

(Florida Statutes, Section 448.095)

RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

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

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

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

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

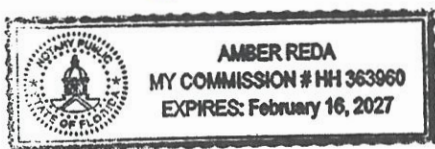
Executed this 11 day of July, 2023.

ATTEST:

By: Amber Reda  
PRINTED NAME: Amber Reda  
Its: Notary

CONSULTANT:

By: Gary J. Revoir II  
PRINTED NAME: GARY J. Revoir II  
Its: Senior Vice President and Client manager



## 2. Approach to the Project



Florida's Crossroads of Opportunity

# Approach to the Project

## SERVICES PROVIDED BY FIRM

Having served as one of the County's professional utility design engineers for over a decade, and providing similar services to numerous central Florida municipalities, Tetra Tech is intimately familiar with the scope of services requested under this contract. Our firm understands the day-to-day operations of a utility system, including implementing a large community investment program (CIP), and operations, renewal, and replacement project assignments that may be issued under this contract related to PCU's potable water, wastewater, and reclaim water systems.

Tetra Tech has a knowledgeable working relationship with the Florida Department of Environmental Protection Southwest District office, Southwest Florida, the South Florida Water Management Districts, Polk County Health Department, and other regulatory agencies. Additionally, our past experience

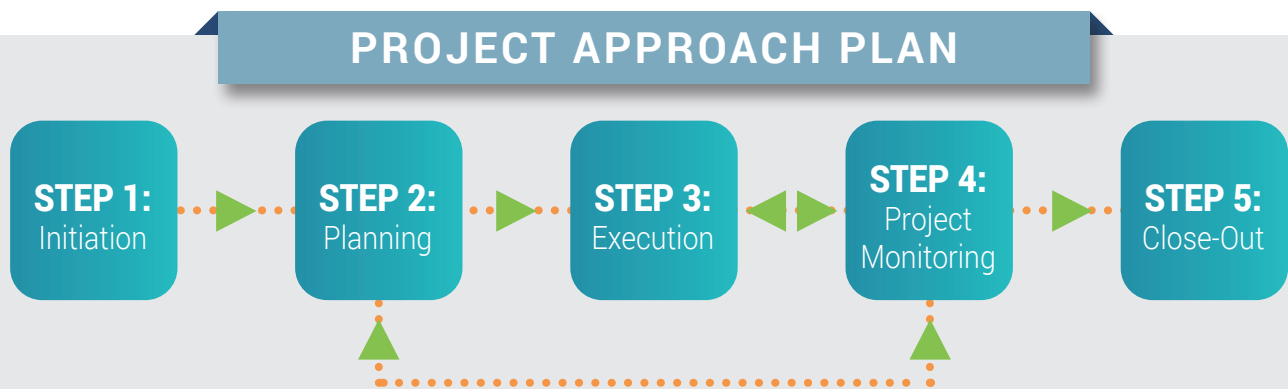
serving Polk County and other local communities provides our staff with the knowledge of the County's GIS, state plan coordinate system, and the County's most up-to-date hydraulic models.

We understand this contract will include a variety of task assignments as prioritized by Polk County. Our current understanding of PCU's priorities includes developing and sustaining a reliable water supply, addressing aging infrastructure, addressing future regulatory requirements, and consolidating smaller facilities into regional facilities. Our relevant municipal utility experience will support the priorities of PCU. Our portfolio includes hundreds of similar municipal utility projects ranging from minor wastewater lift stations upgrades, water main extensions, utility relocation and complex water and wastewater treatment plant expansions, and upgrades and modifications throughout Florida. Our team is capable and prepared to provide any of the following services under this contract:

- ◆ Civil, structural, electrical, mechanical, architectural, and geotechnical engineering as related to water, wastewater and reclaim water facilities
- ◆ **Regulatory compliance and permitting for water and wastewater facilities**
- ◆ Utility master planning and hydraulic modeling
- ◆ Water quality master plans and water conservation plans
- ◆ Water quality engineering, modeling, and evaluation
- ◆ Wastewater engineering, treatment, and evaluation
- ◆ Biosolids management design and operation
- ◆ Utility environmental affairs
- ◆ Land surveying
- ◆ Hydrology and surface water modeling
- ◆ Hydrogeologic modeling and evaluation of water quality data
- ◆ Well construction and abandonment
- ◆ Well head protection, water quality and environmental assessments
- ◆ Feasibility studies for developing, improving and maintaining water, wastewater and reclaim water systems
- ◆ Utility acquisition and evaluation
- ◆ Right-of-way and easement acquisition services
- ◆ Constructability plan review / value engineering
- ◆ SCADA instrumentation and controls / programming
- ◆ Construction administration and observation-related engineering services for water, wastewater, and reclaim water facilities
- ◆ Water, wastewater, and reclaim water facilities operational experience
- ◆ Public involvement services
- ◆ Water conservation education and/or enforcement
- ◆ GIS analysis, SDE management and database maintenance and support capabilities
- ◆ CADD, BIM, and REVIT design
- ◆ Database and information system development related to utility systems and management
- ◆ Energy audits
- ◆ Green engineering practices

## APPROACH TO THE PROJECT

Tetra Tech specializes in municipal and public consultation and professional engineering services. It is our core belief that our professionals serve as an extension of our client's staff. With that said, we will continue to place a large emphasis on serving Polk County's specific project needs, while maintaining and updating an in-depth knowledge of the County's six utility service areas and the various potable water, wastewater and reclaim water systems within these regional utility service areas. Our approach to implementing the projects anticipated under this contract is built on a sound system that includes checks and balances, accountability, and continually emphasizes strong communication. Effective communication remains one of the major components to successfully delivering any type of project. More specifically, our approach includes in-person meetings with the County staff on a regular basis to maintain project execution, as well as all of the key steps to project approach. Our approach to responding to requests for specific projects will follow a conventional 5-step process that includes key features of feedback, measurement, and accountability. This process can be used in projects that consist of studies and other document preparation, final design that includes the preparation of drawings and specifications, construction administration and permitting, and all types of regulatory support. Our 5-step project approach plan consists of the following phases: initiation, planning, execution, monitoring, and close-out.



### PROJECT APPROACH PLAN

Every project starts by first meeting with the County's assigned project manager, Jon Bundy, PE, and the CIP Manager, as well as other related PCU staff to verify the goals and objectives of the selected assignment. Our project manager understands the County staff has invested time and effort into developing the specific project. It is incumbent upon us within the first step, the initiation phase, to meet with PCU staff, listen, and fully understand the background details behind the genesis of the assignment. This step of the project includes defining the project parameters, the project's organization and the framework for the assignment as a whole, as well as the County's overall goals and objectives.

The second step of the project, the planning phase, includes establishing the specific expectations for the deliverables of the project, as well as the details of the project scope, the overall project schedule, and the budget for the project. One of the key initial steps to any assignment is to recruit the best team members. During this phase, Tetra Tech assigns the

best qualified staff of professionals and team of local subconsultants which will provide the best value to the County specific to each individual assignment. Continuing our theme of communication, our approach for this second step also includes a scoping meeting with the PCU staff. A face-to-face meeting with all of the key team members on both sides will provide the most productive process for establishing the project's basic components; scope, schedule, and budget.

Our approach continues with the third step, the project execution phase, which includes, as expected, performing the specific tasks as defined in the scope of work. This third phase of the approach includes tasks such as data collection, data review, preliminary engineering, studies and report preparation, and, in some cases, final design document preparation, such as drawings and technical specifications. This phase of the project also includes its own set of sub-steps, which mimic the overall approach. These sub-steps include providing the County with phased deliverables at the 30-, 60-, 90- and 100-percent

completion level. Whether reports or drawing and specification sets, the review levels provide the County with the detail needed to track progress of any assignment during the execution phase.

Following the submittal of the various completion levels to the County staff, we will schedule review meetings to enhance communication during the execution phase. These reviews are also part of the project monitoring phase. This step in the approach includes regularly scheduled (monthly) project progress meetings with County's assigned project manager and other related PCU staff for project updates on scope, schedule, and budget.

Our own internal process includes collecting status from our team project manager, analyzing variances, taking proactive steps to correct any issue identified, and finally project reporting back to the client. Specifically for Polk County, this reporting is included in the monthly project status meeting with the staff, as well as during the quarterly status update meetings held by the Utilities Director and CIP Manager, as well as other PCU staff. This step in the process is established to manage projects in order to meet schedule and budget requirements.

Our step-wise approach concludes with the project close-out phase. In this phase of the process, it is imperative to again meet in person with PCU's project manager to verify all of the scope items have been completed to the County's satisfaction within the allotted schedule, the budget has been maintained, all invoices have been submitted, and that the County's original goals and objectives were achieved!

### **ABILITY TO COMPLETE PROJECTS IN A TIMELY MANNER**

Throughout the firm's history, Tetra Tech has consistently demonstrated an ability to meet our clients' schedules and budgets. As professionals serving many repeat clients, the ability to complete quality work within a timely fashion has long been an ingredient in building our strong reputation in the industry.

Our goal is to deliver successful, completed projects which fulfill the needs of our client on time and within budget. The firm has learned that good planning and quality contract documents ensure the successful completion of a project.

**Project Schedule and Budget Management.** Due to our experience with projects under fixed term or continuing consulting contracts, we have learned how to successfully manage projects with tight schedules and firm budgets, and are experienced in the scheduling requirements, coordination and organization required to maintain the schedule. Schedules often have overlapping tasks which utilize various personnel and require experience in coordinating subconsultants so that multiple critical paths are preserved. Completing a project on time requires effective project management and an organized approach. At the start of any project, the Tetra Tech project manager prepares a project management plan that contains a description of the project, identifies submittals, lists various tasks, and presents a schedule and a detailed work plan for the elements of each task with project team members responsible for that task. The project management plan also includes organizational charts, procedures for correspondence and communications, filing protocols, approvals, project control, Tetra Tech standards, client standards, and quality control requirements. The plan serves as a baseline for establishing milestones and measuring the progress of the project team versus the schedule. The project plan will be prepared with the input of the County.

Having to manage several thousand staff daily, Tetra Tech has developed and implemented tools for maintaining the project team and their time. Tetra Tech utilizes a tool, referred to as the Labor Forecasting Tool (LFT). The LFT is managed weekly and provides a three month look ahead. Project managers and unit leaders input information related to each staff member related to the proposed number of labor hours associated with each specific project. For example, Jon Bundy would input the number of hours for each person assigned to a specific Polk County project for a rolling three month look ahead. This system guarantees that your project will maintain the same team members and have the appropriate amount of resources assigned to meet the project schedule.

Tetra Tech's comprehensive approach to schedule management allows the project manager to completely oversee the project and has been successfully utilized on many projects to maintain complete control of the project schedule. In addition to the project manager reviewing the project schedule and making corrections to maintain the schedule, the plan also includes the overall budget, the budget for each task, and anticipated billings. The

plan closely coordinates the schedule and the budget so that as the project progresses the project manager can easily monitor the billings versus the anticipated budget. The plan is enhanced by our computer-based accounting system. The accounting system is tied directly to employee time sheets and billing information and is kept up-to-date on a weekly basis. This electronic system reduces delays in getting the project manager budget information. Using the project management plan and the electronic accounting system, Tetra Tech's budget management program allows the project manager to efficiently oversee the project. These tools have been successfully utilized on many design projects to maintain the project budget.

### QUALITY ASSURANCE AND QUALITY CONTROL

Tetra Tech's Quality Assurance and Quality Control (QA/QC) Program is based on a corporate philosophy of clearly understanding client goals and expectations, and providing deliverables and services that fully meet these goals and expectations in a cost-effective manner. Tetra Tech's QA/QC Program consists of three key components: Quality Assurance, Quality Control, and Quality Improvement.

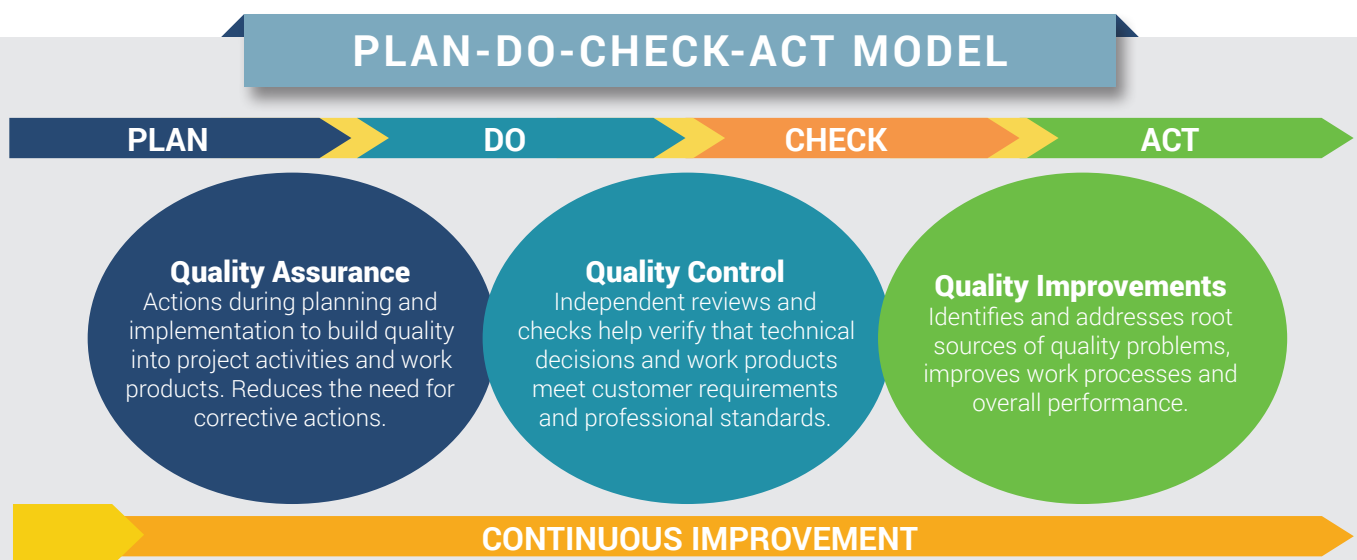
**Quality Assurance** processes are practiced within projects to meet the following goals:

- ◆ The deliverables prepared meet or exceed the client's needs
- ◆ Provide an opportunity for the customer to share feedback regarding our services
- ◆ The basis of design and the deliverables are consistent with the objectives established
- ◆ Ensure implementation of the quality review process through an internal quality audit process
- ◆ Quality processes are completed and documented

**Quality Control** involves the detailed checking of design calculations, plan content, quantities, probable costs, and plan presentation. Checklists are used to ensure that all relevant items are reviewed and that deliverables are mathematically and grammatically correct and appropriate.

**Quality Improvement** is a proactive approach to Quality Assurance that focuses on structured problem-solving by identifying problems early and improving work processes. Tetra Tech uses the results of Quality Control checks as a learning tool to improve the quality of future deliverables and services for our clients.

Tetra Tech's success in project implementation is due in large part to our comprehensive Quality Program. We will use this program with the County's continuing engineering contract projects to ensure that projects meet the County's requirements and meet or exceed the County's requirements for quality.



### 3. Experience, Expertise, Personnel and Technical Resources



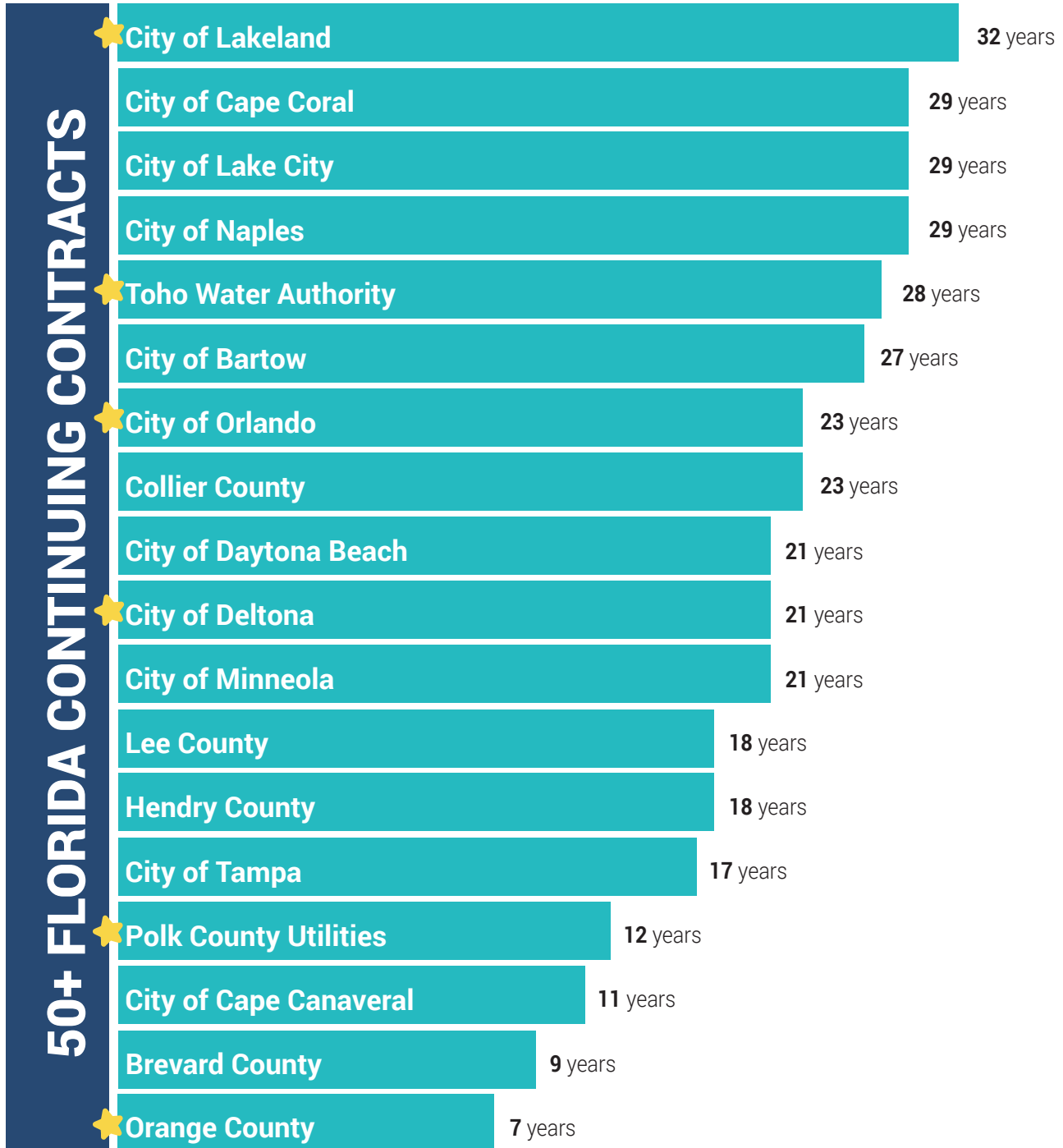
Florida's Crossroads of Opportunity



# Experience, Expertise, Personnel, and Technical Resources

## CONTINUING PROFESSIONAL ENGINEERING SERVICES CONTRACTS

A select list of clients for which Tetra Tech has provided long-term continuing professional engineering services is provided below. We believe this list truly represents Tetra Tech’s ability to foster and preserve relationships with clients, which is backed by our experience and dedication to providing quality service!



★ Denotes a project highlighted in this section.

# Continuing Professional Engineering Services

Polk County, FL



## SIZE AND COST

Varies per project

## PROJECT REPRESENTATIVE

Polk County, FL  
 Mark Addison, PE  
 330 West Church Street  
 Room 150  
 Bartow, FL, 33830  
 P: 863.298.4100  
 E: markaddison@polk-county.net

## CONTRACT DATES

2011 - Present

## CHANGE ORDERS AND TIME EXTENSIONS

*Tetra Tech works diligently to define all unknowns during scope development to avoid potential change orders. We are proud to say the majority of our assignments result in no change orders except for instances where unforeseen conditions arise and where either scope was added or deleted by the client.*

## KEY STAFF/ROLE

Gary ReVoir, PE  
 Client Manager  
 Jon Bundy, PE  
 Project Manager

Tetra Tech has provided professional utility design, construction services, and regulatory support services to Polk County Utilities since 2011. Services under this continuing services contract include design, permitting, and construction phase engineering for water, wastewater, and reclaim water facilities for Polk County Utilities. Also includes supporting regulatory permitting, planning, and compliance for the County's potable water, wastewater, and reclaim water systems.

### Responsibilities under this contract have included:

**Hodge Street Water Production Facility (WPF) Improvements.** In 2011, reviewed design and provided modifications, well development and water quality testing. In 2021, added granular activated carbon filters for total organic carbon removal to reduce the potential for disinfection byproducts (DBPs) in the distribution system. Replaced the existing well pump, installed two GAC filters with a bypass line, a new 140,000 gallon ground storage tank with a perforated tray aerator, two high service pumps, recirculation pump, and associated site improvements. The recirculation pump provided stripping of volatile DBPs to provide additional DBP control. Provided final design, permitting, bidding, and construction phase services.

**Country Class Well No 3 Project Design.** Designed and provided construction services for a well and its high service well pump. Updated the County's chemical feed, electrical, and instrumentation and controls for the water treatment facility.

**Groundwater Modeling.** Performed simulation of several alignments of the proposed Western Wellfield and other

PCU's wellfields. Tetra Tech predicted the magnitudes and locations of potential drawdown impacts in the surficial aquifer under different discharge scenarios and roughly estimated the maximum remaining permissible capacity with and without reduction in allocation in the Tampa Bay Water South Central Hillsborough wellfield.

**Northwest Public Water System Potable Water Production Regionalization Study.** Evaluated conditions at the water facilities within the Northwest Regional Utility Service Area, reviewed most recent projected demands, and determined cost-effectiveness of regionalizing six WPFs to meet future demands.

**Waverly Water System Evaluation.** Investigated alternative strategies for controlling DBP formation in the water system, which included two WPFs. The County currently employs a flushing program and uses one of the WPF as a standby to meet DBP regulations. The evaluation included a desktop analysis with cost opinions for multiple operational scenarios, including treatment at one or both facilities.

# Continuing Professional Engineering Service

City of Lakeland, FL



## SIZE AND COST

Varies per project

## PROJECT REPRESENTATIVE

City of Lakeland  
 Sarah Malone  
 Project Manager  
 501 East Lemon Street,  
 Lakeland, Florida 33801  
 P: 863.834.6295  
 E: sarah.malone@lakelandgov.net

## CONTRACT DATES

1991 - Present

## CHANGE ORDERS AND TIME EXTENSIONS

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## KEY STAFF/ROLE

Jon Fox, PE  
 Client Manager  
 Lauren Springer, PE  
 Lead Engineer  
 Charles Drake, PG  
 Hydrogeologist  
 Jon Bundy, PE  
 Project Engineer

Tetra Tech has provided continuing miscellaneous professional engineering services to the City of Lakeland since 1991. **Responsibilities under this contract include:**

### Northeast Wellfield Wetlands

**Restoration.** Conducted hydrologic and hydraulic (H&H) modeling, prepared construction drawings, obtained permits, and provided construction administration. Constructed seventeen structures to hold water and restore hydroperiods for five wetlands on the 880-acre wellfield.

### Northeast Water Transmission System, Southern Route.

Route planning, preliminary and final design, surveying, permitting, and construction administration. Project included 228 LF of 8-inch water main, 57 LF of 12-inch water main, and 21,706 LF of continuous 30-inch water main. Installed over 8,000 LF of the 30-inch water main by directional drilling. Installed approximately 54 LF of 48-inch steel casing by bore and jack method for crossing SR 33A with a 30-inch ductile iron water main.

### Northwest Wellfield Wetlands

**Monitoring.** Responsible for bi-annual wetland monitoring events since 1993, consisting of individual monitoring programs for vegetation, soil subsidence, water levels, and general vegetative trends. Vegetative monitoring analyzed the subcanopy and groundcover and observed general trends in the canopy.

**Aquifer Performance Test.** As required by Special Condition 5 of the City's consumptive use permit, designed,

conducted, and analyzed data from a long-term aquifer performance test at the City's Northeast Wellfield. Conducted a seven-day constant rate discharge test. Ten monitor wells located throughout the 880-acre wellfield and into the Upper Floridan. Monitored intermediate and surficial aquifers. APT results confirmed the initial APT conducted in 1991.

### TB Williams 51.0 MGD WTP Filter

**Improvements.** Evaluated the gravity filtration and chemical feed systems and upgraded the backwash system.

### Lake Hunter Lake Level Control

**Automation.** Evaluated feasibility and conducted preliminary and final design of automating level control infrastructure for 13 gate control structures and regulating flow from lakes within the City. Improvements included automated collection of real-time lake level and flow data from monitoring stations. Provided remote access to control structures, specifically for the opening and closing gates and video surveillance for debris blockages.

### Glendale Wastewater Treatment Plant

**(WWTP) Dewatering Improvements.** Design included design of a centrifuge sludge dewatering system. To visualize new system's layout in an existing structure, created a series of 3D models using the Revit software. Also provided permitting, bidding, and construction assistance.

# Continuing Professional Engineering Services

Toho Water Authority (Toho), Kissimmee, FL



## SIZE AND COST

Varies per project

## PROJECT REPRESENTATIVE

Toho Water Authority  
Deborah Beatty, PE  
Senior Project Manager  
951 Martin Luther King Blvd.  
Kissimmee, Florida, 34741  
P: 407.944.5023  
E: dbeatty@tohowater.com

## CONTRACT DATES

1995 - Present

## CHANGE ORDERS AND TIME EXTENSIONS

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## KEY STAFF/ROLE

Jon Fox, PE  
Project Manager  
Kevin Friedman  
Project Manager  
Jon Bundy, PE  
Project Engineer  
Lawrence Jenkins, PSM  
Survey

Tetra Tech has provided continuing miscellaneous professional engineering services to the Toho Water Authority since 1995. **Responsibilities under this contract include:**

**Regional Biosolids Study.** Toho, Orange County, and the Cities of Altamonte Springs and Orlando initiated planning efforts to address potential changes to their current biosolids management practices. Included additional concepts to identify, develop, and potentially implement a regional solution. Tetra Tech works with the Parties to prepare a regional biosolids study to provide a review of the facility, biosolids generation and projections, regulatory compliance, and alternatives analysis.

**Collector Roads Gravity Sewer Removal and Replacement - Project 1.** Project included nineteen gravity sewers, manholes, and lateral repair locations within collector roadways required removal and replacement. Gravity sewer point repairs included 8- to 12-inch pipe. Manhole replacement includes 4- and 5-foot diameter manholes. Required additional CIPP lining and manhole rehabilitation in collector roadways.

**Pump Station Nos 60 and 97 Improvements.** Evaluated pump station conditions and identified appropriate improvements to address projected flows and reliability issues. Provided final design, permitting, bidding, and construction services related to the recommended improvements.

## Springlake Village Potable Water Main.

Installed 13,200 LF of 24- and 30-inch-diameter ductile iron potable water main; approximately 400 LF of combination 8-, 12-, and 16-inch-diameter ductile iron potable water main; and approximately 2,800 LF horizontal 30-inch diameter high density polyethylene potable water main. Installed via directional drill, valves, hydrants, water services and various appurtenances.

## Pump Stations Nos 28 and 112

**Refurbishment.** Replaced submersible pumps, pump rails, and pump controls. Relocated discharge piping above ground to eliminate valve vaults along with the addition of interior liners.

## Gravity Sewer Replacement Program.

Final design, permitting, bidding, and construction administration. Project included rehabilitation by CIPP lining and removal and replacement of 21,900 feet of 8-, 10-, 12-, and 24-inch-diameter gravity sewer mains, including associated laterals connecting into these mains in nine distinct areas. Coordinated pavement removal and replacement included securing the City of Kissimmee's right-of-way use permit, Maintenance of Traffic plans, and Florida Department of Transportation's (FDOT) right-of-way use permit.

# Continuing Professional Wastewater Engineering Services

City of Orlando, FL



## SIZE AND COST

Varies per project (\$700,000-\$2 million)

## PROJECT REPRESENTATIVE

City of Orlando  
Hector Sanchez, PE  
Project Manager  
400 South Orange Avenue  
Orlando, Florida 32801  
P: 407.246.3756  
E: hector.sanchez@cityoforlando.net

## CONTRACT DATES

2000 - Present

## CHANGE ORDERS AND TIME EXTENSIONS

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## KEY STAFF/ROLE

Daniel Allen, PE  
Senior Project Manager  
Andrew Woodcock, PE  
Project Manager  
Kevin Friedman, PE  
Project Manager

Tetra Tech has provided continuing miscellaneous professional engineering services to the City of Orlando since 2000. Projects have included numerous lift station refurbishments, utility infrastructure improvements, and other miscellaneous engineering services as required. **Responsibilities under this contract include:**

### Lift Stations 28, 54, 60 and 67 Upgrades. Downtown District Sewer Master Plan.

Provided preliminary and final design, permitting, bidding, and construction services for replacement of four wet-dry pit pump stations with new submersible stations to meet City standards.

### State Revolving Loan Asset

**Management Plan.** Documentation for a system-wide plan to meet the fiscal sustainability requirements of the Florida Department of Environmental Protection (FDEP) SRF Loan Program. Coordinated and documented the City's AMP and provided recommendations on other plan requirements to support their SRF loans.

**Lift Station No 69 Upgrades.** Replaced 3,000 GPM dry pit pumps with equally sized dry pit submersible pumps, replacement of electrical systems including the addition of three VFDs, replacement of standby generator and various influent chamber improvements.

**Lift Station Nos 16, 17, 52, and 57 Upgrades.** Improvements needed to be completed on an accelerated schedule to meet SRF funding deadlines. Provided 60-percent submittal plans at kickoff meeting. Replaced wet/dry pit-can lift stations with new submersible stations meeting current City standards. Upgrades completed ahead of schedule.

Provided ongoing analysis of gravity sewer collection system tributary to Lift Station Numbers 1, 7, and 5 that serve the Downtown and Parramore areas of Orlando. Completed a hydraulic analysis of over 32 miles of gravity sewer. Identified areas of excess capacity capable of accommodating a future MLS stadium that will be on Parramore Avenue between Church Street and Central Boulevard.

**Azalea Park Sewer Study.** Performed detailed evaluations of existing and future land uses, lift station operating data, infrastructure age and condition, and hydraulic capacity to develop a phased plan for physical improvements and long-term monitoring. Study area encompassed approximately four square miles and included over 65 miles of gravity sewers and 11 lift stations.

### Master Lift Stations No 001 and 007.

Triplex wet-pit/dry-pit pumping stations that resided on the same site could pump to two WWTPs owned by the City of Orlando. Equipment and controls reached end of useful life. Provided odor control and standby power systems at facility along with a hydraulic transient control tank, currently unused.

# Continuing Consultant

City of Deltona, FL



## SIZE AND COST

Varies per project  
Projects are generally within CCNA limits

## PROJECT REPRESENTATIVE

City of Deltona  
Joseph Walker  
Stormwater Manager  
City of Deltona  
2345 Providence Blvd.  
Deltona, FL 32725  
P: 386.878.8959  
E: jwalker@deltonafl.gov

## CONTRACT DATES

2002 - Present

## CHANGE ORDERS AND TIME EXTENSIONS

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## KEY STAFF/ROLE

Andrew Woodcock, PE  
Project Manager  
Roderick Cashe, PE, CDT,  
LEED AP  
Project Manager

Tetra Tech has served as a Continuing Consultant for the City of Deltona since April of 2002. Services have included support to several departments including Public Works, Public Utilities, Development Services, Parks and Recreation and the Building and Fire Department. **Responsibilities under this contract have included:**

**I-4 Storm Vault and Pump Station.** In conjunction with the FDOT Beyond the Ultimate project, this project included preliminary engineering services to determine the feasibility of constructing a stormwater vault to accept water within the City of Deltona and transport it via force main to the Alexander Water Resource Facility. Provided additional engineering services for force main design and permitting.

**Preliminary Engineering for PWS Complex.** Provided preliminary engineering and site planning design services for the City's proposed public works complex. Performed QA/QC for preparation of the required report. Performed preliminary analyses to lay out water, wastewater, stormwater, ingress/egress, and alternative site configurations to establish preliminary opinions of probable costs.

**Eastern WWTP.** Used the Membrane Bioreactor (MBR) process to produce high quality product water while utilizing a small footprint. The MBR system consisted of two treatment trains with a capacity of 0.75 MGD. Trains consisted of an anoxic tank, pre-air tank and two separate MBR tanks. Each train consisted of membrane cartridges contained in a submersed

configuration and grouped into units, instrumentation and controls, and permeate piping. Pressurized the final treated effluent into the City's reclaimed water distribution system. Trains could operate independently from other trains. Sent waste sludge from the MBR system to aerobic digesters for stabilization prior to hauling for off-site disposal.

**Gleason H&H Modeling/FEMA PMR Permitting.** Performed surveying and engineering services for H&H modeling and FEMA Permit Modification Request permitting for the Lake Gleason and Lake McGarity Basins resulting in more than 500 properties removed from the 100 year floodplain.

**Sky Street Stormwater and Pump Station Improvements.** Provided engineering design and permitting to increase pumping capacity from the Blaine Retention Area. Improvements provided flood relief from a 117-acre land-locked basin. Design modifications included 2,900 LF stormwater culvert, 130 LF stormwater force main, and pump station improvements.

**Pump Station Replacement.** Replaced a duplex pump station. Provided upgrades to the deteriorating force main capacity for projected development using CAD systems.

# Continuing Utilities Engineering Services

Orange County, FL



## SIZE AND COST

Varies per project

## PROJECT REPRESENTATIVE

Orange County Utilities  
Charles Parker, PE  
Assistant Manager  
9150 Curry Ford Road  
Orlando, FL 32825  
P: 407.254.9729  
E: Charles.Parker2@ocfl.net

## CONTRACT DATES

2016 - Present

## CHANGE ORDERS AND TIME EXTENSIONS

*Tetra Tech works diligently to define all unknowns during scope development to avoid potential change orders. We are proud to say the majority of our assignments result in no change orders except for instances where unforeseen conditions arise and where either scope was added or deleted by the client.*

## KEY STAFF/ROLE

Jon Bundy, PE  
Project Manager  
Brenda Keenan, PE  
Lead Wastewater Engineer  
Jennifer Ribotti, PE  
Project Engineer  
Jamie Ayers-Webb, PE  
Project Engineer

Tetra Tech has provided continuing professional engineering services directly to Orange County Utilities (OCU) since 2016. Projects have included numerous wastewater pump station refurbishments, utility infrastructure improvements, and other utilities engineering services. Services provided include water distribution improvements, water, wastewater, and reclaimed water hydraulic evaluations, wastewater pump station upgrades, permitting services, construction administration and CEI, surveying/GIS planning. **Responsibilities under this contract have included:**

### University Boulevard and Presidents Drive Gravity Sewer Evaluation.

OCU owns and maintains gravity sewer systems along Presidents Drive and University Boulevard consisting of approximately 4,000 LF of 36-inch and 10,800 LF of 12- through 24-inch, respectively. Both systems experience operational deficiencies related to capacity constraints, design limitations, or inadequate construction causing. Provided conceptual alternatives and present worth analyses to evaluate options for addressing failing sewers.

### WRF Scum Pump Improvements.

Engineering services for preliminary and final design for replacing 12 pneumatic scum injectors at the process clarifiers with double-disc pumps, new piping, valves, concrete pads, and misc. electrical improvements at three WRFs.

### Western Regional Water Supply Facility Phase 3A Part 2.

Design, permitting, bidding, and construction administration related to facility improvements. Installation of two line stops to replace a 54-inch flow meter with a butterfly valve to convert the line to a bypass line

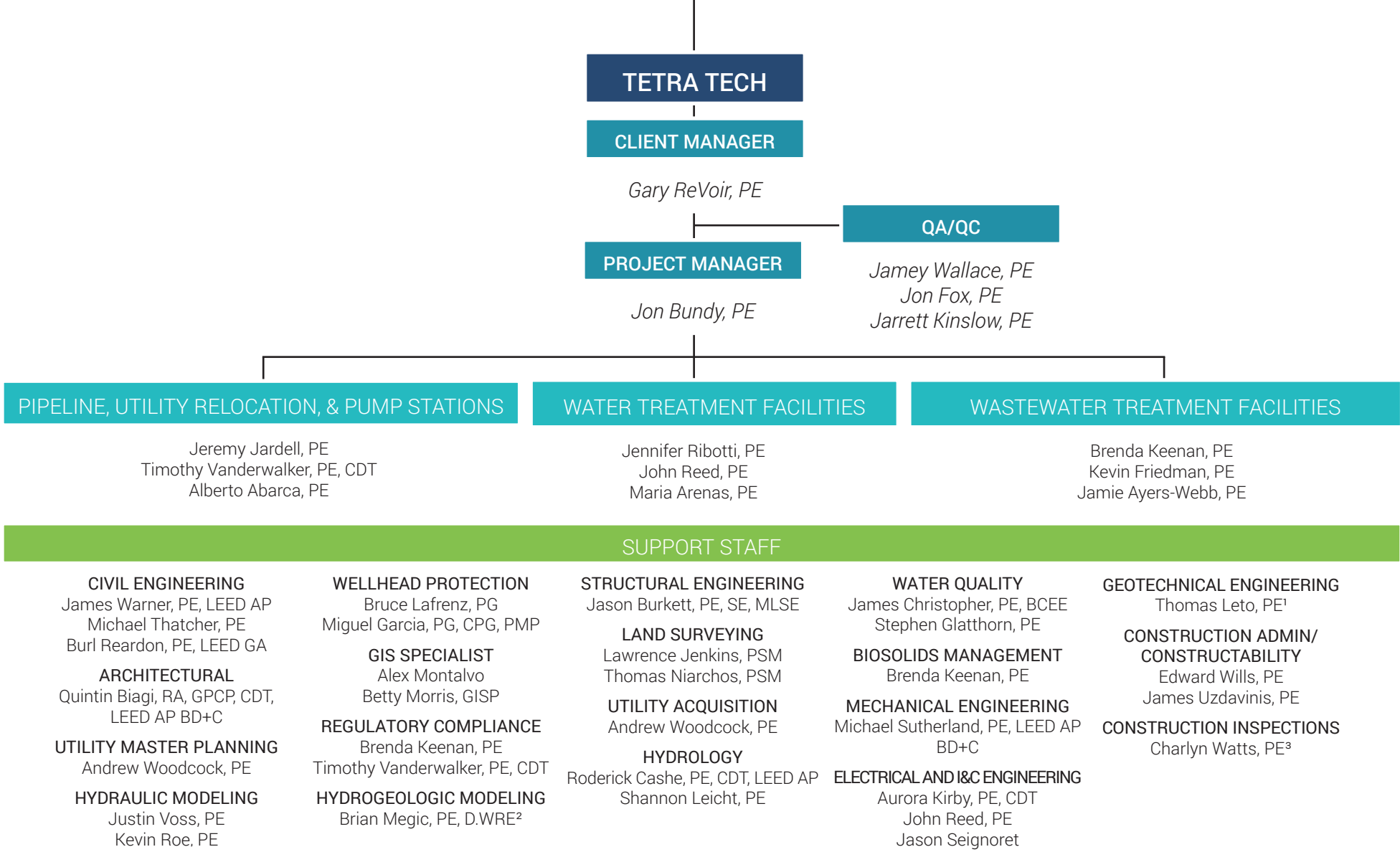
to the new plant discharge flow meter. Converting an old chemical building into a maintenance building. MEP, architectural, structural, fire protection, and fire alarm system upgrades.

### SWRF Flow Meter Improvements.

Replaced two below grade flowmeter assemblies and installed two above grade flowmeter assemblies on mains ranging from 12- to 30-inch. Interfaced magnetic flowmeters with plant SCADA system. Project consisted of hydraulic analysis of pump stations discharging through an above grade assembly and designing the pump replacement to meet hydraulic requirements.

### Pump Station Package 40 Rehabilitation.

Rehabilitation of four duplex pump stations within the County's South service area to update facilities to meet current OCU standards. Station operating design flows ranged from 150 to 500 GPM. Project requires civil, mechanical, and electrical upgrades and includes final design, bidding, permitting, community outreach, and construction phase services.



1. Ardaman & Associates, A Tetra Tech Company | 2. Liquid Solutions Group, LLC | 3. CPW Construction

# Gary ReVoir, PE

Client Manager

*Mr. ReVoir has extensive experience in the municipal and industrial water, wastewater, and reuse industry. Focused on the development of strategies and successful implementation of new technologies to promote affordable, efficient, and sustainable infrastructure, he excels at planning, funding, permitting, final design, construction administration, and project management with emphasis on water and wastewater treatment processes.*

## EDUCATION:

MS, Environmental Engineering, University of Central Florida, 1995

BS, Environmental Engineering, University of Central Florida, 1988

## REGISTRATIONS:

PE, FL, No. 46684

## CURRENT POSITION:

Senior Vice President

## YEARS OF EXP.:

35

**Northeast Regional Utility Service Area Potable Water Master Plan Update, Polk County, FL.** Principal-in-Charge. Responsible for the 25-year planning period Water Master Plan project. Master Plan included updated projections for demands, hydraulic modeling, a capacity analysis of the Northeast Regional Utility Service Area water facilities, and an updated community investment plan.

**Comprehensive Water Supply Plan, Polk County, FL.** Project Manager. Developed a 20 Year Integrated Water Supply Plan for PCU's 6 service areas and for the County's 17 local government municipalities. Reviewed historical demands, developed detailed demand projections and established the deficits for the planning period. The report identified and investigated various alternative water supply options such as

surface water, surficial aquifer, lower Floridan aquifer, stormwater, land use transitions through mitigation. Report included detailed analysis of comprehensive conservation efforts and reclaimed water supplies.

**Cypress Lake Water Treatment Plant (WTP), STOPR, Kissimmee, FL.** Client Manager. Led the strategic planning efforts and determined that a regional project yielding a minimum 30 MGD of water supply would help to collectively meet the Utility Partners (Toho Water Authority, City of St. Cloud, OCU, Polk County, and Reedy Creek Improvement District) needs for the near future.

**Northwest Public Water System Potable Water Production Regionalization Study, Polk County, FL.** Client Manager. Led the evaluation of current conditions of the existing water facilities within the Northwest Regional Utility Service Area. Reviewed the most recent projected demands and determined the cost effectiveness of regionalizing the existing six WPF to meet future system demand. Cost: \$500,000.

**Northwest Regional Water Reclamation Facility (WRF) Expansion, Hillsborough County, FL.** Client Manager. Increased the permitted capacity at the facility from 10.0 MGD to 30.0 MGD on an annual average daily flow (AADF) basis. The proposed expansion

included new head works (screening and degritting); and inline flow equalization and influent flow distribution box. Included the addition of odor control systems; clarifier flow splitter box and secondary clarifiers; RAS pump station; deep bed filters; chlorine contact basins; effluent transfer pumps and new reclaimed water pumps; prestressed concrete reject water storage tank and prestressed concrete reclaimed water storage tanks; new power feed; and electrical and instrumentation improvements. Cost: \$203 million.

**Central Regional Utility Service Area Regionalization Permitting Support, Polk County, FL.** Project Manager. Responsible for the groundwater modeling and hydraulic modeling services provided in support of water use permitting.

**Direct Potable Demonstration Testing Program, City of Daytona Beach, FL.** Principal-in-Charge. Oversaw direct potable reuse Demonstration Program to determine the feasibility of potable reuse as a source water supply. The direct potable reuse Demonstration Program includes a \$3.1 million "demonstration scale" advanced water purification system. Addressed two emerging issues with one solution; eliminated effluent discharge and offsetting current groundwater withdrawal practices to improving impaired river water quality.

# Jon Bundy, PE

Project Manager

*Mr. Bundy has 22 years of experience in the analysis, design, and permitting of water and wastewater treatment facilities, including the analysis of treatment processes and treatment alternatives, and the design of chemical feed and storage systems, pumping stations, membrane processes, and wastewater treatment processes. He also has experience in the development of utility master plans and hydraulic modeling of potable water, reclaimed water, and manifolded wastewater pumping systems.*

## EDUCATION:

MS, Environmental Engineering  
Georgia Institute of Technology,  
2002

BS, Environmental Engineering  
University of Central Florida, Suma  
Cum Laude, 1999

## REGISTRATIONS:

PE, FL, No. 62561

## CURRENT POSITION:

Senior Project Manager and Orlando  
Regional Manager

## YEARS OF EXP.:

22

### Jordan's Grove Ground Storage Reservoir, Polk County Utilities, City of Davenport, FL.

Project Manager. Project included a 2.0 MG ground storage reservoir, high service pump station, new well pump and associated site, electrical, and controls improvements for the reclaimed water system in the NERUSA to meet future reclaimed water demands and maintain system pressure. Services included preliminary design, final design, permitting, bidding and construction administration.

### Hodge Street WPF Improvements, Polk County Utilities, FL.

Project Manager. Designed facility. Proposed replacement of the raw water well pump with a vertical turbine well pump, 0.5 MGD granular activated carbon contactors, a

140,000 gallon GST with a tray aerator with recirculation pump, and a high service pumping station to meet fire flow requirements, yard piping modifications, and associated electrical, instrumentation, and control modifications. This integrated approach to DPB control allowed for both capital and operational cost savings. Services also included a conceptual design report, final design, permitting, bidding and construction administration services. Cost: \$2.5 million.

### McCarty Ranch Master Water Supply Plan, City of Port St Lucie, FL.

Project Engineer. Created 30-year growth projections for the water, wastewater, and reclaimed water systems; determined future water supply needs over the planning period; evaluated the capacity of the existing sources of supply; updated the system hydraulic models; developed future water supply alternatives; performed a cost and non-cost evaluation of alternatives; and prepared a conceptual layout and cost estimate for the selected water supply alternative. Provided a cost budget phasing plan and schedule for the selected alternative. Engineering fee: \$558,000.

### Waverly Water System Evaluation, Polk County Utilities, FL.

Project Manager. Investigated alternative strategies for controlling disinfection BP formation in the County's Waverly water

system. The Waverly Water system includes two WPFs, each utilizing sodium hypochlorite injection for disinfection and poly-orthophosphate addition for corrosion control to treat groundwater before it is stored in a hydropneumatic tank. The evaluation included a desktop analysis with cost opinions for multiple operational scenarios, including treatment at one or both facilities. Technologies evaluated included granular activated carbon, ion exchange, aeration, and chloramines.

### Shell Creek WTP RO Addition, City of Punta Gorda, FL.

Project Manager. Responsible for final design of a brackish reverse osmosis (RO) treatment facility to provide low total dissolved solids (TDS) permeate for blending with TDS treated surface water containing seasonally elevated TDS. Ongoing services to be provided for the project include final design, permitting, and construction administration for the proposed 4.0 MGD expandable to 8.0 MGD RO treatment facilities. Cost: \$40 million.

### Eastern Regional Water Supply Facility, OCU, FL.

Project Manager. Led the expansion of an existing groundwater treatment facility to a capacity of 62.5 MGD with master planning for an ultimate capacity of 75 MGD.

# Jamey Wallace, PE

QA/QC

*Mr. Wallace brings 28 years of progressive and diverse professional expertise to the team. His comprehensive experience focuses within the municipal water and wastewater sector. Additionally, he brings a deep resume of technical expertise exclusively built upon water, wastewater, and reclaimed water projects with a varied background in both traditional delivery and extensive design/build project delivery experience.*

## EDUCATION:

MBA, University of Florida, 2005  
BS, Environmental Engineering, University of Florida, 1995

## REGISTRATIONS:

PE, FL, No. 55369

## CURRENT POSITION:

Vice President

## YEARS OF EXP.:

28

### Wastewater Program Management and Integrated Water Resources Master Plan, City of St Petersburg, St Petersburg, FL.

Program Principal and QA/QC. Program addressed the sewer overflow experienced during the extreme rain and flooding related to multiple tropical storm events during 2015 and 2016. Developed a capital program that addresses the challenges inclusive of water, wastewater, reclaimed water and stormwater, with a "one water" approach. Services included facility planning, asset management, long-term strategy, and an integrated water resources master plan.

**Membrane Design, City of Lake Worth, Lake Worth, FL.** Membrane Design Engineer-of-Record and QA/QC. Design of a new 4.5 MGD RO membrane water treatment system, including static filters, membrane feed pumps and membrane skids for the City of Lake Worth.

**Total Water Management Plan Segment 3, JEA, Jacksonville, FL.** Principal-In-Charge and QA/QC. Project included over 6,200 LF of 36-inch and 400 LF of 24-inch ductile iron water transmission main, as well as additional small water main improvements. Project included design, permitting, and bid phase services. Design negotiated an open cut crossing with FDOT Right-of-Way across University Boulevard. In this case the open cut was JEA's most economical option, as trenchless was not a viable option.

**Gate Parkway – Glen Kernan to T-Line Reclaimed Water Transmission Main, JEA, Jacksonville, FL.** Project Manager and QA/QC. Project included over 15,800 LF of 16-inch, 18-inch and 30-inch reclaimed water main. Two significant HDD crossings were also included, with one 580 LF crossing of I-295 and one 1,320 LF crossing of a wetland adjacent to JTB Boulevard.

**Greenland Water Treatment Plant (WTP) and West Nassau WTP, JEA, Jacksonville, FL.** Project Manager and Engineer-of-Record. The Greenland WTP and West Nassau WTP designs included over 6 MGD of water treatment capacity, with three raw water wells, two ground storage tanks, two high service pump stations and bulk sodium hypochlorite storage and feed systems. Also, included over 5,000 LF of 16-inch, 24-inch and 30-inch raw and finished water

mains. Successfully permitted facilities through FDEP and Local Permitting Agencies.

**Brighton Indian Reservation 0.8 MGD Nanofiltration WTP, Seminole Tribe of Florida, Lake Okeechobee, FL.** Lead Process Engineer. Lead pipeline, pump station and treatment engineer for design of the Brighton WTP, Seminole Tribe of Florida, Brighton, FL. Included a new WTP, seven raw water wells and over 32,500 LF of 6-inch to 12-inch raw, finished, and effluent water mains, as well as three new prestressed concrete ground storage tanks (4 MG, 3 MG, and 0.75 MG) and five pump stations.

**Wastewater System Master Plan for the City of Sanibel, City of Sanibel, Sanibel, FL.** Project Engineer. The project included a comprehensive study of the water and wastewater treatment plants, pump stations and pipelines. Cost: \$167,000.

**Gun Club Road Membrane Bioreactor Pilot Project, Palm Beach County Water Utilities Department, West Palm Beach, FL.** Project Manager. Studied the efficiency of a membrane scalping facility to harvest up to 1 MGD of wastewater from a 48-inch wastewater force main to utilize for irrigation for a nearby golf course.

# Jon Fox, PE

QA/QC

*Mr. Fox participates in many aspects of environmental engineering, including the planning, design, permitting, and construction administration of water and wastewater treatment facilities and distribution/collection systems. He has gained valuable experience in the hydraulic system analysis of water distribution systems and construction management services.*

## EDUCATION:

BS, Environmental Engineering,  
University of Central Florida, 1990

## REGISTRATIONS:

PE, FL, No. 49487

## CURRENT POSITION:

Vice President

## YEARS OF EXP.:

33

**Pump Stations No 28 and No 112, Toho Water Authority, Kissimmee, FL.** Project Manager. Led the survey, design, permitting and construction administration for the refurbishment of existing duplex pump stations (pump station numbers 28 and 112). General improvements to both pump stations included replacement of: submersible pumps, pump rails, and pump controls. Other improvements included relocation of discharge piping above ground to eliminate valve vaults along with the addition of interior liners. The gravity main between pump station 28 and the terminal manhole was replaced during the project to repair a previous failure, which caused excess infiltration and inflow. Improvements to pump station number 112 included raising the top slab of the existing pump station and terminal manhole to minimize site flooding. Cost: \$540,000.

**Northeast Water and Wastewater Transmission System, City of Lakeland, FL.** Project Engineer. Project included 8,700 LF of 30-inch HDPE water main installed via directional drill and 12,700 LF of 30-inch DIP water main. Services included design, permitting, construction drawing, technical specification preparation, and construction management.

**Water System Master Planning, Mapping and Modeling, City of Bartow, FL.** Principal-in-Charge. The City contracted Tetra Tech in 1996 to perform a water master plan. In 2008 Tetra Tech updated the master plan with new projections, an expanded hydraulic model, and a revised CIP. Revised the hydraulic model to include completed system improvements and projected extensions to serve growth areas. The resulting CIP was classified by three project types; pressure improvements, fire flow improvements, and growth improvements. The master plan also included an upper level financial analysis that evaluated the impact of CIP funding on the cash flows of the system.

**10-Year Water Master Plan, City of Bartow, FL.** Evaluated the existing water system with respect to existing and future water demands, water quality, and increased regulatory requirements to meet the needs of the City.

**Westside Wastewater and Reuse System, Toho Water Authority, Kissimmee, FL.** Senior Project Manager. Led the Westside Wastewater and Reuse System Project that included 26,400 LF of 20- to 24-inch wastewater and reuse force main and 10,160 LF of 24- to 30-inch wastewater and reuse force main via parallel directional drills. Responsible for design, permitting, construction drawing and technical specification preparation and construction management.

**Emory Canal Gravity Sewer, Toho Water Authority, Kissimmee, FL.** Client Manager and QA/QC. Provided design and construction administration services for the construction of a new canal crossing near Henry Street. Replaced the existing 21-inch and 15-inch gravity sewer mains along the east and west banks of the Canal with 18-inch and 24-inch HDPE pipe via pipe bursting, connecting the new 18- and 24-inch gravity sewers into a new 30-inch gravity sewer. Included the construction of 1,400 LF of 30-inch PVC, 170 LF of 18-inch PVC, 50 LF of 18-inch DIP, and 410 LF of 8-inch PVC gravity sewer main and various appurtenances installed via open trench. Also constructed 1,715 LF of 24-inch HDPE and 420 LF of 18-inch HDPE gravity sewer main and miscellaneous appurtenances installed via pipe bursting.

# Jarrett Kinslow, PE

QA/QC

*Mr. Kinslow serves as a Senior Project Manager and Technology Leader in membrane processes. He has extensive project experience in the design, construction, and startup of potable water treatment facilities, including specialization in membrane treatment processes with a combined experience of more than 77 MGD in membrane treatment capacity.*

## EDUCATION:

Environmental Engineering,  
University of Central Florida, 2000

## REGISTRATIONS:

PE, FL, No. 63900

## CURRENT POSITION:

Senior Project Manager; Technology  
Leader in Membrane Processes

## YEARS OF EXP.:

23

### LFA Alternative Water Supply Feasibility Study, City of Deltona, FL.

Project Manager. Led a feasibility study to provide treatment of brackish groundwater from the lower Floridan aquifer as a potential source of drinking water. The study included evaluation of site specific constraints relative to water supply, treatment, residuals or by-product disposal, and conveyance to the existing potable water distribution system.

### South Regional WTP, City of Palm Bay, FL.

Project Engineer. Participated in the final design and the startup and testing of a RO water treatment facility with an initial capacity of 4.0 MGD and an expandable capacity of 10.0 MGD. Areas of responsibility for design included the post treatment degasification and odor control processes, as well as the chlorine contact basin, post treatment chemical injection,

and transfer pumping systems. Design comprised of associated mechanical drawings and project specifications. Other tasks included coordination of the process design with electrical, instrumentation, and structural subconsultants and assistance in the general QA/QC review of the membrane process facilities. Included functional demonstration testing of the instrumentation, control system, and water treatment processes. Cost: \$12 million.

### Groundwater Replenishment Pilot Program, City of Clearwater, FL.

Design Engineer and Technical Lead. Led a one year pilot testing program to demonstrate treatment processes for a proposed indirect potable reuse project. The pilot program utilized tertiary treated reclaimed as a water source for the purification treatment processes, which include pressure driven ultrafiltration, RO, ultraviolet/peroxide advanced oxidation process, membrane contactors, and various post treatment chemical feeds for stabilization. Cost: \$960,000.

### Shell Creek WTP RO Addition, City of Punta Gorda, FL.

Project Manager. Responsible for preliminary design update and technical review for final design of a brackish RO treatment facility to provide low TDS permeate for blending with TDS treated surface water containing seasonally elevated TDS. Services for the project included pilot testing, final design, permitting, and

construction administration for the proposed 4.0 MGD expandable to 8.0 MGD RO treatment facilities. Cost: \$40 million.

### James E Anderson RO WTP, City of Port St Lucie, FL.

Project Engineer and Assistant Project Manager. Participated in the preliminary design, final design, and permitting phases and in the construction phase for a 6.0 MGD RO water treatment facility. Due to rapid growth in the City, process structures were master planned for expansion to 20.0 MGD capacity with the ability to expand in 2.0 MGD increments through the addition of mechanical equipment and treatment skids.

### Malcolm Road Water Supply Facility, OCU, FL.

Project Manager, Engineer of Record, and QA/QC Reviewer. Developed the preliminary design of an 8.64 MGD greenfield potable WTF. Developed a 64-acre site that is situated near a large scale rapid infiltration basin system. The treatment facility will consist of six lower Floridan aquifer supply wells, two 2.0 MG ground storage tanks, a high service pump system within a treatment facility building, and related chemical storage and feed facilities. The project utilized 3D BIM design software for all major designing. The facility site planning and treatment facilities are master planned for future expansion to a capacity of up to 19 MGD. Cost: \$3.5 million.

# Jeremy Jardell, PE

*Pipeline, Utility Relocation, & Pump Stations*

**Mr. Jardell's vast experience includes: the planning and design of water and wastewater transmission systems, pump stations, plant decommissioning, construction phase services, design and permitting of stormwater conveyance and treatment facilities, preparation of drainage studies, pond siting reports, regulatory permitting, facility inspection, H&H modeling.**

## EDUCATION:

BS, Civil Engineering, University of Louisiana at Lafayette, 2004

## REGISTRATIONS:

PE, FL, No. 77581

## CURRENT POSITION:

Senior Project Manager

## YEARS OF EXP.:

19

### **Pump Station Rehabilitation Package 42, OCU, FL.**

Project Manager. Led rehabilitation of three existing duplex pump stations within the County's South service area to update the facilities to meet current standards. Operating design flows of the stations ranged from 300 to 750 GPM. The project required civil, structural, mechanical, and electrical upgrades. Services included final design, bidding, permitting, community outreach and construction phase services. Cost: \$313,000.

### **Pump Station Rehabilitation Package 38, OCU, FL.**

Project Manager. Led rehabilitation of two existing duplex pump stations and two existing master pump stations within the County's South service area to update the facilities to meet current standards. Operating design flows of the stations ranged from 100 to 15,000 GPM. The project requires civil, structural,

mechanical, and electrical upgrades. Services included preliminary design, final design, bidding, permitting, community outreach and construction phase services.

### **Lift Station 49 Force Main Replacement, City of Orlando, FL.**

Senior Project Manager. Services included preliminary engineering, final design, permitting, and construction. Led replacement of approximately 1,945 LF of 12-inch, 100 LF of 20-inch force main, CIPP lining of approximately 120 LF of 10-inch PVC force main and 200 LF of 10-inch vitrified clay sanitary sewer serving the Dover Estates Subdivision. Open cut construction crossing SR 552 (Curry Ford Road) right-of-way required careful maintenance of traffic considerations and provisions for phased weekend work. The project required one FDOT Utility Permit, one FDEP Wastewater Permit, and one public involvement meeting.

### **I4 Ultimate - Wet Utilities Relocation Design (Design/build), FDOT District Five, Orlando, FL.**

Wet Utilities Design Team Manager. Design, permitting and construction phase services for the relocation of 37,000 LF of water, sewer and reclaimed water mains. Included 19 jack and bores and 5 directional drills within Areas 3 and 4 of the \$2.3 billion I4 Ultimate Widening, an FDOT Public Private Partnership. Managed multiple design teams

and disciplines including 23 individual design packages for half of the 21-mile corridor (Ivanhoe Boulevard to North of EE Williamson Road). Relocation packages were developed for all ten utility agencies throughout the corridor, including: City of Orlando, OUC, City of Winter Park, Town of Eatonville, Orange County, City of Altamonte Springs, City of Maitland, Utilities Inc., Seminole County, and FDOT Rest Areas. Evaluated and resolved over 560 conflicts with 250 designed relocations. Meeting an accelerated schedule and changing priorities required close coordination with the Design/Build Contractor, FDOT, and utility owners.

### **Gravity R/R Replacement Package 3, OCU, FL.**

Senior Project Manager. Services included final design, permitting, bidding, and construction. Led the replacement of approximately 1,800 LF of 8-inch sanitary sewer mains within four non-contiguous locations in Orange County, one of which is also within the City of Maitland. Project also involved removal and replacement of 14 manholes, 7 of which are at depths of approximately 20-feet. Each location included unique but similar challenges associated with maintenance of traffic considerations, utility support and replacement, and construction associated with excavations to extended depth.

# Timothy Vanderwalker, PE, CDT

*Pipeline, Utility Relocation, & Pump Stations; Regulatory Compliance*

**Mr. Vanderwalker's experience includes involvement in many diverse and challenging projects. He has gained experience in project execution through planning, design, permitting, construction, and certification. He has worked with private and public clients from the municipal to federal level. His technical expertise includes the preparation of contract documents including plans, specifications, and development of opinions of cost for numerous infrastructure projects including transportation and roadway improvement projects, water system improvement projects, and water reuse projects.**

**EDUCATION:**

MBA, University of Central Florida, 2019

BS, Civil Engineering, Arizona State University, 2007

**REGISTRATIONS:**

PE, FL, No. 74415

**CURRENT POSITION:**

Senior Project Manager

**YEARS OF EXP.:**

17

**Stormwater Infrastructure Retrofit, Town of Fort Myers Beach, FL.** Project Engineer.

Crafted a preliminary facilities plan (including preliminary basin mapping, alternative analysis, and cost estimating) to assist the Town with stormwater infrastructure effectiveness. The project includes 42,500 LF of drainage pipe, ranging in size from 15- to 48-inches, 58 nutrient-separating baffle boxes, and 71 backflow prevention devices. The retrofit project has provided a plan for improvements to reduce nuisance flooding, provide treatment within the system prior to discharge, and increase protection from storm surge. Cost: \$36.9 million. Sunburst WTP Barrier Wall, City of Clermont, FL. Project Manager. Construction of 900 LF of privacy wall along the eastern side of the treatment

plant. Constructed a 12- foot wall to provide additional screening of the plant from neighboring residential development. Survey, design, bidding, and construction administration services. Cost: \$36.9 million.

**Saxon Boulevard Stormwater Vault and Pump Station, City of Deltona, FL.** Project Manager.

Led design of 14,000 LF of 20-inch raw water forcemain, stormwater ponds, and yard piping to pump stormwater from a future vault which will collect water from the FDOT I-4 Beyond-the-Ultimate Project, to the City's Alexander Avenue Water Management Site. Performed a preliminary design of the stormwater vault, pumps, and forcemain. Obtained an ERP permit through SJRWMD.

**McQuage Bayou Stormwater Retrofit Improvements, Walton County, FL.** Project Manager.

Led design, permitting, and construction administration of stormwater improvements to ameliorate nuisance flooding and property damage resulting from high frequency storm events.

**Hurlburt Field Graywater Reuse, Hurlburt Field Air Force Base, FL.** Provided support in the final stages of bringing reuse system online on Hurlburt Field.

Prepared a Supplementary Groundwater Monitoring Plan that adhered to

existing FDEP permit conditions related to the use of treated wastewater for irrigation and other non-potable uses. Coordinated the installation and sampling of monitoring wells that would be used to verify the groundwater quality. Provided other oversight related to the conformance of the project to FDEP permit conditions including cross connection and backflow prevention.

**Doyle Road Reuse Watermain Construction Management Services, Deltona, FL.** Resident Project Representative.

Reuse watermain project involving the installation of six miles of 20-inch HDPE and PVC pipeline. Inspected drilling operations, HDPE fusing, maintenance of traffic, erosion and sediment control, and open cut installation.

**Skyview Utilities Water and Wastewater Systems Improvements, Lakeland, FL.** Full-time Inspector.

Oversaw water and wastewater improvements. Project included the replacement of nine duplex pump stations, increasing the pumping capacity of a City-owned lift station, and removal and replacement of water and sanitary sewer mains. Installed duplex lift stations, 6-inch water main, 10-inch force main, 8-inch gravity sewer, manholes and vaults, erosion control measures, and performed restoration activities.

# Alberto Abarca, PE

*Pipeline, Utility Relocation, & Pump Stations*

**Mr. Abarca is a civil engineer in Miami, Florida. He has over six years of experience in utility engineering. He has provided engineering support as project engineer for scoping, utility coordination, design, permitting, construction administration, inspections and certifications for numerous public sector projects, including water main, raw water main, reclaimed water main, force main, lift station and gravity sewer projects.**

## EDUCATION:

Environmental/Environmental Health Engineering, Florida International University, 2017

BS, Industrial Engineering, Universidad Rafael Urdaneta, Maracaibo, Venezuela, 2014

## REGISTRATIONS:

PE, FL, No. 94299

## CURRENT POSITION:

Project Engineer

## YEARS OF EXP.:

6

**Gravity Sewer Rehabilitation Program, Toho Water Authority, FL.** Project Engineer. Provided engineering support for the completion of a preliminary design memorandum that assessed the condition of more than 300 lift station service area basins (approx. 65 miles); identified, grouped, and ranked projects based on their probability and consequence of failure; and provided support for scoping, design, permitting, bid support, and construction administration for more than 10 gravity sewer rehabilitation projects within the program. Coordinated design team; prepared construction costs estimates; coordinated and reviewed geotechnical reports, subsurface utility engineering reports, utility coordination, plans, and specifications for 75-percent, 90-percent, and bidding submittals;

and provided bidding support and construction administration. Coordinated with EPA, construction, and clearance permitting with local and state agencies such as FDEP and FDOT. Cost: \$6.6 million.

**Stormwater Pump Station Condition Assessment, City of Hollywood, FL.** Civil Engineer. Prepared a technical memorandum of the City's 10 stormwater pump stations ranging in size and capacity between 10 HP to 60 HP and 400 GPM to 21,200 GPM. Performed a pump station discharge analysis, computed the stormwater runoff volume for the sub-basins contribution to each of the pump stations, converted City's existing stormwater model ICPR to version 4, and modeled year 2020 and 2050 for five of the pump stations. Studied multiple model runs under different circumstances. Performed model runs and provided alternative options.

**Water Distribution and Wastewater Collection and Transmission Systems Expansion, Miami-Dade County Water and Sewer Department, FL.** Assistant Utility Planning Engineer. Prepared technical memorandum for the short-term and long-term plans to transfer water and sewer customers serviced by the City of Hollywood outside of the City's municipal limits to the Miami-Dade Water and Sewer Department.

Challenges include an active 2.6-mile complete streets project and phasing the project to minimize time delay during construction.

**Marigold Avenue – Lake Marion Creek & Lake Cherry Hill Water Main Crossings Phase 1 and 2, Toho Water Authority, Kissimmee, FL.** Project Engineer. Provided engineering support for utility coordination, permitting, design and construction administration. Negotiated pricing with sub and applicability of the new lining system technology (Primus Liner), geo boring and SUEs coordination and reports review, prepared plans and specifications for 90-percent and Bid Set Submittals; coordinated permits with FDEP construction, ERP, and submerged lands leases.

**18-inch Force Main Replacement along Northeast 135th Street between Biscayne Boulevard and Northeast 16th Ave, City of North Miami, FL.** Project Engineer. Provided engineering support for the design, permitting, bidding and construction administration and observations for the construction of PVC and HDPE via Jack and Bore, plug valves, line stops, utility conflict structure, air release valves, fittings, and other appurtenances. Services included design markups, plans and specifications, permitting with multiple agencies, bid support and construction administration support.

# Jennifer Ribotti, PE

*Water Treatment Facilities*

**Ms. Ribotti is highly qualified in drinking water treatment, potable reuse treatment, facility hydraulics, membrane treatment technology, and pilot and demonstration design and operation. She specializes in membrane treatment technologies for drinking water and alternative water supplies as well as chemical feed systems, transmission mains, water quality characterization and testing, wastewater lift stations, and gravity sewer systems.**

**EDUCATION:**

Environmental Engineering,  
University of Central Florida, 2012  
BS, Environmental Engineering,  
University of Central Florida, 2010

**REGISTRATIONS:**

PE, FL, No. 81226

**CURRENT POSITION:**

Project Manager

**YEARS OF EXP.:**

11

**Judge Farms Alternative Water Supply Potable Water Treatment Feasibility Study, Toho Water Authority, Kissimmee, FL.** Project Manager. Proposed a 135-acre water storage reservoir to serve as an alternative water supply system for Toho Water Authority. Reservoir will accept surface and stormwater flows from three main tributaries. Applied for and received a water use permit for the facility from the South Florida Water Management District, allowing for withdrawal of up to 8.22 MGD AADF per day and maximum 500 MG per month. The permit classifies the Judge Farms reservoir for public access supply;. Requested a modification to the permit to supplement their reclaimed and potable water supply systems on an as needed basis. To support the permit modification, Tetra Tech identified a potential site for the location of a potable water treatment

facility using the Judge Farms reservoir as a source water supply as well as developed alternatives. Engineering fee: \$28,900.

**South Regional WTP Expansion, City of Palm Bay, FL.** Lead Project Engineer. Expansion of Palm Bay's 4.0 MGD RO Plant to 6.0 MGD. Designed site layout for ultimate build-out conditions (10 MGD), new Florida supply well and pump, cartridge filtration, RO feed pumps, RO skids, finished water transfer pump, high service pumps and modifications to auxiliary power. Evaluated improvements necessary to the facility not related to the expansion such as degasification system improvements, pretreatment cartridge filtration, extension of the 24-inch raw water supply line, and other miscellaneous improvements related to the chemical feed system and operational areas of the facility. Assisted with maintaining project schedule, deliverables and coordination with client. Cost: \$12 million.

**Harmony WTP Phase 1 Sulfide Treatment, Toho Water Authority, Kissimmee, FL.** Lead Project Engineer. Preliminary and final design, permitting, Construction Manager at Risk selection assistance, and construction phase services of treatment improvements to the 1.3 MGD Harmony WTP necessary for the removal of high levels of sulfide

for compliance with regulatory requirements. Assisted with permitting (including FDEP), coordinating regulatory exemption of chemical day tanks for the facility, and CMAR construction services. Cost: \$4.9 million.

**Water Master Plan, City of Daytona Beach, FL.** Lead Project Engineer. Assisted in the preparation of an update to the City's Water Master Plan which included analysis of the existing distribution system, 20-year water demand projections, oversight on the hydraulic model update, and compilation of the capital improvements program to meet projected growth in the system. The Capital Program included identification of facility requirements (storage, treatment, pumping, transmission, and distribution systems), and prioritization of improvements. Prepared project status meeting agendas and assisted with coordination with City project manager throughout the project. Also prepared the regulatory review component of the master plan update.

**Fort Smith Boulevard Improvements, City of Deltona, Deltona, FL.** Project Engineer. Aided in design, permitting, specification preparation, and construction management for the potable water improvements associated with the roadway improvements of Fort Smith Boulevard.

# John Reed, PE

*Water Treatment Facilities; Electrical and I&C Engineering*

**Mr. Reed has 15 years of experience in mechanical and process design for water and WWTPs. His extensive water experience includes assisting professional engineers in the planning, design, and construction administration of new wastewater lift stations, lift station rehabilitation, gravity sewer system design, sanitary force main replacement, and direct and indirect potable reuse systems.**

## EDUCATION:

BS, Civil Engineering, University of Central Florida, 2005

## REGISTRATIONS:

PE, FL, No. 73082

## CURRENT POSITION:

Senior Engineer

## YEARS OF EXP.:

15

### **Parkway WTP High Service Pump Replacement, Toho Water Authority, FL.** Engineer of Record.

Replaced five high service pumps with five horizontal split case pumps to provide additional pressure to Toho's potable water distribution system. Converted the existing generator room into a new electrical room. The new electrical room housed three new variable frequency drives and two new soft starters, new ATS, new motor control center, and new generator relocated outside in a sound attenuating enclosure. Services included design, bidding, and construction.

### **Northwest Regional WRF Expansion, Hillsborough County, FL.** Project Engineer.

Provided engineering services for improvements to the expansion program to increase the permitted capacity from 10.0 MGD to 30.0 MGD on an AADF basis. Included new headworks, inline flow equalization and influent flow

distribution box; retrofit of existing BNR basins to enhance nitrogen removal and additional 5-stage BNR treatment trains. Included the addition of odor control systems; clarifier flow splitter box and secondary clarifiers; new sodium hypochlorite storage tanks and associated chemical feed pumps; RAS pump station; deep bed filters; chlorine contact basins; effluent transfer pumps and new reclaimed water pumps; and prestressed concrete reject water storage tank and prestressed concrete reclaimed water storage tanks.

### **Harmony WRF Upgrade & Expansion, Toho Water Authority, Kissimmee, FL.** Project Engineer.

Upgrade and expansion of an existing 0.13 MGD package WWTP to provide a capacity of 0.50 MGD with provisions for future expansion to 2.50 MGD. The facility features two circular process basins that include anoxic, aeration, and settling stages with provisions for future conversion of the structures to clarifiers as plant capacity is increased. Cost: \$11.8 million.

### **Southwest Pine Island Reclaimed Storage and High Service Pump Station, City of Cape Coral, FL.**

Engineer of Record. Consisted of two five MG prestressed concrete ground storage tanks, high service pump station, small parking area, precast concrete perimeter wall, landscape buffer, and a 30-inch reclaimed water main. The high

service pump station housed six horizontal split case pumps two 100 HP, two 150 HP, and two 300 HP providing a wide range of turn down for seasonal variation. Responsibilities included design, bidding, and construction.

### **Alexander Avenue Site Improvements, Phase 4A, City of Deltona, FL.** Project Engineer.

Provided engineering services for the design of a 4.0 MGD surface water treatment system using Lake Monroe water and storm water, which includes a surface water intake and pump station, 24-inch transmission main, site storage, filtration and disinfection treatment and effluent storage. Assistance was also provided in source water characterization of the two streams by collecting grab samples and analyzing for key water quality parameters. Performed a chlorine demand/decay test on the source waters to determine design elements for the disinfection process.

### **Lift Station 1&7 Improvements, City of Orlando, FL.** Project Engineer.

Replaced Lift Stations 1&7 with a new 25.0 MGD Lift Station 1 due to the age and condition of the existing facilities, corrosion, and confined space concerns, and projected flow increases. Services included survey, evaluation of actual and future wastewater flows, hydraulic analysis and modeling, design, permitting and construction engineering services.

# Maria Arenas, PE

*Water Treatment Facilities*

**Ms. Arenas is an environmental engineer with experience in the detailed design of water and wastewater infrastructure including pilot testing, laboratory analysis, and hydraulic modeling. She participates in the planning, permitting, design, and construction administration of water and wastewater facilities and distribution systems.**

**EDUCATION:**

MS, Environmental Engineering, University of Central Florida, 2018  
 BS, Environmental Engineering, University of Central Florida, 2016

**REGISTRATIONS:**

PE, FL, No. 94986

**CURRENT POSITION:**

Project Engineer

**YEARS OF EXP.:**

4

**Municipal Wastewater Effluent Deep Injection Well, City of Rockledge, FL.** Project Engineer. Responsible for evaluation and final design for the construction of a new deep injection well at the City for effluent meeting high-level disinfection requirements. The project included site improvements, yard piping, and pumping modifications for the discharge of injectate water.

**Daytona Beach Demonstration Test System, City of Daytona Beach, FL.** Project Engineer. Prepared demonstration test system performance report summarizing the demonstration data collected during the demonstration period. System included a full-scale pilot study that operated for a two-year testing period for the analysis of potable reuse utilizing advanced treated effluent water provided by the City's Westside Regional WRF. The

report provided an evaluation of the capability of the pilot to produce a purified water that meets Florida's primary and secondary drinking water standards and full disinfection requirements for pathogens inactivation. The pilot system consisted of ultrafiltration, RO, and advanced oxidation process.

**Jordan's Grove Ground Storage Reservoir, Polk County Utilities, City of Davenport, FL.** Project Engineer. Responsible for process design of a new 2.0 MG ground storage reservoir, high service pump station, and new well pump yard piping. Performed discipline coordination and permitting to provide a storage and repump station in PCU's NERUSA reclaimed water system to meet future reclaimed water demands and maintain system pressure.

**Eastern and Western Raw Water Wells Relocations Feasibility Study, City of Pompano Beach, FL.** Project Engineer. Performed services related to the raw water wellfield. Tested Biscayne aquifer wells, performed rehabilitation prioritization, conducted groundwater flow modeling, conducted well site screening to make certain new locations meet FDEP requirements, identified new wells in the Western and Eastern wellfields, and applied for a water use permit modification, including new wells with no increase in permitted allocation. Developed a hydraulic model to evaluate the

hydraulic capability of the raw water distribution system with the additional wells. Engineering fee: \$257,000.

**Equalization Basin Project and Sludge Thickening and Digesters Rehabilitation, City of Rockledge, FL.** Project Engineer. Final design and construction management for improvements to the Rockledge WTP. Improvements included the construction of a flow equalization basin and sludge drying bed, structural rehabilitation of the existing digesters, installation of a diffuser system in the digesters and an associated blowers station, and construction of a new thickener building with belt filter presses and a new electrical building. Construction management support services included shop drawing reviews, equipment and installation checkouts, startup services, and inspections for the construction of the new facility. Helped design the rehabilitating of the existing aerobic digestion system and thickening facility at the City's WRF and evaluating funding alternatives.

**Eastern WRF Clarifier and Return Activated Sludge Pumping Improvements, OCU, FL.** Project Engineer. Responsible for final design, permitting, and construction management for the Eastern WRF improvements. Improved the structural rehabilitation of the clarifier structures, installation of sludge blanket monitors, and more.

# Brenda Keenan, PE

*Wastewater Treatment Facilities; Regulatory Compliance; Biosolids Management*

**Ms. Keenan has 20 years of experience in a wide range of municipal WWTP design and construction projects. Specific experience includes process alternatives and hydraulic evaluations, preliminary and final design and construction phase services. Ms. Keenan is experienced in the preparation of engineering drawings and specifications and permitting for wastewater plant modifications.**

## EDUCATION:

BSE, University of Central Florida, Environmental Engineering, 2003

## REGISTRATIONS:

PE, FL, No. 69271

## CURRENT POSITION:

Senior Engineer and Florida Wastewater Lead

## YEARS OF EXP.:

20

**WWTP Filter Improvements, City of Winter Garden, FL.** Project Engineer. Responsible for the preliminary and final design, permitting and construction of the filter improvements which consisted of hydraulically evaluating three disk filter manufacturers and preparing design documents for three manufacturers to replace the existing traveling bridge filters.

**WRF Expansion, City of Apopka, FL.** Project Engineer. Responsible for the process design and project coordination of the WRF Expansion to increase the treatment capacity of the facility from a permitted 4.5 MGD AADF to 8.0 MGD AADF. Designed a new 8.0 MGD ADF headworks, equalization tank and pump station, conversion of the existing package plant to an anoxic basin, and a biosolids thermal drying facility. The new BNR process was also redesigned to a 4-stage DenitIR process to enhance nitrogen removal. Cost: \$66.2 million.

**WRF Permit Renewal, City of Apopka, FL.** Project Engineer. Prepared FDEP permit renewal documents including the Capacity Analysis Report, Operation Maintenance Performance Report and Field Evaluation, Permit Application forms and associated supporting documents as required by FDEP.

**WWTP Blower Improvements, City of Winter Garden, FL.** Project Engineer. Led the blower evaluation for the process and digester blowers and preliminary and final design of the process 40 blower replacement. Replaced the existing constant speed horizontal multi-stage centrifugal blowers with positive displacement type blowers with variable frequency drives.

**WWTP Permit Renewal, City of Winter Garden, FL.** Project Engineer. Prepared FDEP permit renewal documents including the Capacity Analysis Report, Operation Maintenance Performance Report and Field Evaluation, Permit Application forms and associated supporting documents as required by FDEP.

**Water Conserv II Hydraulic Improvements, City of Orlando, FL.** Project Engineer. Led the Hydraulic Improvements at the aeration basins and clarifier splitter box. At the aeration basins the influent was enlarged and the existing isolation gates were replaced which required relocation of pipe supports and other miscellaneous

items. Steel plates were added to the overflow to isolate the two influent chambers of the clarifier splitter box. Engineering fee: \$495,000.

**Eastern WWTP Treatment Alternative Evaluation – Phase 2, City of Eustis, FL.** Project Engineer. The Eastern WWTP Alternatives Evaluation evaluated recommended plant improvements and upgrades and alternatively decommissioning the treatment facilities and conveying wastewater to the City's Bates Avenue WWTP for treatment. The evaluation included reliability and operational considerations and a conceptual cost comparison of each option.

**Bates Avenue WWTP Digester Improvements, City of Eustis, FL.** Project Engineer. Crafted the final design to replace the existing aeration equipment in the aerated sludge holding tanks with a new coarse bubble diffused aeration type system with positive displacement blowers.

**Malcolm Road Water Supply Facility, Orange County, FL.** Project Engineer. Led the final design and permitting for the Malcolm Road Water Supply Facility, a 8.64 MGD Maximum Day Demand Water Supply Facility consisting of supply wells, storage tanks, high service pumps, chemical feed and storage facilities, and associated yard piping. Cost: \$3.5 million.

# Kevin Friedman, PE

Wastewater Treatment Facilities

*Mr. Friedman specializes in utility engineering projects throughout central Florida. His expertise includes the design, permitting, and construction administration of water, wastewater, and reclaimed water facilities. His wide range of experience includes water and wastewater treatment facilities, residuals processing, wastewater collection, pump stations, transmission mains, water supply, and utility master planning.*

## EDUCATION:

Environmental Engineering Sciences, University of Florida, 2003

## REGISTRATIONS:

PE, FL, No. 69852

## CURRENT POSITION:

Senior Project Manager

## YEARS OF EXP.:

20

**Northwest WRF Expansion Design/build, Hillsborough County, FL.** Project Manager. The proposed improvements to the NWRWRF under the expansion program included all the requisite facilities necessary to increase the permitted capacity from 10.0 MGD to 30.0 MGD on an AADF basis. The proposed expansion of the NWRWRF include a new headworks, inline flow equalization and influent flow distribution box; retrofit of existing BNR basins to enhance nitrogen removal and additional 5-stage BNR treatment trains; additional odor control systems; additional clarifier flow splitter box and additional secondary clarifiers; new sodium hypochlorite storage tanks and associated chemical feed pumps; additional RAS pump station; deep bed filters; chlorine contact basins; effluent transfer pumps and new reclaimed water pumps; additional

prestressed concrete reclaimed water storage tanks; new power feed to the site and additional standby power facilities; and electrical and instrumentation improvements. Cost: \$202.7 million.

**Conserve II WRF Filter Study, City of Orlando, FL.** Project Engineer. Identified acceptable approaches to replace the existing traveling bridge sand filters that have been in service for approximately 30 years with "deep bed" sand filters similar to those employed at the Iron Bridge WRF. Established a capital budget for implementation of the proposed improvements.

**Sand Hill Road WRF, Toho Water Authority, Kissimmee, FL.** Project Engineer. Responsible for construction administration and coordination for this project. Included design, permitting, bidding services, and engineering services during construction for the restoration of the Sand Hill Road facility's 4.862 MGD capacity in anticipation of the Western Beltway construction and facility expansion to 7.5 MGD total capacity.

**Sandhill Road WRF UV Disinfection System Replacement, Toho Water Authority, FL.** Project Manager. Design, permitting, and construction phase professional engineering services for the replacement of the ultraviolet technology with disinfection via addition of sodium hypochlorite to achieve high-level disinfection. Determine the regulatory agency

acceptability of implementing sodium hypochlorite addition as the means of achieving high level disinfection based on the results of the sampling and laboratory work and identify the required improvements. Services include sampling to ascertain the CT value that will be needed to achieve high level disinfection and complete a chlorine demand and residual decay analyses to estimate the required sodium hypochlorite feed rate.

**Biosolids Master Planning, Toho Water Authority, Kissimmee, FL.** Project Engineer. Responsible for a biosolids master plan for the following water reclamation facilities: South Bermuda WRF, Sand Hill Road WRF, Parkway WRF, Camelot WRF, and Harmony WRF. Services included alternatives identification and present-worth evaluations to consider different scenarios and recommend a preferred alternative for handling biosolids throughout Toho Water Authority's service area. The evaluations were used by Toho Water Authority to aid in setting annual capital budget and identifying the technology and scenario best suited for Toho Water Authority to implement to address biosolids handling over the next 20 years.

# Jamie Ayers-Webb, PE

## Wastewater Treatment Facilities

*Ms. Ayers-Webb is an environmental engineer with 12 years of experience in water and wastewater engineering, including planning, evaluation, permitting, design, and construction phase services. She is experienced in utilizing whole-plant process simulations to evaluate and design treatment facilities and modeling open channel and pipe flow hydraulic conditions within treatment facilities, as well as for conveyance systems.*

### EDUCATION:

MS, Environmental Engineering, Virginia Polytechnic Institute and State University, 2011

BS, Civil Engineering, Virginia Polytechnic Institute and State University, 2010

### REGISTRATIONS:

PE, FL, No. 82183

### CURRENT POSITION:

Project Engineer

### YEARS OF EXP.:

12

### North Causeway and Quay Assisi Utility Improvements, Utilities Commission of New Smyrna Beach, New Smyrna Beach, FL.

Project Engineer. Designed 1,900 LF of potable water main relocations, 1,400 LF of sanitary sewer force main relocations and reclaimed water jack and bores as a result of FDOT's intent to replace the existing Barracuda Bridge which spans over the Brandano Canal in the City of New Smyrna Beach. The Utilities Commission had existing facilities which they elected to be relocated off the bridge, prior to the bridge's replacement. Responsible for design of utility improvements, relocation, coordination with utility agency owners, preparation of construction documents, bidding procurement, and construction administration services.

### Richard McLaughlin Water Treatment Well No 3 and Raw Water Main, Kissimmee, Toho Water Authority, FL.

Project Engineer. Designed a raw water well and raw water main. Prepared construction plans, specifications, opinion of probable cost, and assisted with permitting. Cost: \$3 million.

### Central Florida Regional Biosolids Study, Toho Water Authority, City of the Orlando, OCU, City of Altamonte, and Central Florida.

Project Engineer. Consisted of a regional study to develop a more resilient, cost effective, and sustainable approach for biosolids management.

### Package 47 Pump Station Improvements, Orange County, FL.

Project Manager. Participated in final design, permitting, bidding administration, and construction management services for a complete renovation of two of the County's triplex pump stations. The improvements included removal of all equipment and facilities, replacement or rehabilitation of the wet wells, submersible pumps, and various site improvements meeting County standards.

### Walnut WRF Decommissioning, Toho Water Authority, Kissimmee, FL.

Project Engineer. Responsible for resource allocation, technical guidance, and client communication. Performed hydraulic evaluations and developed a concept for

decommissioning the 0.85 MGD Walnut WRF and transferring its flow to the Cypress West WRF. Concept included using a basin at the facility as a flow equalization and pump facility, various pump station improvements, and minor pipeline construction. Designed the flow equalization and pumping improvements.

### South WRF Flowmeter Improvements, Orange County, FL.

Project Manager. Responsibilities included final design, permitting, bidding administration, and construction management services. Replaced two below grade flowmeter assemblies and installed two above grade flowmeter assemblies on mains ranging from 12- to 30-inches. Magnetic flowmeters were interfaced with plant SCADA system. Project consisted of hydraulic analysis of pump stations discharging through an above grade assembly and designing the pump replacement to meet hydraulic requirements.

### Lift Stations 14, 31, 76, 84 Rehabilitation, City of Orlando, FL.

Project Manager. Led final design, permitting, bidding administration, and construction management services for the complete renovation of four of the City's duplex pump stations. Removed all equipment and facilities, replacement or rehabilitation of the wet wells, and made various site improvements meeting City standards.

# James Warner, PE, LEED AP

Civil Engineering

*Mr. Warner has been employed in the engineering field since 1989. He has a broad range of design, permitting, and management experience in federal, state, and private civil engineering projects. His experience ranges several states but focuses primarily in the state of Florida. His experience includes roadways (from local, rural sections to urban, sections); stormwater master drainage systems; commercial, industrial, military and residential developments; utility systems (water mains, force mains, gravity sanitary sewer systems, and reclaimed water mains); and numerous small site development plans.*

## EDUCATION:

BS, Civil Engineering, University of Central Florida, 1999

AS, Drafting and Design, Valencia Community College, 1991

## REGISTRATIONS:

PE, FL, No. 64037

## CURRENT POSITION:

Senior Engineer

## YEARS OF EXP.:

34

### Western Regional Water Supply Facility Improvements, OCU, FL.

Project Engineer. Responsible for the civil design and permitting of the improvements and expansion to the Western Regional Water Supply Facility in the County's Western Service Area, including new well pumps and well buildings, a new 2.0 MG ground storage tank, a new above ground finished water flow meter. Cost: \$1.8 million.

### Camelot WRF Expansion Study, Toho Water Authority, FL.

Senior Civil Engineer. Tetra Tech developed an expansion plan to provide a total plant capacity of 6.5 MGD on an AADF basis, up from the existing 5.0 MGD. The project included examination of flow trends, influent characteristics, unit process loadings, hydraulics, and historical performance, as

well as modeling and evaluation of alternatives. Significant effort centered on evaluating operations during construction, maintenance of acceptable levels of treatment during construction, and minimization of bypass pumping and temporary facilities. Additionally, the project included developing a significant reclaimed water storage and repumping concept to improve system pressures and delivery and maximize reuse potential.

### Estero Boulevard Water Main Improvements Phases 2-4, Town of Fort Myers Beach, FL.

Sr. Civil Engineer. Design and permitting for segments 2-4. As a consultant for the Town for stormwater improvements, multiple joint outfalls were modeled, designed, and constructed to provide relief for runoff collected on Estero Boulevard. In total, more than 15 outfalls provided a connection to Estero Bay to improve the nuisance flooding conditions within the County and Town right-of-way, increase water quality discharged into the Bay, and prevent tidal backflow into the streets.

### Cypress West WWTP, Poinciana, Toho Water Authority, FL.

Project Engineer. Responsible for the conditional use application and County, FDEP stormwater, and county engineering permitting.

The project consisted of design, permitting, bidding and construction services for the expansion of an existing WWTP.

### Cypress Lake Alternative Water Supply Facility, Toho Water Authority, FL.

Civil Engineer Design. Responsible for concepts and providing permitting input to the site plan and development needs for the water treatment facility. Provided input and coordination for the preliminary design report for the civil and site planning aspects of the project.

### Poinciana WWTP No 2, Toho Water Authority, FL.

Project Engineer. Responsible for the conditional use application and County, FDEP stormwater, and engineering permitting. Led design, permitting, bidding and construction services for the expansion of an existing 3.0 MGD WWTP to provide a capacity of 6.0 MGD.

### Western Service Area Reuse Storage and Pump Station, Toho Water Authority, Osceola County, FL.

Responsible for retaining a permit for site, including conditional use for Osceola County, site permitting engineering improvement plan and stormwater permitting with the FDEP.

# Michael Thatcher, PE

*Civil Engineering*

*Mr. Thatcher has wide-ranging experience in the execution of utility infrastructure projects. He has an extensive background in the design and implementation of water/wastewater facilities, including major utility improvement and expansion projects; collection, transmission, and distribution systems; pump stations; utility master planning; and financial planning services including utility assessments.*

## EDUCATION:

BS, Civil Engineering, University of Hartford, 2012, Summa Cum Laude

## REGISTRATIONS:

PE, FL, No. 83331

## CURRENT POSITION:

Project Manager; Civil Engineering Group Leader

## YEARS OF EXP.:

11

**Stormwater SCADA Master Plan, Collier County, FL.** Project Engineer. Performed an alternatives analysis to evaluate the most advantageous stormwater structures to automate. Evaluated more than 100 existing stormwater structures and recommended ten structures to be automated with gates and weirs.

**Lift Station No 15 Preliminary Engineering Improvements, New Smyrna Beach Utilities, City of New Smyrna Beach, FL.** Project Manager. Led preliminary design of siting and replacing an existing lift station, as the existing lift station was located within the roadway median of Wayne Avenue, a City of New Smyrna Beach roadway. Included a siting evaluation, wastewater calculations, and preliminary permitting coordination with the City and Florida East Coast Railroad for a planned force main crossing.

**Ocklawaha River Basin Mitigation Bank Improvements, Maury L Carter & Associates, Marion County, FL.** Project Manager. Included the restoration of a 208-acre site in the Ocklawaha River Basin along the western side of the Ocala National Forest, to develop a mitigation banking site. Design included key structural features to enhance and restore the property's hydrology to improve the natural environmental features and make the property conducive to permitting as a mitigation bank. Performed H&H analysis of the project area, as well as preparation of construction documents.

**Ground Storage Tank Improvements, Charlotte Harbor Water Association, City of Punta Gorda, FL.** Civil Design Engineer of Record. Led design of site, grading, and drainage improvements due to upgrades at this facility. Performed an H&H analysis of the project area, as well as the preparation of construction documents, permitting, bidding procurement, and construction administration services.

**Baseline Wetland Monitoring Report for Consumptive Use Permit 8747, New Smyrna Beach Utilities, FL.** Project Manager. Prepared a report detailing the initial field work activities required to meet conditions of the New Smyrna Beach Utilities Consumptive Use Permit 8747.

**Jordan's Grove Ground Storage Reservoir, Polk County Utilities, City of Davenport, FL.** Civil Design Engineer of Record. Designed site, grading, and drainage improvements due to the planned high service pump station and 2.0 MGD ground storage tank. Performed an H&H analysis of the project area. Prepared construction documents, permitting, bidding procurement, and construction administration services.

**Lift Station No 4 Force Main Improvements, New Smyrna Beach Utilities, FL.** Project Manager and Engineer of Record. Designed 1,600 LF of wastewater force main improvements to replace the existing force main which was nearing the end of its useful life. Prepared construction documents, as well as performed permitting and construction administration services.

**Lift Station No 2 Force Main Improvements, City of Orlando, FL.** Project Engineer. Design of 11,600 LF of wastewater force main improvements, up to 36-inches in size, to extend a new force main to discharge as Master Lift Station No. 1. Designed more than two miles of roadway and sidewalk improvements, including widening, curb, and cross-sectional changes. Prepared construction documents, permitting, bidding procurement, and construction administration services. Cost: \$19 million.

# Burl Reardon, PE, LEED GA

Civil Engineering

*Mr. Reardon is a civil engineer and project manager. Typical project design experience includes drainage design, permit acquisition, site layout, paving and grading design, water and sewer utility design as well as sanitary and storm sewer lift station design. One primary focus on our stormwater service teams has been in the implementation and annual maintenance of municipal and industrial National Pollutant Discharge Elimination System programs. He developed a strong background in civil engineering serving both public and private clients.*

## EDUCATION:

BS, Civil Engineering, University of Central Florida, 2001, Magna Cum Laude

## REGISTRATIONS:

PE, FL, No. 64037

Stormwater Management Inspector, No. 8612

## CURRENT POSITION:

Project Manager; Project Engineer

## YEARS OF EXP.:

22

**Turnpike Utility Relocates, City of Minneola, FL.** Project Manager and Design Engineer. The project consisted of extending the City's existing 16-inch potable water main and 24-inch steel casing pipe approximately 60 LF beyond the new proposed traffic lanes of the Florida Turnpike installed in the FDOT right-of-way. Professional services provided include final utility design and permitting with the FDEP and FDOT, bidding assistance, and construction administration.

**Courtland Boulevard Skate Park Stormwater Conveyance Improvements, Stormwater Management and Retrofit Drainage Improvements, City of Deltona, FL.** Project Manager. Eliminated standing water along a busy City collector road by providing an outlet for the runoff. Design

included addition of swales, five new inlets, and 300 LF of exfiltration trench. The exfiltration trench was sized to offset pollutant load impacts to the adjacent water body, and the conveyance system was designed with a level of service to keep flows, up to the 10-year design storm, below the pavement edge.

**Courtland Haulover Boulevard Stormwater Conveyance Improvements, Stormwater Management and Retrofit Drainage Improvements, City of Deltona, FL.** Project Manager. Led engineering design to retrofit an undersized stormwater pond to increase storage volume and provide an outfall. Final design included H&H modeling to expand an existing pond to offset regulatory water quality and quantity requirements; installation of a control structure; and approximately 850 LF of 36-inch culverts. The City then removed the portable pump from the site as the design allowed flood waters to be safely conveyed downstream.

**Mapleshade Street Flood Improvements, Stormwater Management and Retrofit Drainage Improvements, City of Deltona, FL.** Project Manager. Led engineering design to retrofit a landlocked lake and collection system with a gravity outfall system to alleviate flooding. Engineering design included H&H modeling of an 80-acre basin with approximately

1,000 LF of 24-inch stormwater culverts. Permitting included providing offset pollutant loading for the additional pollutants distributed to a downstream lake system. Cost: \$185,000.

**Lillian Street Stormwater and Drainage Improvements, Minneola, FL.** Project Engineer. Responsible for the design to raise the level of service to the ten homeowners on Lillian Street from expected yard flooding every two years to only nuisance right-of-way ponding in events greater than ten year return frequency. Improvements included an 18- to 24-inch primary conveyance pipe between the ten property owners; seven drainage inlets; driveway re-grade and replacements; and reconfiguration of the outfall with energy dissipation devices. Cost: \$118,500.

**Ridgecrest Loop Stormwater Improvements, Stormwater Management and Retrofit Drainage Improvements, City of Minneola, FL.** Project Engineer. Designed and implemented stormwater management solutions to erosion and ponding problems affecting family residences and an adjacent commercial development. Improvements included 18-inch conveyance pipe, three drainage structures, sidewalk replacement, residential lot re-grading within easements, right-of-way, and outfall re-configuration.

# Quintin Biagi, RA, GPCP, CDT, LEED AP BD+C

Architectural

*Mr. Biagi is the senior architect and an architectural discipline leader for Tetra Tech's Water, Environmental, and Infrastructure division of our United States Infrastructure group. With 38 years of experience as an architect, he demonstrates great skill listening to clients and evaluating their needs to create informed designs that address the priorities of their projects. Coordinating team efforts among all the design disciplines throughout the entire design process, Mr. Biagi offers solutions tailored to each client's unique program requirements and needs.*

## EDUCATION:

BA, Architecture, University of Kentucky, 1985

## REGISTRATIONS:

RA, FL, No. 94240

National Council of Architectural Registration Boards, No. 43,061

LEED AP BD+C, Center for Green Schools™ at the U.S. Green Building Council, No. 10424763

GPCP, Green Building Initiative

CDT, No 2043809, Construction Specifications Institute

## CURRENT POSITION:

Architect and Discipline Leader

## YEARS OF EXP.:

38

### Cape Coral WTP, RO Renovation, City of Cape Coral, FL.

Project Architect. Led renovation and hardening of the facility. Included complete hardening of the plant's interior and exterior.

### Southeast WTP, Huntsville, AL.

Lead Project Architect. Participated in the master planning team for a news surface WTP constructed on a 266-acre site, which had an initial capacity of 12-24 MGD after the filters were re-rated in accordance with state criteria and master planned for a total build-out capacity of 96 MGD. Responsible for the unified design of the raw water intake building,

a new treatment plant campus (including new Administration offices, Laboratory, community outreach educational components, operations, and maintenance buildings), chemical feed building, generator and pump buildings, and GAC buildings for an overall campus design aesthetic. Cost: \$104.8 million.

### Alternative Water Supply Design/Build, City of Tarpon Springs, FL.

Project Architect. Participated in conceptual design, final design, and construction services related to the 6.4 MGD brackish water RO water treatment facility on a green-field site. Cost: \$38.6 million.

### Southeast WTP Raw Water Intake and Transmission Main, Huntsville Utilities, Huntsville, AL.

Lead Project Architect. Responsible for architectural aspects of the design of a surface water intake building with an ultimate capacity of 96 MGD and 3.5 miles of raw water transmission mains to supply raw water to the proposed Guntersville Reservoir WTP.

### Shell Creek WTP, RO, City of Punta Gorda, FL.

Project Architect of Record. Provided design and construction documentation for two new one-story brick masonry buildings. Project included an 1,440 GSF Water Treatment Facility including RO skid room, workshop, high pressure feed pump room, chemical feed rooms, and

administration offices (including conference rooms, plant and bacteria laboratories, training room, control and computer rooms, restrooms, locker rooms, and support spaces) for the city of Punta Gorda WTP. Project included a one story 1,900 GSF masonry Chemical Storage Building including a chlorinator room, chlorine storage, and control room. Cost: \$40 million.

### Dekalb County, Honey Creek Pump Station, Force Main and Gravity Sewer Improvements, Atlanta, GA.

Architect of Record. Provided design for a new one-story brick masonry Electrical Building. Project included a 940 GSF utility building including support spaces.

### Cypress West WRF, Dewatering Building, Toho Water Authority, Osceola County, FL.

Architect of Record. Provided design and construction documentation for a new one-story pre-engineered metal panel building. Included a 3,825 GSF Biosolids Dewatering Building including sludge dewatering screw presses, polymer systems, centrifuges, conveyors, feed pumps, and associated equipment.

### Lynn Lane WWTP, Pump Station and Secondary Clarifier Rehabilitation, Broken Arrow Municipal Authority, OK.

Architect of Record. Provided design and construction documentation for a new one-story insulated pre-engineered metal panel building.

# Andrew Woodcock, PE

*Utility Master Planning; Utility Acquisition*

*Mr. Woodcock has been involved with many different facets of environmental engineering for over 30 years. He has special expertise in utility master planning, due diligence investigations, utility valuations, financial feasibility analyses, and business plans. Mr. Woodcock's skills include assisting utilities prepare operating and capital programs and supporting those programs with a series of rates and charges to provide for their successful implementation. He is also experienced in conducting economic and feasibility analyses and serves as an expert witness on utility rate regulatory matters.*

## EDUCATION:

MBA, Rollins College, 2001

MS, Environmental Engineering, University of Central Florida, 1989

BS, Environmental Engineering, University of Central Florida, 1988

## REGISTRATIONS:

PE, FL, No. 47118

## CURRENT POSITION:

Senior Project Manager

## YEARS OF EXP.:

34

### Water Master Plan, Daytona Beach, FL.

Project Manager. Updated the City's Water Master Plan which included an analysis of the existing distribution system, 20-year water demand projections, hydraulic model updates, and compilation of the CIP to meet projected growth in the system. The CIP included identification of facility requirements (storage, treatment, pumping, transmission, and distribution systems) and prioritization of improvements. Cost: \$270,000.

### 20-Year Reuse Water Master Plan, Daytona Beach, FL.

Project Manager. Evaluated the existing city reuse system and provided a listing of projects to expand the City's use of reclaimed water over the projection period. Created a

hydraulic model of the system in Innovzye software using the City's existing CAD drawings and as-builts of recent projects. A unique feature of the modeling effort was to effectively simulate a low pressure reclaimed water transmission line that also acted as an outfall to the Halifax River. The model was used to develop an operational protocol for the pipeline given these two conflicting uses. Once the CIP was determined, performed a full reclaimed water rate study to demonstrate how varying levels of investment in the CIP would affect reclaimed rates.

### Water, Wastewater and Reclaimed Water Master Plan, City of Clermont, FL.

Project Manager. Created three Master Plans for the City. Plans were driven by near term permit limitations and accelerated growth in the City's service area. Developed new hydraulic models for all three systems using WaterGEMSTM. Simulating system changes as potable water irrigation was critical to the modeling effort. Customers were systematically converted to reclaimed service. As a result of the modeling pressure problems in the potable were alleviated once the conversions were complete allowing the City to reduce its near-term CIP without compromising customer levels of service. Cost: \$242,000.

### Water System Master Planning, Mapping, and Modeling, City of Bartow, FL.

Project Manager. Created and updated the master plan with new projections, an expanded hydraulic model, and a revised CIP. Revised the hydraulic model to include completed system improvements and projected extensions to serve growth areas. The resulting CIP was classified by three project types: pressure improvements, fire flow improvements, and growth improvements. The master plan also included an upper level financial analysis that evaluated the impact of CIP funding on the cash flows of the system.

### Integrated Water Resources Plan, City of Naples, FL.

Financial Evaluation. Developed an integrated water resources plan for the City of Naples that evaluated all water supply options for a twenty-year planning period. Considered all available water supply sources including brackish ground water, stormwater, and surface water from the Golden Gate Canal and Naples Bay. Performed a financial evaluation of the most technically feasible alternatives to determine the short-term impact of capital and operations costs on the utility's cash flows. Construction fee: \$150,000.

# Justin Voss, PE

## Hydraulic Modeling

*Mr. Voss is the hydraulics discipline leader for Tetra Tech's eastern territory. He has 18 years of hydraulic modeling and design experience for large and small municipal, state, and private clients. His work experience includes wastewater, stormwater, and combined sewer collection systems, water distribution, open channel hydraulics and scour evaluation and mitigation, coastal hydraulics, and several hydraulic modeling sub-disciplines. His hydraulic modeling experience includes flow monitoring, hydrology for wet sanitary and direct stormwater conditions, model calibration, master planning, two-dimensional modeling, pump and force main evaluation, and surge analysis.*

### EDUCATION:

MSE, Civil Engineering, University of Michigan, 2005

BSE, Civil Engineering, University of Michigan, 2004

### REGISTRATIONS:

PE, FL, No. 87245

### CURRENT POSITION:

Civil Engineer

### YEARS OF EXP.:

18

### Lake Monroe Rapid Infiltration Basin Pump Station Waterhammer Analysis, City of Deltona, FL.

Lead Hydraulic Engineer. Oversaw model development of a 1.25 mile long transmission main and 6-pump pump station that lifted water from Lake Monroe to a rapid infiltration basin approximately 90 feet higher than the lake. Completed modeling in InfoSurge. Waterhammer mitigation recommendations included combination air vacuum valves at each pump and three air vacuum valves along the transmission main.

### Cypress Lake Hydraulic Transient Evaluation, Toho Water Authority, FL.

Project Engineer. Developed a hydraulic transient model to match design of a new well field, including alternatives for 12 bladder surge tanks or a system of air vacuum valves to protect the system

against waterhammer. Evaluated PVC and HDPE pipe materials. Transmission system included 12 wells for a firm pumping capacity of 37.5 MGD. Designed waterhammer mitigation to work with minimal air entry into pipes.

### North 1 Utilities Extension Program, City of Cape Coral, FL.

Lead Hydraulic Engineer. Utilized City's InfoWater drinking water and irrigation models to evaluate and provide a basis for proposed designs of two distribution networks for the more than four square miles North 1 UEP area for current and projected future build-out conditions. Potable water modeling included an evaluation of pressures, available fire flow for the area, and design impacts on customers. Irrigation modeling included an evaluation of pressures in North 1 and planning for additional system-wide supply capacity and storage. Cost: \$303.5 million.

### Northwest Regional Utility Service Area Sanitary Sewer Master Plan, Polk County, FL.

Quality Review. Oversight for a SewerGEMS model of the county's wastewater utility. Model primarily contained force mains with scattered gravity sewer.

### Water Reliability Study, Kimball Township, MI.

Lead Hydraulic Engineer. Prepared the Township's first water reliability study including GIS mapping

and system modeling. Calibrated model using hydrant tests and the system performance was evaluated using an extended period simulation. Identified two areas to improve local fire flow on two dead-end mains and provided recommendations for a redundant water feed.

### Lift Station 10 Replacement, New Smyrna Beach, FL.

Lead Hydraulics Engineer. Included hydraulic evaluation for replacement and downsizing of the largest wastewater lift station to approximately 3.3 MGD. Downsizing required outlying areas of the tributary area to be redirected to other lift stations. Improved hydraulic model to provide accurate representation of the system and model interpretation, narrowing the range of TDH values and improving the selection of pumps.

### Beazer Site Redevelopment Hydraulics, Gainesville, FL.

Hydraulic Engineer. Created InfoSWMM model of an open channel running through a 66-acre industrial brownfield being relocated to protect water quality. Modeling work evaluated the change in water surface elevation created by the longer channel and alternatives to mitigate the increase in the water surface elevation at FDOT's right-of-way.

# Kevin Roe, PE

## Hydraulic Modeling

*Mr. Roe is a project engineer and hydraulic modeler with diverse experience in the study, planning, design, and construction of water, wastewater, stormwater, and general civil/site projects for municipal and industrial clients. As a hydraulic modeler, he plays an integral role in analyzing water, wastewater, and stormwater systems and facilities and recommending infrastructure improvement alternatives.*

### EDUCATION:

BS, Civil Engineering, Arizona State University, 2008

### REGISTRATIONS:

PE, GA, No. PE039494

### CURRENT POSITION:

Project Engineer

### YEARS OF EXP.:

15

**2020 Water Master Plan Update, City of Clermont, FL.** Lead Hydraulic Modeler and Project Engineer. Provided model updates, calibration, system evaluation, and future system recommendations for master plan. Water model included two treatment plants, two elevated storage tanks, and 220 miles of pipe ranging in size from 2- to 24-inches. Performed water modeling using WaterGEMS.

**Hydraulic Model Updates, Community of Gateway, FL.** Lead Hydraulic Modeler. Updated the Community's irrigation and wastewater system model in conjunction with evaluation and design of proposed system improvements. Modeling included updating system piping and pumps based on current conditions, updating irrigation demands and wastewater flows, and calibrating each model based on collected pressure monitor data. Performed hydraulic modeling for both systems using WaterGEMS.

**Water Master Plan, City of Clermont, FL.** Project Engineer and Hydraulic Modeler. Mentored junior-level engineer on hydraulic modeling while assisting on the development and evaluation of the existing and future water system models. Tasks included model development and calibration, demand forecasting, and evaluating capital improvements. Used WaterGEMS to perform water modeling.

**Wastewater System Improvements, City of Hollywood Beach, FL.** Lead Hydraulic Modeler. Evaluated proposed improvements to the City's wastewater system, including upgrades to two lift stations and replacement of approximately 7,000 LF of 8-inch force main with 12-inch force main.

**Water System Interconnect Study, City of Lakeland, Polk County Utilities, and City of Bartow, FL.** Lead Hydraulic Modeler. Responsibilities included planning and model analysis of a proposed 16-inch waterline interconnection for water systems using WaterGEMS. Hydraulic model included 1,340 miles of pipes ranging in size from 1- to 54-inches.

**North 1 Utilities Extension Project, City of Cape Coral, FL.** Hydraulic Modeler. Evaluated proposed improvements to the reclaimed water system using City's InfoWater hydraulic model as

part of the utility extension design project. Improvements evaluated included the proposed Northeast Booster Station that would assist in conveying planned flow to the City's reclaimed system from the Florida Governmental Utility Authority WWTP. Cost: \$303.5 million.

**2020 Integrated Utility Master Plan, Palm Beach County Water Utility Department, FL.** Lead Project Engineer and Hydraulic Modeler. Prepared updated reclaimed water master plan. Reclaimed water hydraulic model included three separate reclaimed systems with a total of 60 miles of pipe ranging in size from 2- to 36-inches. Specific tasks included evaluating reclaimed water customer, characterizing flow, evaluating future flow projections, providing model updates and calibration, system evaluations, and future needs summary. Performed hydraulic modeling with InfoWater.

**Reuse Water Master Plan Update, City of Pompano Beach, FL.** Hydraulic Modeler. Provided model reviews, updates, calibration, system evaluation, and future system recommendations as part of the City's reuse water master plan update using InfoWater software. Hydraulic model includes 63 miles of pipes sized from 2- to 30-inches. Engineering fee: \$83,000.

# Bruce Lafrenz, PG

*Wellhead Protection*

*Mr. Lafrenz has managed numerous studies of groundwater resource development, protection, simulation, permitting, and monitoring. He has particular expertise in computer modeling of groundwater and in developing computer applications for hydrogeologic and engineering solutions. He is OSHA site safety and supervisor trained for hazardous waste sites.*

## EDUCATION:

MS, Geology, University of Florida, 1986

BS, Geology, University of Florida, 1981

## REGISTRATIONS:

PG, FL, No. 1228

## CURRENT POSITION:

Senior Hydrogeologist

## YEARS OF EXP.:

33

### Lower Floridan Aquifer Exploratory Well, Deltona, FL.

Project Manager and Senior Hydrologist. Task Manager for aquifer testing and data analysis. The Deltona Lower Floridan aquifer testing project determined that brackish groundwater in the uppermost permeable interval of the LFA at the site has suitable quality to be utilized as an alternative water source for blending, and that brackish groundwater quality and yield were adequate to serve as a raw water source for membrane treatment.

### Magdalena Avenue Well 48 Construction and Testing, City of Deltona, FL.

Project Manager and Hydrologist. Managed the project and lead or participate in well location evaluation, production well design, construction administration, well and aquifer testing plan,

geophysical log interpretation, flow zone characterization, and aquifer test analysis.

### Lower Floridan Aquifer Testing, City of Clermont, FL.

Technical Lead. Led well location evaluation, design of Floridan aquifer production and observation wells, well and aquifer testing plan design, geophysical log interpretation, flow zone characterization, aquifer test analysis, performed MODFLOW simulations to estimate LFA yield limitations.

### Aquifer Storage and Recovery Feasibility Study, Port St Lucie, FL.

Hydrologist. The City of Port St. Lucie investigated the feasibility of using ASR as a way to manage peak demand periods for the City's water supply system and reuse system. Prepared study to assist the City by providing an initial evaluation of the suitability of geological and hydrogeological conditions for construction of an ASR system. Cost: \$123,000.

### Shell Creek WTP Upgrades, Punta Gorda, FL.

Senior Hydrologist. Responsible to address the TDS requirements, as well as an administrative order to remove arsenic from the ASR wells and discontinue the use of the ASR wells, the City retained Tetra Tech to perform the preliminary and final design for the development and implementation of a new groundwater source and a new RO treatment system to reliably

produce an AADF of 10 MGD of potable water at the SCWTP that meets drinking water standards by utilizing RO to treat groundwater and then blend with the existing surface water treatment process. Cost: \$40 million.

### Cypress Lake AWS Project, Toho Water Authority, FL.

Senior Hydrogeologist. Led aquifer testing, data analysis, groundwater modeling, and Water Use Permitting for this project. Performed data analysis, modeling and other tasks needed to select suitable sites for testing of future wellfield sites. The hydrogeological assessment phase of the project produced the information needed to select potential wellfield testing sites, prepare an exploratory well testing program, prepare plans and specifications.

### Groundwater Replenishment Program, Clearwater, FL.

Senior Hydrologist. Provided technical review of the groundwater modeling as part of the City's feasibility of replenishing aquifer systems in the City with highly purified reclaimed water. This study included evaluation of the reclaimed water and ground water quality, preliminary design of the pilot water purification treatment system, meetings with regulatory agencies, development of the public involvement process, and updating the cost opinions for construction and operation and maintenance. Cost: \$4.4 million.

# Miguel Garcia, PG, CPG, PMP

## Wellhead Protection

*Mr. Garcia has participated in and managed projects for several aspects of hydrogeology, contamination assessment and remediation, solid waste, and mining with 25 years of experience in geological investigations in Florida. His expertise lies in the areas of geological and hydrogeological studies, water resource assessment, water use permitting, well and wellfield design, well construction services, well rehabilitation services, aquifer performance testing, alternative water supply planning, aquifer storage and recovery, deep injection wells, environmental monitor design, permitting and installation, groundwater monitoring plans/reporting, and Phase I and II Environmental Site Assessments.*

### EDUCATION:

BS, University of Florida, 1998

### REGISTRATIONS:

PG, FL, No. 2355

Certified Professional Geologist No. 11596

Project Management Professional No. 1556136

### CURRENT POSITION:

Senior Project Manager; Senior Hydrogeologist

### YEARS OF EXP.:

25

### Permit Renewal, City of Orange City, FL.

Project Manager. Preparation of Consumptive Use Permit renewal application for public supply use.

### Aquifer Storage and Recovery, City of Naples, FL.

Project Hydrogeologist. Design, bidding, and summary report for an aquifer storage and recovery exploratory test well for wetland recharge.

### Wetland Monitoring, City of Deltona, FL.

Project Manager and Principal Hydrogeologist. Annual summary reporting for ten wetland monitoring stations for the logging of water levels and rainfall surrounding the City's wellfield.

### Permit Renewal, City of Daytona Beach, FL.

Project Manager. Preparation of a Consumptive Use Permit renewal application for public supply use for Western and Eastern Wellfields.

### Deep Injection Well Program, City of Palm Bay, FL.

Hydrogeologist. Construction observation during deep injection well construction and testing. Soil and water sample collection and field water quality analysis, lithologic description, assurance of construction and testing of deep injection well per project specifications, and well construction and testing summary reporting.

### Gray Limestone Aquifer, City of Everglades City, FL.

Principal Hydrogeologist. Design, bidding, and summary report for two exploratory test/production screened wells in shallow aquifer.

### Cypress Lake Wellfield Exploratory Test Wells, Toho Water Authority, FL.

Project Manager. Design, bidding, summary reporting for five public supply and exploratory test wells using the Lower Floridian aquifer as an alternative water source. Submittal of WUP application, well construction and testing summary report, and groundwater modeling summary report. Cost: \$4.3 million.

### Aquifer Storage and Recovery, Canaveral Port Authority, FL.

Hydrogeologist. Installation of an aquifer storage and recovery well, and assistance with aquifer performance testing, data collection and analysis, and groundwater sampling for one aquifer storage and recovery well and four surficial aquifer monitoring wells.

### Wetland Monitoring, City of Daytona Beach, FL.

Hydrogeologist. Design and installation of 18 wetland monitoring stations for logging water levels surrounding the City's wellfield.

### Supply Wells, City of Orange City, FL.

Hydrogeologist. Construction and testing oversight and summary reporting for two public supply wells.

### Hydrogeological Services, City of Ocala, FL.

Project Hydrogeologist. Provided services during the assessment of City and FDOT drainage wells (using borehole geophysical and video logging) to determine drainage well performance and anticipated future usage, or drainage well abandonment and replacement.

# Alex Montalvo

GIS Specialist

*Mr. Montalvo has 27 years of data analytics, Geographical Information Systems (GIS), and asset management experience. He currently serves as the GIS Group Manager and has been instrumental in the expansion of GIS services offered by Tetra Tech. Mr. Montalvo has extensive experience in master planning, condition assessment, capital improvement planning, and repair and rehabilitation efforts.*

**EDUCATION:**

AA, University of Florida, 1995

**REGISTRATIONS:**

URBAN and Regional Information Society of America

NASSCO MACP/PACP/LACP Certified

**CURRENT POSITION:**

GIS Discipline Lead

**YEARS OF EXP.:**

27

**Royal Harbor Water System Expansion, City of Naples, FL.**

GIS Analyst. GIS associated with the replacement of over 30,000 LF of undersized 4-inch and 6-inch asbestos cement water mains with 8-inch polyvinyl chloride water main as necessary to meet increased fire flow requirements. GIS analysis included developing route alternatives to minimize potential environment conflicts and conflicts from other existing utilities. Cost: \$4.2 million.

**Gravity Sewer CIPP Rehabilitation Phase 2, Toho Water Authority, FL.**

Database development and application design. Developed an ArcSDE database that allowed for multiple PACP certified engineers to review of over 530,000 LF of sanitary CCTV data through a web map interface. Engineers reviewed video and inspections and provided repair and rehabilitation

recommendations directly in the web map. Integrated a QA/QC system into the online map interface which allowed senior engineers to review recommendations and make adjustments. Created rehabilitation design drawings in the GIS environment, rather than the traditional CAD environment, using the ArcGIS production mapping extension. This allowed for fast tracking the project design to meet the clients aggressive schedule.

**Gravity Collection System Model and Pump Station Response Plan, OCU Department, FL.**

GIS Manager. OCU owns and maintains 772 wastewater pump stations and 1,340 miles of gravity mains. Tetra Tech created a gravity collection system model in InfoSWMM® and evaluated critical system locations based on time before an anticipated sanitary sewer overflow and the potential impacts of such. Developed a GIS model to predict assets and service locations susceptible to surcharge/backflow events in the event of prolonged power failures. Responsibilities also included identifying the twenty most critical locations and providing recommended site layouts to add on site standby power generation.

**Downtown Sewer Master Plan, Orlando, FL.**

Senior GIS Analyst. Provided a detailed examination of the City's wastewater collection

and transmission systems that serves the downtown Orlando area. The assignment involved coordination with the Planning Department, Orlando Venues, and the Water Reclamation Division for growth projections and the large venues planned for the downtown district. Developed a computer hydraulic model for the collection system using the Innovyze™ InfoSWMM® software to assess system capacities under existing and projected conditions. The final report included a condition assessment of the collection system and a phased capital improvements program.

**Comprehensive Wastewater Master Plan, City of Orlando, FL.**

GIS Analyst. Provided wastewater master-planning services for a service area covering 280,687 residents split into three service areas. The new plan addressed the entire water reclamation system in a single planning effort to identify system needs and projects for a planning horizon through 2045 with a base year of 2020. Phase I of the Master Plan covers the wastewater collection system, specifically the gravity mains, manholes, force mains, and lift stations that collect and transfer wastewater to the WRF. Phase II of the Master Plan covers the three WRFs and their means of effluent disposal exclusive of the reclaimed water system.

# Betty Morris, GISP

GIS Specialist

*Ms. Morris serves as a Senior Analyst of the GIS Department with 30 years of work experience in the environmental permitting areas of development and GIS utility applications. She provides GIS analysis, permitting and site planning support to in-house environmental and civil engineering projects, surface and groundwater modeling, ecological services, utility management consulting services, electrical fiber optic design, and master planning.*

## EDUCATION:

BS, Geomatics, University of Florida, Senior status.

AS, Drafting & Design Technology, Valencia College, 2015

AS, Civil/Surveying Engineering Technology, Valencia College, 2015

## REGISTRATIONS:

Certified GIS Professional, No. 23442

## CURRENT POSITION:

Senior GIS Analyst

## YEARS OF EXP.:

30

**Camelot WRF Expansion Study, Toho Water Authority, FL.** GIS Analyst. Developed an expansion plan to provide a total plant capacity of 6.5 MGD on an AADF basis, up from the existing 5.0 MGD. The project included examination of flow trends, influent characteristics, unit process loadings, hydraulics, and historical performance, as well as modeling and alternatives evaluation. Directed significant effort towards evaluating operations, maintaining acceptable levels of treatment, and minimizing bypass pumping and temporary facilities during construction. Developed a significant reclaimed water storage and repumping concept to improve system pressures and delivery and maximize reuse potential.

## Comprehensive Wastewater Master Plan, City of Orlando, FL.

GIS Analyst. Provided wastewater master-planning services for a service area covering 280,687 residents split into three service areas. The new Comprehensive Wastewater Master Plan addresses the entire water reclamation system in a single planning effort to identify system needs and projects for a planning horizon through 2045 with a base year of 2020. Phase I of the Master Plan covers the wastewater collection system, specifically the gravity mains, manholes, force mains, and lift stations that collect and transfer the wastewater generated by the customer base to one of the City's three WRFs. Phase II of the Master Plan covers the three WRFs and their means of effluent disposal exclusive of the reclaimed water system.

## Main Water Use Permit Modification, Toho Water Authority, FL.

GIS Analyst. Modified existing water use permit (approximately 44 MGD AADF) to include the 160-acre site and combine the Sunbridge permit into their main permit. Conducted draft submittals timely reviews and comments on the application.

## Eastern and Western Raw Water Wells Relocations Feasibility Study, City of Pompano Beach, FL.

GIS Analyst. Performed services related to the raw water wellfield current and future operations

including testing Biscayne aquifer wells, rehabilitating prioritization to restore original specific capacity, reducing or increasing pumpage from certain areas to minimize potential salt water intrusion, conducting groundwater flow modeling to determine optimal new well locations, conducting well site screening to make certain new locations meet FDEP requirements, developing routing analysis with hydraulic modeling for new raw water mains, and applying for a water use permit modification including new wells with no increase in permitted allocation. Engineering fee: \$257,000.

## Surface Water Modeling, Gateway Services Community Development District, FL.

GIS Analyst. Collected LiDAR elevation data and created digital elevation models for hydraulic modeling program. Provided analysis, statistical, and graphic support during stormwater evaluation and recommendation process.

## Stormwater Master Plan Update, City of Deltona, FL.

GIS Analyst. Worked directly with Water Resources Engineers to provide existing citywide drainage and stormwater structures in GIS for identification of CIP completed, ongoing, and needed. Also included a level of service analysis for targeted areas, composite curve number calculations, and map development. Engineering fee: \$199,000.

# Jason Burkett, PE, SE, MLSE

## Structural Engineering

*Mr. Burkett is experienced with many structural systems including: reinforced concrete, steel framing, composite steel, masonry, prestressed/precast concrete, tilt-up concrete panels, light-gage steel, timber, and aluminum. He has extensive experience designing, reviewing other's designs, and performing independent technical reviews for structural projects related to drinking water, wastewater, stormwater, and solid waste.*

### EDUCATION:

MS, Civil Engineering (Structures and Foundations), University of Central Florida, 2005

BS, Civil Engineering (Structures Emphasis), University of Central Florida, 2003

### REGISTRATIONS:

PE, FL, No. 69879

SE, HI, No. PE-17132

Guiding Principles Compliance Professional, Green Building Initiative

Model Law Structural Engineer, National Council of Examiners for Engineering and Surveying, No. 47938

### CURRENT POSITION:

Structural Engineer and Discipline Leader

### YEARS OF EXP.:

18

### Bethune Point WWTP Generator Replacement, City of Daytona Beach, FL.

Engineer-of-Record. Responsible for the design of a new pile support concrete slab and aluminum platform for two new 750 KW generators.

### Cypress West Dewatering Facility, Toho Water Authority, Orlando, FL.

Engineer-of-Record. Led the design of a new 12.0 MGD, 40,000 square foot dewatering facility and truck scale canopy structure.

### HSP Station and Ground Storage Tank, City of Daytona Beach, FL.

Structural QA/QC and Engineering Oversight. Coordinated structural design for a 3,300 square foot pump building with an overhead monorail and chemical storage. Project included structural specifications for a 5 MG prestressed concrete ground storage tank for potable water.

### North Irrigation Storage Tanks and High Service Pump Stations, City of Cape Coral, FL.

Structural Engineer-of-Record. The City developed one of the most progressive and expanding water reuse management programs in the country. As part of this expansion, the City required the addition of a new irrigation storage tank and high service pump station to meet pressure demands of the City's irrigation system. Structural design included two 5 MG ground storage tanks for irrigation water, a high service pump station building with CMU walls and metal roof trusses, generator foundation slab, chemical storage tank foundation and containment, and a precast concrete fence around the site.

### WRF Expansion, City of Apopka, FL.

Structural Engineer-of-Record. Responsible for updating and finalizing a previous design. New process structures added 4.5 MGD of plant capacity and included electrical buildings, an operations building with hurricane shelter,

headworks, flow equalization, oxidation ditch, clarifiers, filters, chlorine contact, sludge thickening, sludge dewatering, drying beds, and ground storage tanks. Cost: \$66.2 million.

### Influent Channel Rehabilitation, Reedy Creek WWTP, Lake Buena Vista, FL.

Structural Engineer-of-Record. Led design of concrete repairs and bypass channels on the preliminary treatment structure. Provided solution for deterioration on coatings and concrete substrate from exposure to raw wastewater gases. Structural work included analyzing new wall penetrations for 48-inch diameter pipes as well as adding new concrete stair access.

### Foley Effluent Pump Station, Georgia Pacific Corporation, Perry, FL.

Engineer-of-Record. Structural design of a new WWTP effluent pump station, diversion structure, outfall diffuser, seawall, and boat ramp. Relocated outfall several miles away to meet permitting requirements.

### Pump Pad Replacement, Everest WRF, City of Cape Coral, FL.

Structural Engineer-of-Record. Reconfigured transfer pumps on the clearwell to the new pump pads. Designed new concrete pump pads anchored on the top slab with proper provisions for pump base plate leveling.

# Lawrence (Eddie) Jenkins, PSM

## Land Surveying

*Mr. Jenkins has been a resident of Florida for the past 39 years and has practiced land surveying since 1984 in both office and field. His experience includes route and right-of-ways surveys, mortgage surveys, topographic surveys, glo/sectional surveys, construction layout, metes and bounds surveys, as-built surveys, easement vacations, and electrical field book collection. As field supervisor and senior office survey manager, he is involved in all aspects of surveying.*

### EDUCATION:

Valencia Community College  
Mid-Florida Technical Institute

### REGISTRATIONS:

PSM, FL, No. 5364

### CURRENT POSITION:

Surveying and Mapping Manager;  
Vice President

### YEARS OF EXP.:

39

### Turkey Point Fossil Survey Team Report, Florida Power and Light Company, FL.

Survey Manager. Performed a topographic survey for a 30 acre site. Used the survey for the expansion of the existing facilities to meet future capacity. The survey consisted of the use of GPS and conventional surveying with supplemental Light Detection and Ranging (LiDAR).

### Florida Governmental Utility Authority Transmission Main, City of Cape Coral, FL.

Senior Land Surveyor. Design of a transmission main for the City to accept reclaimed water from the Florida Governmental Utility Authority. The survey included the location of all underground utilities, right-of-way determination, spot elevations (at 50 feet intervals), and plan and profiles. Obtained title information pertaining to existing easements of right-of-ways, maintenance maps, plats, and similar documents.

### Water Distribution Improvements Areas 2 and 3, City of Minneola, FL.

Surveyor. Construction of 8- and 12-inch water main upgrades to remove asbestos cement water lines from service. Work included 3,700 feet of 8-inch PVC potable water main, 240 feet of 8-inch DIP potable water main, 3,400 feet of 12-inch PVC potable water main, 200 feet of 12-inch DIP potable water main, and approximately 140 feet of 10-inch and 65 feet of 14-inch HDPE potable water main to be installed via directional drill; water services; and installation of valves, hydrants, tapping sleeve; and miscellaneous appurtenances.

### WTP Improvements, Deltona, FL.

Project Surveyor. Led the treatment improvements located at twelve active sites. The topographic surveys for the twelve sites included traditional survey methods, GPS, subsurface ground penetrating radar, and electromagnetic induction to verify underground locations of unknown private and public utilities. Cost: \$5.7 million.

### Eastern Regional Water Supply Facility Improvements, Orange County, FL.

Project Surveyor. Oversaw the existing Eastern Service Area Water Supply Facilities, including the Eastern Regional water supply facility and the Bonneville Storage and Re-pump Facility. The survey included traditional survey methods, GPS, subsurface

ground penetrating radar, and electromagnetic induction to verify underground locations of unknown private and public utilities.

### Lime Softening WTP, City of Bartow, FL.

Survey Project Manager. Boundary and topographic survey of a 45-acre site and a 7.0 MGD wellfield future WTP. Surveyed approx. 25,000 feet of roadway for design of transmission mains and interconnects from the airport to the existing WTP site.

### Spring Lake Village WTP, Toho Water Authority, Osceola County, FL.

Project Surveyor. Preparing a boundary and topographic survey for a ten-acre site and a one-mile route survey to proposed well site. Used survey for facilities expansion to meet future growth. Used GPS and conventional surveying with coordination with underground utility company.

### Camelot WRF Expansion Study, Toho Water Authority, FL.

Survey Project Manager. Developed an expansion plan to provide a total plant capacity of 6.5 MGD on an AADF basis, up from the existing 5.0 MGD. Examined flow trends, influent characteristics, unit process loadings, hydraulics, and historical performance, as well as modeling and alternatives evaluation. Evaluated operation, maintained acceptable levels of treatment, and minimized bypass pumping and temporary facilities during construction.

# Thomas Niarchos, PSM

## Land Surveying

*Mr. Niarchos is a professional surveyor with 37 years of field surveying experience. He has led two-, three-, and four-person survey crews, and has been responsible for boundary, topographic, right-of-way, jurisdictional, as-built construction layout, architectural, and mortgage surveys.*

### EDUCATION:

AS, Berkshire Community College

### REGISTRATIONS:

PSM, FL, No. 6210

### CURRENT POSITION:

Surveyor

### YEARS OF EXP.:

37

### Storm and Surface Water Augmentation to Reduce Ground Water Demands for Irrigation, Alexander Avenue Water Management Site, Deltona, FL.

Project Manager. Proposed treatment facilities at the site designed to treat up to 4.0 MGD AADF of stormwater, and in the future, surface water to comply with FDEP public access reuse standards. Project included surface water intake and pump station on Lake Monroe, 24-inch transmission main to the Alexander Avenue Water Management site, storage for raw surface water and stormwater, treatment consisting of coagulation and flocculation pretreatment, sedimentation, filtration, disinfection, and finished water storage. FDEP and SJRWMD grants funded project, as well as an SRF loan.

**City of Palm Bay, FL.** Surveyor. Eight miles of right-of-way and route survey. Project pertained to water and sewer development.

**Marco Island, FL.** Surveyor. Nine miles of ROW and route survey for raw water transmission line.

### Barracuda Bridge Utility Replacement, Utilities Commission of New Smyrna Beach, FL.

Survey Party Chief. Relocation of potable water and wastewater utility crossings off a bridge on Barracuda Boulevard scheduled for replacement by FDOT. All utility crossings removed prior to bridge construction and redirected along Quay Assisi and the North Causeway. Replacement of approx. 2,500 LF of 6- and 8-inch water main and associated services with new 10-inch water main and appurtenances. Project included approx. 1,600 LF of sanitary force main, lift station replacement, and a reuse main sub-aqueous directional drill. Permitting, bidding, and limited construction administration. Engineering fee: \$113,00.

**City of Sanford, FL.** Surveyor. Mill Creek location and topographic survey to observe drainage improvements.

**Virmillion Estates, FL.** Surveyor. Location and topographic survey for road and drainage improvements.

**City of Sanibel, FL.** Surveyor. Construction layout of expanded wastewater treatment facility.

**Town of Lady Lake, FL.** Surveyor. Construction layout of wastewater treatment facility and spray fields.

**GATX/Central Florida Pipeline Corporation, FL.** Surveyor. Survey pipeline route from Tampa to Orlando.

### Distribution System Improvements, Charlotte Harbor Water Association, Punta Gorda, FL.

Survey Crew Chief. Replacement and installation of approx. 96,000 LF of 4- to 8-inch water main in the Harbour Heights residential community. Installed water mains using open-cut trenching and horizontal direction drilling to minimize restoration and disturbance to the residential area. Due to a large quantity of gopher tortoise burrows surveyed and US Fish and Wildlife Services regulations, team sequenced construction to both expedite construction and also minimize environmental impact. Preliminary and final design, permitting, bidding, and construction administration.

**Walt Disney World, FL.** Surveyor. Construction layout, settlement monitoring, and jurisdictional surveying.

**RaceTrac Petroleum, FL.** Surveyor. Boundary and topographic survey, FDOT survey, and alcohol survey for site acquisitions.

**Jacksonville Electric Authority, FL.** Surveyor. Survey of basemap, and plan and profile sheets for utility improvements.

**Astor Park Water Association, Astor, FL.** Surveyor. Wastewater system expansion survey.

# Roderick Cashe, PE, CDT LEED AP

Hydrology

*Mr. Cashe has a comprehensive background in stormwater management and water resource engineering. He has served as lead technical professional for over 20 stormwater master plans and served as Engineer of Record for two city-wide H&H models using AdICPR, 1 and 2D platforms, and InfoSWMM. He is an expert in the design and permitting of conventional and innovative best management practices with experience supporting municipal clients in the evaluation of BMPs in helping public clients meet Best Management Action Plan requirements. In addition, he has an extensive background in implementing municipal CIPs including H&H modeling for regional and local infrastructure, preliminary design reports, design, permitting, bid support, and construction administration.*

## EDUCATION:

BS, Civil Engineering, University of Central Florida, 1987

## REGISTRATIONS:

PE, FL, No. 45169

National Construction Documents Technologist

FDEP Qualified Stormwater Management Inspector, No. 5366

LEED Accredited Professional U.S. Green Building Council

## CURRENT POSITION:

Senior Project Manager; Civil Engineering Discipline Leader

## YEARS OF EXP.:

36

**Gateway H&H Model, FL.** Technical Manager. Supervised preparation of a 2-D ICPR 4.0 H&H model for the 3,000 acre watershed to assess the level of service of the lakes and stormwater management facilities. Gateway uses the model as a planning tool to analyze proposed improvements to the flow control structures in the Flowway conveyance system after the major flooding due to Hurricane Irma.

**Water Quality Projects to Denitrify Surface Waters, Brevard County, FL.** Project Manager. Nutrient removal from surface water discharges into Indian River Lagoon. Planning and developing alternative projects to provide denitrifying

measures to surface water flows into the lagoon. In lagoon central and northern regions, record-setting algal blooms caused much devastation. Planned and designed two pilot water quality retrofit improvements in two canal systems. Installed a 100-foot-long baffle system to assimilate a small plug reactor to induce nutrient removal. Improved other canal with two-foot-thick layer of Biological Activated Media along approximately 150 feet of canal bottom.

## Central Ditch H&H Model, Cape Canaveral, FL.

Project manager. The City's Central Ditch is the primary outfall to the Banana River Lagoon. This coastal area is subject to frequent flooding, primarily due to backflow from the Banana River through the Central Ditch reaching into the low areas on the northern end. Obtained as-built drawings of the City's stormsewer system; field surveyed areas identified during a gap analysis; and performed city-wide LiDAR data to prepare a 2D AdICPR model to examine alternative solutions to reduce flooding in residential areas.

## Gateway Weir Modifications for Flowway Conveyance System.

Engineer of Record. Led a team of engineers in designing and permitting variable weirs for flow control structures in the Gateways primary outfall canal. Designed

improvements to the system to provide Gateway a means of preemptively lowering surface water levels in the Flowway, which would improve the level of service against flooding during major storms. The anticipated impacts of flows from this system into the Six-Mile Creek required a complex permitting process with the South Florida Water Management District.

## Islesboro Stormwater Master Plan and Infrastructure Improvements, New Smyrna Beach, FL.

Project Manager. Analyzed and designed infrastructure improvements to construct stormwater infrastructure to reduce flooding. Prepared a 2D AdICPR model of the 700-acre subdivision to develop alternative solutions to reduce flooding. Infrastructure improvements included approximately three miles of new roadway, 20,000 LF of stormwater pipes, a stormwater treatment pond to meet pollutant load requirements, gravity sewer system, a sanitary sewer pump station, and water main improvements. Cost: \$11.6 million.

## Stormwater Master Plan Update, City of Deltona, FL.

Project Manager. Provided H&H modeling for select drainage basins to establish provisional base flood elevations attached to City's next FEMA Letter of Map Revision application. Engineering fee: \$199,000.

# Shannon Leicht, PE

Hydrology

*Ms. Leicht is a Water Resources Engineer with 10 years of consulting experience. Her experience in Civil and Environmental Engineering includes master planning, new and retrofit design, alternative materials evaluation, retention and detention water quality improvements, storm sewer networks, H&H modeling, floodplain analysis, water control structure evaluation and design, gravity sewer collection systems, and transmission mains utilizing open trench and trenchless designs for force and reclaimed water mains. Experience includes stormwater network analyses and designs utilizing H&H modeling programs including ICPR and spreadsheet analysis. These designs ranged from enhancing existing stormwater treatment BMP's to stormwater collection and attenuation.*

## EDUCATION:

BS, Environmental Engineering,  
University of Florida, 2013

## REGISTRATIONS:

PE, FL, No. 85389

FDEP Qualified Stormwater  
Management Inspector, No. 30818

## CURRENT POSITION:

Water Resources Engineer

## YEARS OF EXP.:

10

### Corbin Park Area Stormwater Management Improvements, City of New Smyrna Beach, FL.

Project Engineer. Led the design of stormwater pipeline improvements to reduce flooding within the 470 acre portion of the City. Due to its proximity to the ocean and bay, tidal surges are prevalent, and were accounted for in design. Performed H&H analysis of the project area, preparation of construction documents, permitting, bidding procurement, and construction administration services.

### Palm Creek Lower Filter Marsh, Lee County, FL.

Project Engineer. Led the development of a cellular pond and wetland network to assist in treatment of surface water for nutrient removal and related water quality improvement. Performed existing

conditions and future scenarios H&H modeling of this project. Created a new AdICPR H&H model, designing cellular pond, and preparation of construction documents.

### Historic Westside Area Stormwater Management Improvements, City of New Smyrna Beach, FL.

Project Engineer. Responsible for the design of stormwater pipeline improvements to reduce flooding within the 520 acre portion of the City. Due to its proximity to the ocean and bay, tidal surges are prevalent, and were accounted for in design. Performed H&H analysis of the project area, preparation of construction documents, permitting, bidding procurement and construction administration services.

### Aero Lane Stormwater & Roadway Improvements, City of Sanford, FL.

Project Engineer. Responsible for the widening and drainage improvements for Aero Lane. Project included the design, permitting, and construction of the proposed improvements to Aero Lane and 5th Avenue.

### Stormwater Pump Stations Condition Assessments, City of Hollywood, FL.

Project Engineer. Performed engineering services for stormwater pump station condition assessment. Prepared a technical memorandum of the City's ten stormwater pump stations ranging

in size and capacity between 10 HP to 60 HP and 400 GPM to 21,200 GPM. Performed pumping discharge and analysis, and existing conditions model analysis. This project included visual and operational conditions assessments for the future rehabilitation of the stormwater pump stations, including effects and mitigation measures related to sea level rise and lunar tide events. The assessments included both submersible pump stations as well as enclosed pump stations within buildings. Cost: \$200,000.

### Ocklawaha River Basin Mitigation Bank Improvements, Maury L Carter & Associates, Marion County, FL.

Project Engineer. Oversaw the restoration of a 208 acre site in the Ocklawaha River Basin along the western side of the Ocala National Forest, to develop a mitigation banking site. Design included key structural features to enhance and restore the property's hydrology which would improve the natural environmental features and make the property conducive to permitting as a mitigation bank. Performed H&H analysis of the project area, prepared construction documents, and assisted in obtaining an Environmental Resource Permit through the St. Johns River Water Management District.

# James Christopher, PE, BCEE

## Water Quality

*Mr. Christopher is a vice president and practice leader for water treatment for Tetra Tech. His knowledge of water chemistry and water infrastructure design makes him highly qualified in defining, evaluating, and implementing water quality solutions to the most challenging problems. He has 43 years of engineering experience and is highly qualified in environmental engineering, with special expertise in water treatment and water quality.*

### EDUCATION:

MS, Environmental Engineering and Science, University of Central Florida, 1980

BS, Chemistry, Duke University, 1976

### REGISTRATIONS:

PE, FL, No. 34204

### CURRENT POSITION:

Vice President and Water Practice Lead

### YEARS OF EXP.:

43

### WTP Study, City of Jackson, MI.

Water Quality Advisor. Prepared a study of the WTP to determine the optimal course to sustain it for the next 50 years. Performed a Visioning Workshop to start work on the study. Study included a Capacity Analysis comparing current capacity to meet current and future demands. Tasks include EGLE sanitary survey response, ferric chloride injection point analysis, and crafting a backup chlorination system.

### McCarty Ranch Master Water Supply Plan, City of Port St Lucie, FL.

Project Manager. Created 30-year growth projections to determine future water supply needs over planning period; evaluated sources of supply; updated hydraulic models; developing future water supply alternatives; and prepared a conceptual layout and cost

estimate for each. Key water supply alternative evaluated was surface water withdrawal from the C-23 canal for storage in a reservoir, treatment facility and ASR facility. Engineering fee: \$558,000.

### Water System Corrosion Control Analysis, City of Kalamazoo, MI.

Lead Investigator. Desktop analysis and review of the current corrosion control practices. City was considering changing the corrosion control chemical to an orthophosphate-based solution to provide a higher level of corrosion control against lead and other metallic components within the distribution system.

### Buena Ventura Lakes WTP Full-Scale GAC Pilot, Toho Water Authority, Kissimmee, FL.

Technical Advisor. Installed carbon contactors operating in parallel. Performed water quality and supplemental DBP testing during the initial 90-day operating period. Provided review, comment and editing of the testing plan and final report. Prepared a data analysis report to assist with ongoing operation and optimization of system performance.

### Alternative Water Supply Blending Study, OCU, FL.

Technical Leader. Blending study to determine best method and required treatment to accept a supplemental source of water from another utility treating both surface and groundwater.

Services included developing sampling programs; bench scale testing; laboratory analysis; and developing blending and treatment alternatives.

### Alternative Water Supply Design/Build, Tarpon Springs, FL.

Design Manager. Design and technical services for design/build construction of the 6.4 MGD alternative water supply facility. Facility designed to accommodate high salinity brackish water, 16,000 MG TDS/L, from a group of 15 Floridan aquifer supply wells. Cost: \$38.6 million.

### Alexander Orr Jr WTP Process Optimization Study, Miami-Dade County Water and Sewer Department, FL.

Project Manager. Sub to HDR for bench scale testing, field testing, review of plant operating information, development of water quality goals and alternatives to optimize cost-effective operation of lime softening and stabilization process for 262.0 MGD facility.

### Harmony WTP DBP Technology Review, Toho Water Authority, Kissimmee FL.

Project Manager. Reviewed technologies for DBP control for the WTP as an alternate to the existing MIEX system. Services included the identification and listing of over 14 different treatment technologies to control or reduce DBP formation.

# Stephen Glatthorn, PE

## Water Quality

*Mr. Glatthorn has 15 years of engineering experience, specializing in water and wastewater treatment, water quality, modeling, and capital planning. His responsibilities have included reviewing specifications and drawings for a wastewater treatment facility expansion, developing preliminary write-ups and drawings for new water treatment plants, and performing data analysis and support for three wastewater treatment plant capacity analysis reports.*

### EDUCATION:

MS, Environmental Engineering, University of Central Florida, 2007

BS, Civil Engineering, University of Central Florida, 2005

### REGISTRATIONS:

PE, FL, No. 73840

### CURRENT POSITION:

Senior Engineer

### YEARS OF EXP.:

15

**Process Optimization Study, Miami-Dade Water and Sewer Authority, Miami, FL.** Project Engineer. Responsible for laboratory and field testing to optimize 216 MGD lime softening plant. Included the optimization of lime and coagulant doses, slaking evaluation of different lime sources, and additional field optimization studies for particle settling, hydraulic loading, and recarbonation efficiency. Performed DBP formation studies to investigate current disinfection practices and provide recommendations.

**WTP Treatability Study, Toho Water Authority, Kissimmee, FL.** Project Engineer. Responsible for laboratory testing to remove TOC/DBP precursors from existing groundwater treatment plant for future Stage II DBP Rule compliance. Performed DBP formation studies to characterize water quality, followed

by bench scale testing of activated carbon and MIEX® technologies to quantify TOC removal and DBP formation reduction. Used the studies to develop recommendations for modifying the existing treatment process and recommendations for future Stage II DBP Rule compliance.

**WTP CT Investigation, Collier County Utilities, Naples, FL.** Project Engineer. Responsible for bench scale DBP formation studies to design a disinfection configuration that would meet CT and DBP requirements. Reviewed existing plant configuration to select preliminary disinfection configurations. Performed a DBP formation study to quantify formation. Designed a new chlorine disinfection configuration and reviewed shop drawings and RFIs during construction.

**Alternative Water Supply Blending Study, OCU, Orlando, FL.** Project Engineer. Responsible for laboratory testing to remove TOC/DBP precursors after various stages of treatment from a potential consecutive surface water treatment plant (WTP). Performed bench scale testing of activated carbon, and MIEX® technologies to quantify TOC removal and DBP formation reduction. Presented conceptual treatment flow diagrams, capital and O&M cost opinions, and transmission route study in this project.

**Lift Station Rehabilitation, Skyview Utilities, Bartow, FL.** Project Engineer. Led the development of a hydraulic model for the refurbishment of eight lift stations. Used model to determine the hydraulic requirements for designing new wetwells, forcemains, and pump selection.

**Treatability Study, Toho Water Authority, Kissimmee, FL.** Project Engineer. Responsible for laboratory testing incorporating Chlorine Demand/Decay, and DBP Formation Kinetics of raw groundwater from test well. Used water quality data to develop recommendations for conceptual treatment scenarios for a future WTP.

**Reuse System Hydraulic Modeling, Gateway Services Community Development District, Fort Myers, FL.** Project Engineer for the development of a hydraulic model for a reclaimed water distribution system. This model was used to identify low pressure zones in the existing system and to determine potential upgrades to improve system pressure. Also performed calibration of the model using pressure and flow data logger.

**Groundwater Replenishment Feasibility Study, City of Clearwater, FL.** Project Engineer. Led the preliminary selection and sizing of the treatment process. Cost: \$35,000.

# Michael Sutherland, PE, LEED AP BD+C

*Mechanical Engineering*

*Mr. Sutherland has 14 years of engineering and management experience in building mechanical systems for municipal, commercial, institutional, and industrial clients. His specific design experience includes heating, ventilation, and air conditioning; plumbing design; fire protection design; LEED design submission; drafting; and construction administration for water and WWTPs and various other projects. Mr. Sutherland has experience in the design and installation of compressed air systems, chillers, cooling towers, ventilation systems, and odor control systems.*

## EDUCATION:

BS, Mechanical Engineering,  
University of Central Florida, 2009

## REGISTRATIONS:

PE, FL, No. 78587

Leadership in Energy and  
Environmental Design Accredited  
Professional, Building Design &  
Construction, No. 1080419

ASHRAE 188-2015 Certified for  
Legionella Risk Management

## CURRENT POSITION:

Mechanical Engineer and MEP  
Discipline Lead

## YEARS OF EXP.:

14

### Camelot WRF Expansion Study, Toho Water Authority, FL.

Mechanical Engineer. Developed expansion plan to provide a total capacity of 6.5 MGD on an AADF basis, up from 5.0 MGD. Examined flow trends, influent characteristics, unit process loadings, hydraulics, historical performance, modeling, and alternatives evaluation. Directed significant effort towards evaluating operations, maintenance of acceptable levels of treatment, and minimization of bypass pumping and temporary facilities during construction. Developed a significant reclaimed water storage and repumping concept to improve system pressures and delivery and maximize reuse potential.

### WTP Structural Retrofit Design, City of Pompano Beach, FL.

Mechanical Engineer-of-Record. Developed construction drawings for five buildings to support the strengthening of the facility to meet current hurricane wind force and protections for all exterior mechanical openings and equipment. Reviewed drawings and performed field investigation to verify information on record drawings and document as-built information.

### Clearwater Advanced Water Purification Plant, City of Clearwater, FL.

Mechanical Engineer of Record. Led the HVAC, Plumbing, and Fire Protection design of a new 13,000 square foot ground water replenishment plant with connected 9,000 square foot office/administration area. Plant mechanical design consists of ventilation fans and unit heaters.

### Lift Station 1 and 7, City of

Orlando, FL. Mechanical Engineer and QA/QC. Reconstructed two triplex wet-pit/dry-pit master lift stations. Due to the age and condition of the existing facilities, and to address corrosion and confined space concerns, the team also installed a new 20 MGD lift station on a new site nearby. Other responsibilities included providing construction administration assistance for the odor control system through start-up.

### Malcolm Road Water Supply Facility, Orange County, FL.

Mechanical Engineer. Led the HVAC and plumbing design of the new water supply facility. The project consisted of a high service pump building including chemical storage/metering rooms. The high service pump building included administration air conditioning systems, plumbing systems, industrial ventilation systems, and fuel system design. Cost: \$3.5 million.

### Design Program 2016, Eagle Pass Water Works System, Eagle Pass, TX.

Mechanical Engineer. Responsible for the HVAC and plumbing design retrofits of the existing WTP. Consisted of HVAC modifications to existing systems for better operation, new compressed air modifications to allow the client smoother operation of pneumatic valves, as well as miscellaneous plumbing design modifications.

### Anionic Exchange Resin Treatment Facility and East WTP Improvements, Boynton Beach, FL.

Mechanical Engineer. Responsible for the addition of an Ion Exchange Resin Treatment Facility and East WTP improvements. Renovations to the existing filter control building included conversion of various rooms to maximize available space.

# Aurora Kirby, PE, CDT

*Electrical and I&C Engineering*

*Ms. Kirby has seven years of experience in the electrical power and instrumentation design of WTPs and WWTPs. This includes load calculations, single line diagram construction, fault current analysis, wiring diagrams, PLC card layouts, and creating P&IDs and network architecture diagrams. Additionally, she has considerable experience in the construction process through shop drawing review and responding to Requests for Information.*

**EDUCATION:**

BS, Electrical Engineering, University of Central Florida, 2016

**REGISTRATIONS:**

PE, FL, No. 92981

CDT, Construction Specifications Institute

**CURRENT POSITION:**

Electrical Engineer

**YEARS OF EXP.:**

7

**Pump Station A-7 Upgrade and Condition Assessment for Rehabilitation, City of Fort Lauderdale, FL.** Junior Electrical Engineer. Designed submersible pumps, wet well rehabilitation, new odor control system, new valve vault, force main and flow meter improvements, and complete replacement of electrical and instrumentation systems for pump station. Completed electrical and instrumentation through creation of Bid Set under supervision of a senior electrical engineer.

**Continuing Professional Services, City of Rockledge, FL.** Junior Electrical Engineer. Continuing engineering services including a range of municipal engineering and related tasks in reclaimed water, stormwater, wastewater collection and treatment, paving, drainage, construction engineering, inspection and administration,

plan reviews, and development of technical documents. Projects include WRF headworks repair; WRF SCADA phase II implementation; wastewater, stormwater, and reclaimed water master planning; wastewater collection system hydraulic modeling; electrical coordination study; and denitrification study using biosorption activated media in surface runoff. Individual tasks included completing studies for the Rockledge WWTP to improve device coordination and minimize nuisance tripping. Recommended and designed service entrance equipment.

**Malcolm Road Water Supply Facility, OCU Department, FL.** Junior Electrical Engineer. Aided in final design, permitting, and construction management for a new 8.64 MGD potable WTF. Facility consists of six lower Floridan aquifer supply wells, two 2.0-MG ground storage tanks, high service pumping within a treatment facility building, and sodium hypochlorite and fluoride storage and feed systems. Project included 2,400 feet of 36-inch water main to connect to the County's water distribution system. Assisted in construction process by responding to RFIs and reviewing shop drawings. Cost: \$3.5 million.

**Hunter's Creek and South Central Master Pump Stations Improvements, OCU Department, FL.** Junior Electrical Engineer. Rehabilitation and upgrade of two master pump stations. Stations' pumping and electrical facilities exceeded useful lives and no longer met County standards. Improvements increased station and system efficiency, increased reliability, and provided easier O&M. Upgrades included reconfiguration of incoming sanitary sewer mains and force mains, installation of new wet wells and standby generators, construction of new electrical buildings and odor control systems, and other site improvements. Completed electrical and instrumentation under supervision of a senior electrical engineer. Involved in bidding and construction processes through shop drawing review and RFI responses.

**Foley Pump Station and Outfall, Georgia-Pacific, Sanford, FL.** Junior Electrical Engineer. Constructed an effluent disposal system including effluent pump station, effluent pipeline, and effluent outfall and diffuser. Modeled electrical system to determine fault current and arc flash levels. Modeled multiple configurations for arc flash mitigation.

# Jason Signoret

*Electrical and I&C Engineering*

*Mr. Signoret has 16 years of experience in the design of electrical and instrumentation systems for municipality water, wastewater plants and lift stations. His expertise involves field surveys of existing conditions, drawings, electrical load calculations, equipment specification and producing inclusive packages for contractor bidding including project specific specifications and panel design. Post design services include contractor pre-bid meetings, site visits during construction, and electrical equipment selection reviews.*

## EDUCATION:

BS, Electrical Engineering, University of Central Florida, 2006

## CURRENT POSITION:

Electrical Engineer

## YEARS OF EXP.:

16

### **Hodge Street WPF Improvements, Polk County Utilities, FL.**

Project Engineer. Aided in facility design in the Waverly water system. Design included development of the on-site well, water quality sampling, outfitting the well with a well pump and discharge piping, sodium hypochlorite storage and feed system, poly-orthophosphate storage and feed system, a hydropneumatic tank, discharge piping, and associated electrical and controls. Site improvements for stormwater treatment included a driveway, landscaping, security fencing, and entrance gate. Services provided included final design services, permitting, bidding and construction administration. Cost: \$2.5 million.

### **Big Cypress Lift Station and Force Mains, Seminole Tribe, Davie, FL.**

Electrical Engineer. Design, permitting, and construction services for plans to construct a second master lift station and new force mains within the Big Cypress Seminole Indian Reservation.

Infrastructure included the roads, potable water distribution system, wastewater collection and transmission system, and the Big Cypress WWTP.

### **North 1 Utilities Extension Project, City of Cape Coral, Cape Coral, FL.**

Electrical Engineer. The City of Cape Coral has extended utility services to its residents through its Utility Extension Program. This project extends the City's potable water, irrigation, wastewater, and stormwater systems throughout a five square mile area within the City. The project includes surveying, hydraulic modeling, preliminary and final design, environmental services, funding assistance, permitting, and bidding services. Tasks also included designing the 19 new wastewater lift stations (including 2 master stations), a new dual-site potable and irrigation water storage, and a repump station. Cost: \$303.5 million.

### **Golden Gate WWTP, Collier County, FL.**

Project Engineer. Engineer of Record for Golden Gate City. Conversion of an extended air WWTP to high-level disinfection; preparation of a 20-year wastewater master plan; design of a new 8.0 MGD Membrane Bioreactor (MBR) WWTP; and collection and transmission system improvements, including rehabilitation of over 36 miles of sewer mains, 28 lift stations, and 437 manholes.

### **Hunters Creek 3497 and South Central Master Pump Stations Improvements, OCU Department, Orlando, FL.**

Senior Design Engineer. Included the design of two new Master Pump Stations to complete rehabilitation of existing pump stations at the end of their design lift. Modeled new pump stations based on Orange County standards. Performed site visits to recently completed master pump station. The Hunters Creek pump station required unique solutions to complete as the existing site size did not fit the County's standard pump station design. The electrical design kept many of the County's requirements in a small footprint.

### **Glendale WWTP Dewatering Improvements, City of Lakeland, FL.**

Project Engineer. Design of a centrifuge sludge dewatering system. To visualize the new system's layout in an existing structure, created a series of 3D models using Revit®. Permitting, bidding, and construction assistance.

### **Lift Station 312.21, 312.24, and 312.25 Improvements, Collier County, FL.**

Project Engineer. Retrofitted lift stations, which involved removing feeder control panels and all electrical equipment. Installed new control panels, power distribution equipment, and generator.

# Edward Wills, PE

Construction Admin/Constructability

*Mr. Wills specializes in environmental engineering and has experience in assisting clients in areas of permitting, conceptual and preliminary design, final design and engineering services during construction. As an engineer, his expertise consists of all phases of engineering for municipal treatment facility projects. Mr. Wills provides construction administrative and resident project representative services.*

**EDUCATION:**

BS, Environmental Engineering, University of Central Florida, 2001

**REGISTRATIONS:**

PE, FL, No. 69065

**CURRENT POSITION:**

Environmental Engineer

**YEARS OF EXP.:**

22

**Water Conserv II WRF Pretreatment System Improvements - CEI, City of Orlando, FL.** Project Engineer and Resident Project Representative. City's 25 MGD AADF facility provided service to most of the southwest section of Orlando. Replaced preliminary treatment system and structure due to age and deterioration. Aided the City in implementing a facility CIP to replace preliminary treatment structure, all equipment, and ancillaries. CEI services for the pretreatment system improvements. Project and construction management, resident project representative services, and construction materials testing (via a subconsultant).

**TB Williams WTP, City of Lakeland, FL.** Resident Project Representative. Communicated directly with City and Contractor to ensure work done to Contract Document's standards. Design and construction phase services

for a rectangular split contact basin structure. Designed contact basin and pump stations to provide treatment and pumping for the facility's rated capacity of 51.0 MGD.

**Donax WWTP Process Improvements, City of Sanibel, FL.** Project Engineer. Engineering services for process improvements including converting a package plant to flow equalization, fine screening with drum screens, converting two package plants to provide fermentation, pre-anoxic, aeration and post anoxic treatment prior to membrane filtration, and constructing a new membrane bioreactor process basin. Assisted with construction phase services including shop drawing review, request for information responses, change order request preparation, and change order proposal review. Assisted with on-site construction observation and resolution to construction conflicts.

**Eastern WRF Expansion – Replacement Filters, City of Clermont, FL.** Project Engineer. The project scope included the removal of the existing DynaSand filters and installation of cloth media filters, process piping and equipment, and the associated structural and electrical modifications. Duties included assisting in responding to requests for information, developing and evaluating cost changes for field modifications, developing

meeting agenda and minutes, organizing progress meetings, reviewing pay applications, reviewing construction activities and mechanical installations, reviewing the construction schedule, and preparing the closeout documentation including punch list, as-builts, and record drawings. Cost: \$33 million (ongoing).

**South WRF, OCU, Orlando, FL.** Project Engineer. The project scope included preliminary design of the Phase V expansion of the existing Orange County South WRF, preliminary design report preparation, preliminary and final design of the preliminary treatment facility, biosolids improvements, effluent facilities, and associated yard piping for the Phase V improvements. Assisted with the yard piping modifications and upgrades for the screen and grit system modifications.

**WRF Expansion, City of Apopka, FL.** Project Engineer/ Resident Project Representative. Expansion to increase treatment capacity from a permitted 4.5 MGD to 8.0 MGD. Delivered project via construction manager at risk delivery method. Provided on-site construction phase services, including assisting in responding to RFIs and overseeing construction progress. Cost: \$66.2 million.

# James Uzdavinis, PE

*Construction Admin/Constructability*

*Mr. Uzdavinis is a Civil Engineer with 33 years of experience in project management, project controls, and construction management working for both public-and private-sector clients. He has an extensive background in the planning, design, operations and management of a wide variety of large complex infrastructure projects. These projects include water, wastewater and reclaimed water treatment facilities, utility expansions, collection, transmission and distribution systems, pump stations, earthen dams, HDPE pipelines, creek crossing, NPDES permitted outfalls, effluent sand filters, water control structures, power co-generation, sulfuric acid production, phosphoric acid production, granulation, and mining infrastructure.*

## EDUCATION:

MS, Civil Engineering, Clemson University, Clemson, SC 1997

BS, Civil Engineering, University of Puerto Rico, Mayaguez, PR, 1990

## REGISTRATIONS:

PE, FL, No. 96831

Certified Project Management Professional - Project Management Institute, 2021

MSHA 5000-23 Certification

FDEP Qualified Stormwater Management Inspector, No. 48337, 2021

## CURRENT POSITION:

Senior Project Manager

## YEARS OF EXP.:

33

### **Hazardous Materials Storage and Transfer Station, Major Aeronautical Client, Marietta, GA.**

Construction Manager. Pre-engineered metal building warehouse and cold storage facility for sealants and other components used in the manufacture of C-130 aircrafts and other aircrafts produced at that facility. Project included a covered facility to collect hazardous waste and transfer to roll-off containers for proper disposal. Project involved site work, concrete retaining walls, grading, storm drainage, parking

lot, foundations, structural steel, masonry walls, concrete slabs, building finishes, mechanical systems, electrical, steam pipeline, lift station and force main.

### **Fort Gordon Dam Repairs and Replacement Project, USACE-Savannah District, Fort Gordon, GA.**

Project Engineer. Involved the repairs and replacement of three earthen dams, cast-in-place concrete spillway structures, concrete pressure pipe, roller compacted concrete overtopping protection, and construction of a RCC spillway with stilling basin for the Army installation water supply reservoir dam.

### **F Wayne Hill Water Resources Center, Phase I, Gwinnett County Department of Water Resources, Buford, GA.**

Resident Engineer. Led construction administration and inspection services for a green-field 20 MGD advanced reclaimed WWTP. Advanced WTP included influent metering station, primary clarifiers, secondary clarifiers, lime solids contact clarifiers, sludge dewatering centrifuges, egg-shaped anaerobic sludge digesters, gravity carbon-activated sand filters, ozone disinfection, three 20 MG prestressed concrete tanks, and reclaimed water and effluent pump stations.

### **F Wayne Hill Water Resources Center, Phase II, Gwinnett County Department of Water Resources, Buford, GA.**

Project Controls Manager. Led program Management Services, including design, bidding, construction management, and inspection, for the expansion from 20 MGD to 60 MGD of the AWT's primary, secondary, and tertiary treatment areas, sludge dewatering centrifuges, ozone disinfection, and effluent pump station. Project added chemical clarifiers, chemical building, ultrafiltration membrane treatment and five 20 MG prestressed concrete tanks. Phase II was executed with four separate construction contractors working concurrently on-site to meet the expedited schedule.

### **Northwest Cobb WRF, Cobb County Water System, Ackworth, GA.**

Construction Manager. Facility expansion from 8 MGD to 12 MGD, with main influent lift station and force main upgrades. Expansion included primary clarifiers, activated sludge basins with aeration, aeration blowers, secondary clarifier, gravity filter improvements, ultraviolet disinfection, effluent pumps, sludge belt filter press, odor control system, upgrades to instrumentation and electrical distribution systems.

# Subconsultants

## ARDAMAN & ASSOCIATES, A TETRA TECH COMPANY



### *Geotechnical Engineering*

Ardaman and Associates, A Tetra Tech Company, is a professional engineering corporation founded in 1959 by Dr. M.E. Ardaman and has continually provided engineering services in the practice of engineering. The company was **founded in Orlando** and has expanded to meet the needs of our client community. They currently serve from the corporate headquarters in Orlando, and 14 branch offices throughout Florida, Louisiana, and Texas. Today, Ardaman is one of Florida's largest geotechnical, materials testing, environmental, and geoscience consulting firms. At present, Ardaman employs over 400 professional engineers, scientists, technicians, drilling personnel, technical assistants, and support staff. Ardaman offers support throughout the planning, permitting, design, and construction of various projects.

- Services include:
- ◆ Geotechnical Engineering
  - ◆ Industrial Waste Engineering
  - ◆ Construction Materials Testing and Inspection
  - ◆ Building Inspection & Facilities Engineering
  - ◆ Hydrogeology & Surface Water Hydrology
  - ◆ Geo-Environmental Sciences

## LIQUID SOLUTIONS GROUP, LLC



### *Hydrogeologic Modeling*

Liquid Solutions Group, LLC was formed in 2007 to meet the water resources engineering needs of a broad array of clients, including public and private utilities, state agencies, and national engineering firms. While each of these types of clients has different issues, it is the company's goal for each to get water resources solutions tailored to their specific needs. The company's core expertise includes water resources and water supply engineering, planning, permitting and modeling for a variety of applications.

- Services include:
- ◆ Water Resource Studies and Evaluations
  - ◆ Modeling
  - ◆ Planning
  - ◆ Permitting/Regulatory Services
  - ◆ Design

## CPW CONSTRUCTION



### *Construction Inspections*

CPW Construction was established in 2003 as a construction administration and project management consulting firm specializing in public water, wastewater and roadway construction projects. Their staff has over 33 years of direct experience engaged in multi-million dollar utility projects. It is the company's goal to provide the quality services needed to support the demands of a project from pre-construction phase review through the final construction phase inspection.

- Services include:
- ◆ Constructability Review
  - ◆ Project Management & Project Administration
  - ◆ Inspection Services
  - ◆ Disaster Recovery Services
  - ◆ Water Quality Sampling and Field Collection Services

# Thomas Leto, PE



## Geotechnical Engineering

*Mr. Leto is Senior Consultant and Reviewer for the Bartow office of Ardaman & Associates, Inc., A Tetra Tech Company. He is responsible for determining the scope of services and workforce requirements for major geotechnical projects. He has 54 years of experience in the field of geotechnical engineering and materials testing in Florida. During this time, he has been involved in the design and construction of over 75 waste phosphatic clay containment dams for the Florida phosphate industry. Annually, he performs the safety inspection of over 100 miles of dams and provides annual training of dam inspection personnel for the phosphate industry. He is also involved in roadway design and both heavy and light construction with emphasis on construction over mined, reclaimed lands, weak fine grained soils including muck and clay, and mixed hydraulic fills. He has evaluated the use of Portland cement and crushed natural and artificial aggregates to strengthen base materials. He has managed third party quality assurance testing of asphaltic concrete for surfacing and re-surfacing major roadway.*

### EDUCATION:

BS, Civil Engineering, University of Florida, 1967

Graduate courses in Groundwater Control Florida Technological University

### REGISTRATIONS:

PE, FL, No. 12458

### CURRENT POSITION:

Senior Consultant

### YEARS OF EXP.:

54

**Polk County BOCC Parking Garage & Office Building, Main Street, Bartow, FL.** Engineer-in-Charge. Geotechnical investigation.

**Sebring Parkway Phase III, Sebring, Highlands County, FL.** Engineer-in-Charge. Geotechnical investigation and recommended a 4.2 mile design/build project.

**Walk-in-Water Road Bridge 164304 Replacement, Lake Wales, FL.** Senior Consultant. Reviewed geotechnical investigation report.

**Bartow High School Expansion, Bartow, FL.** Project Consultant. Geotechnical investigation and analysis and design of foundations.

**Proposed New Emergency Operations Warehouse Building, Polk County Board of County Commissioners, FL.** Project Manager. Shallow soil investigation and testing of fill pad for a warehouse building.

**Lake May and Lake Lulu Alum Treatment System, Environmental Research & Design, Winter Haven, Polk County, FL.** Geotechnical Engineer. Geotechnical studies to determine the stratification and engineering properties of subsurface soils at proposed alum storage buildings, sediment trash traps, and along the planned alum distribution systems. Provided foundation design recommendations (both shallow and deep foundations) and recommended earthwork procedures during the construction period.

**Harden Boulevard Widening & Realignment, Lakeland, FL.** Project Manager. Geotechnical investigation and oversight of construction materials testing services for the major roadway.

**Connersville Road Relocation Over Reclaimed Mine Land, Bartow, FL.** Project Engineer. Designed a roadway embankment and provided oversight of QA/QC testing for a new road constructed in reclaimed mine cuts.

**Polk County Central Regional WWTF, Bartow Connect, Bartow, FL.** Principal Engineer. Geotechnical investigation and recommendations for design and construction of a buried reclaimed waterline in reclaimed mined areas.

**Proposed 30.23 Acre Irrigation Site, Anchor Investment Corporation, Polk County, FL.** Principal Engineer. Effluent disposal services, geotechnical engineering, and drilling services.

**Proposed Clay Soil Borrow Area, Bartow Municipal Airport, Bartow, FL.** Project Engineer. Evaluated selected site on airport grounds to identify cohesive soils to be used as a low permeability fill layer.

**McIntosh Deep Well, City of Lakeland, FL.** Project Engineer. Performed well design and construction inspection services.

**Waste Clay Settling Areas 8, 9, and 10, Silver City Mine, Polk County, FL.** Principal Engineer. Geotechnical investigations, design, construction monitoring and testing of earthen dams containing these settling areas.

# Brian Megic, PE, D. WRE



## Hydrogeologic Modeling

*Mr. Megic has worked as a water resources engineer in Florida over 20 years. He has performed water supply planning, modeling, permitting, design, and construction related services for a wide-range of clients with varying capital improvement budgets. His specific project experience includes a variety of water resource evaluations; groundwater, surface water, and statistical modeling; water resources planning including water (traditional and alternative), wastewater, and non-potable water utility master planning; aquifer recharge; reclaimed water and water facility design; and permitting.*

### EDUCATION:

ME, Civil Engineering, University of Florida

BS, Civil Engineering, University of Florida

### REGISTRATIONS:

PE, FL, No. 58112

### CURRENT POSITION:

Project Manager

### YEARS OF EXP.:

20

**Old Winter Garden Road RIB Site, OCU, Orange County, FL.** Lead Engineer and Project Manager. Feasibility studies, hydrogeologic investigative, conceptual siting and design, preliminary and final design, groundwater flow modeling, permitting, and construction management for a 0.3 MGD RIB site used by OCU to offset specific issues identified by the SJRWMD as part of OCU's CUP.

**Water Use Permit Groundwater Flow Modeling SOTPR Group, Orange County, FL.** Project Manager and Senior Water Resources Engineer. Development of a regional transient numerical groundwater flow model of East-Central Florida. Developed model in support of the water use permit renewals of five utilities known as the STOPR Group. Permits renewed collectively and modeled

for a substantial increase in allocation to approximately 106 MGD AADF. Modeling assessed potential impacts in the SJRWMD, SWFWMD, and the SFWMD due to the potential for the effects of groundwater withdrawals to straddle all three districts.

### Central Florida Water Initiative, OCU, Orange County, FL.

Hydrologic Analyst. Development of a regional transient groundwater flow model of east Florida. Method development to evaluate hydrologic alteration to a water body as a result of land use changes, susceptibility of a water body to groundwater withdrawals. Participated in Minimum Flows and Levels and Reservation Team and participating in development of a uniform methodology for three local water management districts to evaluate regulatory minimum flows and levels in the region. Groundwater Availability Team tasked with estimating potential yield of groundwater system in central Florida.

### 160-Acre Site Alternative Water Supply Project, Toho Water Authority, Osceola County, FL.

Project Engineer. Permitting, design and modeling for a RIB expansion of over 5 MGD for Toho associated with increased recharge for an alternative water supply project. Preparation of design

documents and specifications for the components, elements, details, materials of construction and other information required to construct, test and operate the RIBs. Effort included FDEP Environmental Resources Permit and Osceola County Site Permitting. Water Use Permitting required to allow for increased water supply due to the increased RIB recharge.

### Northwest WRF Rapid Infiltration Basin Expansion Project, OCU, Orange County, FL.

Lead Engineer and Project Manager. Feasibility studies, hydrogeologic investigative, conceptual siting and design, preliminary design, groundwater flow modeling, permitting, and final design services for a 0.4 MGD RIB site expansion at OCU's NWRf.

### Northwest WRF Lake Cora Lee Augmentation, OCU, Orange County, FL.

Lead Engineer and Project Manager. Feasibility studies, hydrogeologic investigative, conceptual siting and design, preliminary design, groundwater flow modeling, and permitting for a 1.2 MGD reclaimed water lake augmentation project (including treatment wetland system) at OCU's NWRf. Final design QA/QC review and led groundwater flow modeling associated with a recent permit modification for Lake Cora Lee project.

# Charlyn Watts, PE

Construction Inspections



*Ms. Watts is the Owner and President of CPW Construction with 40 years of experience in construction administration and inspection services. She has experience in the planning, design, operations and management of a variety of projects.*

**EDUCATION:**

AA, Lake Sumter Community College

Courses in Civil Engineering, University of Central Florida

**REGISTRATIONS:**

State of Florida Certified General Contractor, No. CG-C059813

Orange County Underground Utilities, No. 0002

City of Orlando and Orange County WBE/MBE Certification

FEMA, No. IS 00630, No. 00631, and No. 00632

OCU Engineering Division – Chief Utilities Inspector, 1996-2003

**CURRENT POSITION:**

President

**YEARS OF EXP.:**

40

**Malcolm Road Water Supply Facility, OCU, Orlando, FL.**

Construction Administration and Inspection. Installed six raw water wells equipped with 150 hp vertical turbine pumps, two 2 million gallon prestressed circular concrete ground storage tanks, chemical feed system consisting of sodium hypochlorite and hydrofluosilic acid chemical feed piping and storage tanks, and four 200 hp horizontal split-case centrifugal high service pumps. Also installed a treatment building consisting of an electrical room, a control room, generator

room and pump room; raw water mains consisting of 16-, 24-, 30-, 36-, and 42-inch ductile iron water mains with associated valves, fittings and appurtenances. Cost: \$23 million.

**Water Conserv II Booster Pump Station Facility, OCU, Orlando, FL.**

Construction Administration and Inspection. Constructed new Water Conserv II Booster Pump Station facilities at separate sites including new 60-inch suction and 54-inch discharge piping that connects the pump station with the existing 54-inch transmission main. Installed seven vertical turbine in-line booster pumps each with a flow capacity of 15 MGD constructed in pump cans and a new electrical building. The second location work included construction of a new 26,400 gallon surge tank, supporting slab, compressor and compressed air piping, and construction of a new 36-inch flow meter assembly. The third location included construction of a new 25,700 gallon surge tank, supporting slab, compressor and compressed air piping, and a new 36-inch flow meter assembly. Cost: \$13 million.

**City of Orlando Lift Station No 1 Improvements, City of Orlando, FL.**

Construction Administration and Inspection. Constructed improvements for Lift Station 1 and demolished portions of the existing lift station. Installed 30-, 48-, and 54-inch sanitary sewer mains;

5-, 6- and 10-foot diameter manholes; 24- and 36-inch discharge force mains; a dual chamber wet well to accommodate six pumps with a bridge crane system for pump removal; emergency back-up generator and fuel storage tank capable of powering all equipment and controls; a new building to enclose the wet well, electrical equipment, and standby generator; two dual flow meter assemblies to measure flows to LS No. 248 and LS No. 5; an activated carbon odor control system; and decommissioned existing wet wells, buildings, and select sanitary sewer lines. Cost: \$17 million.

**Alexander Avenue Water Management Site Reclaimed Water Augmentation Facility, City of Deltona, FL.**

Construction Administration Services and Resident Project Representative. Constructed the new reclaimed water augmentation facility. Projected included a 3 MG raw water ground storage tank (and associated piping and accessories), alum and polymer chemical feed and storage system in new precast concrete building, a new raw water transfer pump station, flocculation tanks, cloth media disc filters and accessories, chlorine contact chamber, static mixer, gates, water pumps, and a reclaimed water ground storage tank. Cost: \$10 million.

## 4. Is the Firm a “Polk County Entity”?



Florida's Crossroads of Opportunity



# Is the Firm a "Polk County Entity"?

## FIRM'S HEADQUARTERS AND LOCAL OFFICE

Ardaman & Associates, A Tetra Tech Company, has maintained an **office in Bartow** and has provided professional services to Polk County and the surrounding communities since 1974! Their local office is home to 33 employees.

Tetra Tech is one of the largest engineering consulting firms in the United States. Equally important to our size is our proximity to Polk County. Our local office philosophy allows the County to benefit from the best of both worlds; local, personalized service with nationally recognized resources. Additionally, having our southeastern US infrastructure design center located in Orlando allows us to provide the County with responsive service on all requests. The address and contact information of our local office in Bartow, southeastern US design center, and corporate headquarters is provided to the right which is supplemented by supporting documentation provided below.

## LOCAL POLK COUNTY OFFICE

Ardaman & Associates, A Tetra Tech Company  
1525 Centennial Drive  
Bartow, Florida 33830  
Phone: 863.533.0858  
Fax: 863.533.7325


## SOUTHEASTERN U.S. DESIGN CENTER

Tetra Tech  
201 East Pine Street, Suite 1000  
Orlando, Florida 32801  
Phone: 407.839.3955  
Fax: 407.839.3790

## CORPORATE HEADQUARTERS

Tetra Tech  
3475 East Foothill Boulevard  
Pasadena, California 91107  
Phone: 626.351.4664  
Fax: 626.351.5291

TO VERIFY AUTHENTICITY, SEE REVERSE SIDE FOR DESCRIPTION OF THE IT SECURITY FEATURES



## City of Bartow, Florida BUSINESS TAX RECEIPT

1525 CENTENNIAL DRIVE

LOCATION OF BUSINESS

This Business Tax Receipt is to be displayed conspicuously at the location of business, and is not transferable or assignable.

ARDAMAN & ASSOCIATES  
1525 CENTENNIAL DRIVE  
BARTOW FL 33830

EXPIRATION DATE 9/30/2023	
DATE ISSUED 7/07/2022	TAX RECEIPT # 00019
BUSINESS TAX RECEIPT FOR  ENGINEERS	

A Business Tax Receipt is hereby issued by the city of Bartow, Florida to the following party to engage in or manage the business, profession or occupation shown, pursuant to the Indicated subsection of Bartow code section 70-36 for the Tax Receipt year.

*Handwritten:* Josephine Steele  
City Clerk

**5.** Is the Firm a “Certified Woman or Minority Business Enterprise”?



Florida's Crossroads of Opportunity



# Is the Firm a "Certified Woman or Minority Business Enterprise" (W/MBE)?

## W/MBE PARTICIPATION

While not a MBE nor a WBE itself, Tetra Tech has a long-standing commitment to working with small, minority-owned, women-owned, disadvantaged-owned, native-owned, and veteran-owned business enterprises. Thanks to shared training and our partnering philosophy, we can enhance the development of small and disadvantaged businesses, execute work on schedule and on budget, and meet contract quality objectives. Diversity and inclusion are fully incorporated into the fabric of the company – our culture, people, and processes. For instance:

- ◆ Very few firms can compare to Tetra Tech's inclusion practices, as evidenced by the number of our prestigious national-level awards. We have been awarded the US Small Business Association's Dwight D. Eisenhower Award of Excellence four times (2001, 2008, 2013, and 2022).
- ◆ In 2016 and 2023 Tetra Tech was awarded the Society of American Military Engineers Large Business Award for achievement in small business mentorship.
- ◆ In addition, we have won the Nunn Perry Award (four times), the FAA's Large Business of the Year (2011) and the Frances Perkins Vanguard Award (2003).

“ I want to thank you personally for ensuring that minority and female owned firms have the opportunity to obtain work on transportation projects in Florida. I commend you for being a strong, supportive partner of the Florida Department of Transportation. ”

- Anath Prasad, PE  
Secretary at the Florida Department of Transportation

### Proven Partner & Advocate for

- ◆ Small and W/MBE Businesses

#### MIAMI-DADE COUNTY, FL

**20%** SBE GOAL

**30%** AVERAGE ACTUAL PARTICIPATION

#### ORANGE COUNTY, FL

**27%** M/WBE GOAL

**28%** AVERAGE ACTUAL PARTICIPATION

#### CITY OF ORLANDO, FL

**24%** M/WBE GOAL

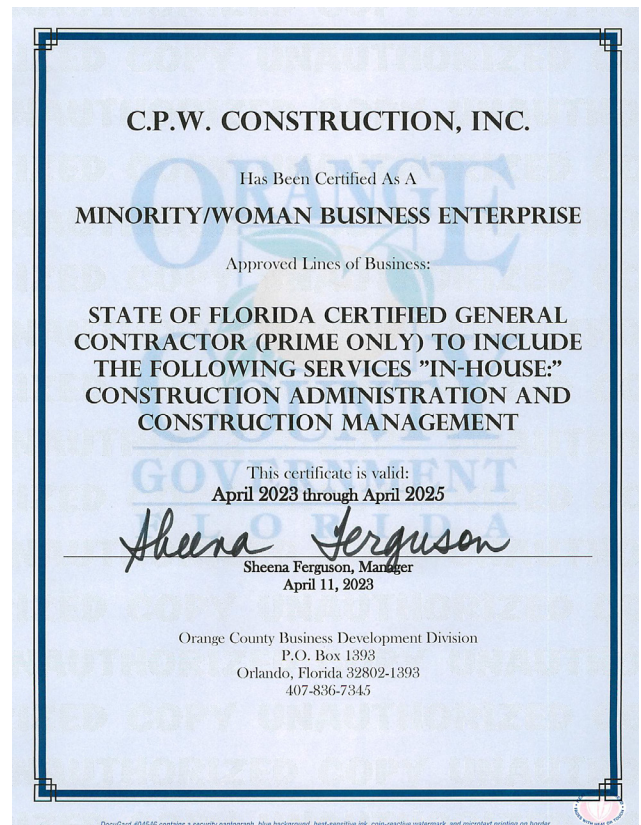
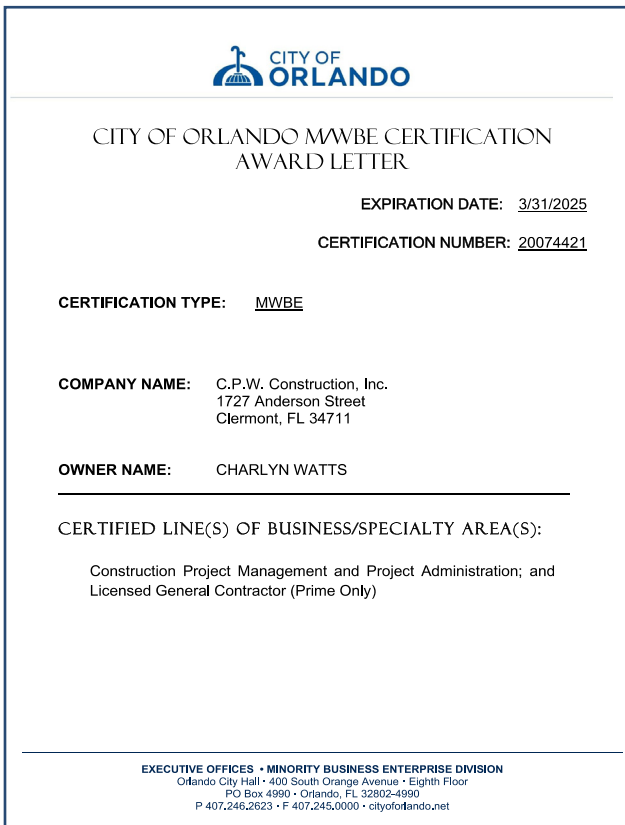
**28.9%** AVERAGE ACTUAL PARTICIPATION

# Subconsultants with W/MBE Status

## LIQUID SOLUTIONS GROUP, LLC



## CPW CONSTRUCTION



## 6. Interactions with County and Regulatory Agency Staff



Florida's Crossroads of Opportunity

# Interactions with County and Regulatory Agency Staff

## SPECIALIZED QUALIFICATIONS OF THE PROPOSED STAFF

The Tetra Tech team has been assembled to provide Polk County with the most highly qualified and experienced team of local professionals to efficiently and effectively execute this project for Polk County. Our key staff has successfully developed similar water, wastewater, and reclaimed water master plans for Polk County and numerous communities in central Florida for decades. As detailed in their specific resumes, our key staff's experience includes the Polk County Northwest Public Water System Potable Water Production Regionalization Study, City of Clermont Water, Wastewater and Reclaimed Water Master Plan, City of Bartow Water System Master Plan, and the City of Deltona Water and Wastewater Master Plan, just to name a few.

We have also coordinated with SFWMD, SWFWMD, FDEP, Polk County Health Department, as well as assisted the County in planning-level discussions with all of the 17 local municipalities, the Home Builders Association, Farm Bureau, Tampa Bay Water, PRMRWSA and various local environmentalist groups specifically through our experience working for Polk County on water, wastewater and reclaimed water utility-related projects.

## ABILITY TO WORK WITH POLK COUNTY STAFF

Tetra Tech has proven our ability to work with Polk County staff through the successful completion of a number of assignments over the past several years. Our frequent and efficient communication with County staff allowed our team to complete this project on schedule and within budget. Through this experience, we have built strong relationships with Polk County personnel which will be vital to this projects successful completion.

## KNOWLEDGE OF LOCAL REGULATORY AGENCIES

Having worked in the area for four decades and directly for the County on continuing assignments for a decade, Tetra Tech's comprehensive knowledge of state and local regulatory process allows us to provide complete permit application packages, regulatory time-clock management, comprehensive responses to requests for additional information, and expedited permitting time frames. Intimate knowledge and understanding of local, state, and

even federal permitting requirements is of vital importance; and when coupled with our positive relationships with regulatory and resource protection personnel, our clients realize the benefits of working with the Tetra Tech team.

The Tetra Tech team has successfully permitted projects of all sizes, from small-scale restorations, to large planning and design efforts. Our staff can navigate the regulatory process strategically in order to avoid permitting obstacles and provide permits on schedule. The projects provided at the end of this section highlight our team's knowledge and experience with local regulatory agencies in and around Polk County. Our team also has excellent working relationships with all of the local regulatory agencies, which will be required to successfully deliver the required projects.

## KNOWLEDGE OF POLK COUNTY'S PERMITTING PROCESS

Through our previous experience, Tetra Tech has gained knowledge and first-hand experience of Polk County's permitting process as indicated by the projects below:

- ◆ **Northwest Regional Utility Service Area WUP.** Prepared water use permitting documentation which required close coordination with both Water Management Districts.
- ◆ **Hodge Street Water Production Facility.** Successfully permitted through Polk County Health Department and Building department as well as SWFWMD.

## KNOWLEDGE OF STATE OF FLORIDA RULEMAKING/FDEP REQUIREMENTS

Our expertise is especially critical regarding our understanding of the ever-changing State of Florida Rulemaking and FDEP Requirements.

As an example, this includes the Collection System Action Plans and Collection/Transmission System Power Outage Contingency Plans that became effective under Rule 62-600.705, FAC on June 28, 2023. Our ability to stay on top of new requirements is instrumental in supporting Polk County's ability to navigate new regulations.

## 7. Surveys of Past Performance



# Surveys of Past Performance

## Survey Questionnaire – Polk County

### RFP 23-448, Utilities Design Services & Regulatory Services

To: Mark Addison (Name of Person completing survey)  
Polk County (Name of Client Company/Contractor)  
 Phone Number: 863.298.4100 Email: markaddison@polk-county.net  
 Subject: Past Performance Survey of Similar work:  
 Project name: Continuing Professional Engineering Services  
 Name of Vendor being surveyed: Tetra Tech, Inc.  
 Cost of Services: Original Cost: Ongoing Ending Cost: Ongoing  
 Contract Start Date: 2012 Contract End Date: Ongoing

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

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

Printed Name of Evaluator MARK ADDISON

Signature of Evaluator: 

Please fax or email the completed survey to: lindsey.mattinson@tetrattech.com

## Survey Questionnaire – Polk County

### RFP 23-448, Utilities Design Services & Regulatory Services

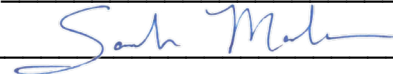
To: Sarah Malone (Name of Person completing survey)  
City of Lakeland (Name of Client Company/Contractor)  
 Phone Number: 863-834-6295 Email: sarah.malone@lakelandgov.net

Subject: Past Performance Survey of Similar work:  
 Project name: Continuing Professional Engineering Services  
 Name of Vendor being surveyed: Tetra Tech, Inc.  
 Cost of Services: Original Cost: Ongoing Ending Cost: Ongoing  
 Contract Start Date: 1991 Contract End Date: Ongoing

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

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

Printed Name of Evaluator Sarah Malone

Signature of Evaluator: 

Please fax or email the completed survey to: Lindsey.mattinson@tetrattech.com

## Survey Questionnaire – Polk County

### RFP 23-448, Utilities Design Services & Regulatory Services

To: Deborah Beatty (Name of Person completing survey)  
Tohopekaliga Water Authority (Name of Client Company/Contractor)  
 Phone Number: 407.944.5023 Email: dbeatty@tohowater.com

Subject: Past Performance Survey of Similar work:

Project name: Continuing Professional Engineering Services

Name of Vendor being surveyed: Tetra Tech, Inc.

Cost of Services: Original Cost: Ongoing Ending Cost: Ongoing

Contract Start Date: 1995 Contract End Date: Ongoing

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

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

Printed Name of Evaluator Deborah Beatty, P.E.

Signature of Evaluator: Deborah Beatty  Digitally signed by Deborah Beatty  
 DN: cn=Deborah Beatty, o=Toho Water Authority, ou=Engineering,  
 email=dbeatty@tohowater.com, c=US  
 Date: 2023.07.14 10:22:51 -0400

Please fax or email the completed survey to: lindsey.mattinson@tetrattech.com

### Survey Questionnaire – Polk County

#### RFP 23-448, Utilities Design Services & Regulatory Services

To: Hector Sanchez (Name of Person completing survey)  
City of Orlando (Name of Client Company/Contractor)  
 Phone Number: 407.246.3756 Email: hector.sanchez@cityoforlando.net

Subject: Past Performance Survey of Similar work:

Project name: Continuing Professional Wastewater Engineering Services

Name of Vendor being surveyed: Tetra Tech, Inc.

Cost of Services: Original Cost: Ongoing Ending Cost: Ongoing

Contract Start Date: 2000 Contract End Date: Ongoing

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

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

Printed Name of Evaluator Hector R. Sanchez

Signature of Evaluator: Hector Sanchez

Please fax or email the completed survey to: lindsey.mattinson@tetrattech.com

### Survey Questionnaire – Polk County

#### RFP 23-448, Utilities Design Services & Regulatory Services

To: John Walker *Joseph Walker* (Name of Person completing survey)  
City of Deltona (Name of Client Company/Contractor)  
 Phone Number: 386.878.8959 Email: jwalker@deltonafl.gov

Subject: Past Performance Survey of Similar work:

Project name: Continuing Consultant

Name of Vendor being surveyed: Tetra Tech, Inc.

Cost of Services: Original Cost: Ongoing Ending Cost: Ongoing

Contract Start Date: 2002 Contract End Date: Ongoing

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

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

Printed Name of Evaluator *Joseph Walker*

Signature of Evaluator: *Joseph Walker*

Please fax or email the completed survey to: [lindsey.mattinson@tetrattech.com](mailto:lindsey.mattinson@tetrattech.com)

## Survey Questionnaire – Polk County

### RFP 23-448, Utilities Design Services & Regulatory Services

To: Tad Parker (Name of Person completing survey)  
Orange County (Name of Client Company/Contractor)  
 Phone Number: 407.254.9729 Email: charles.parker2@ocfl.net

Subject: Past Performance Survey of Similar work:  
 Project name: Continuing Utilities Engineering Services  
 Name of Vendor being surveyed: Tetra Tech, Inc.

Cost of Services: Original Cost: Ongoing Ending Cost: Ongoing  
 Contract Start Date: 2016 Contract End Date: Ongoing

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

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

Printed Name of Evaluator Charles S. Parker

Signature of Evaluator: Char SP

Please fax or email the completed survey to: lindsey.mattinson@tetrattech.com

## 8. Appendix





# Appendix

June 27, 2023

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

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

Contained within this addendum: Questions Received and Answers.

Ari Goldstein, CPP

*Ari Goldstein*

Senior Procurement Analyst  
Procurement Division

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

Signature



Printed Name: Gary ReVoir

Title: Senior Vice President and Client Manager

Company: Tetra Tech, Inc.

## **RFP 23-448, Utilities Design Services and Regulatory Services ADDENDUM # 1**

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### **QUESTIONS AND ANSWERS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

July 3, 2023

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

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

Contained within this addendum: Questions Received and Answers.

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


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

Ari Goldstein, CPP

*Ari Goldstein*

Senior Procurement Analyst  
Procurement Division

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

Signature	
Printed Name:	<u>Gary ReVair</u>
Title:	<u>Senior Vice President and Client Manager</u>
Company:	<u>Tetra Tech, Inc.</u>

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

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### **QUESTIONS AND ANSWERS**

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

**Answer 1: Yes.**

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

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

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

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

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

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

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

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

July 11, 2023

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

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

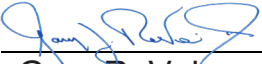
Contained within this addendum: Questions Received and Answers.

Ari Goldstein, CPP

*Ari Goldstein*

Senior Procurement Analyst  
Procurement Division

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

Signature:   
Printed Name: Gary ReVoir  
Title: Senior Vice President and Client Manager  
Company: Tetra Tech, Inc.

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

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### **QUESTIONS AND ANSWERS**

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

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

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

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

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

**Answer 3: Yes.**

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

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



[tetratech.com](http://tetratech.com)

**Exhibit B**

**Tetra Tech, Inc.**

**Polk County - RFP 23-448, Utilities Design Services and Regulatory Support Services**

**Descriptions and Responsibilities of Personnel**

**October 2023**

<b>Classification</b>	<b>Position Overview</b>	<b>Responsibilities</b>	<b>Education/ Experience</b>
<b>Project Management</b>			
<b>Principal in Charge</b>	Provides authoritative technical expertise and advice on complex problems.	Manages and directs organization toward its objectives, establishes direction and long-range plans, plans/directs mergers and acquisitions, and serves as face of organization.	20+ years of experience.
<b>Sr. Project Manager</b>	Provides authoritative technical expertise and advice on complex problems.	Serves as primary contact with the client and manages projects to meet client requirements. Oversees the project management activities of less senior PMs. Requires independent evaluation of information in complicated and dynamic situations. Manages projects of broad scope and impact and has responsibility and authority to commit company resources. May administer projects in excess of \$1,000,000.	BS degree; 15+ years of experience; Professional Registration; 8 years PM experience.
<b>Project Manager</b>	Provides authoritative technical expertise and advice on difficult problems.	Serves as primary contact for client counterparts and manages projects to meet client requirements. Requires independent evaluation of information in complicated and dynamic situations. Manages projects and has responsibility and authority to commit company resources. May administer projects of less than \$1,000,000.	BS degree; 10+ years of experience; Professional Registration.
<b>Engineers</b>			
<b>Principal Engineer</b>	Provides authoritative technical expertise and advice on complex problems.	Regional/national expert status in their field.	PE; BS Engineering; 20+ years of experience.
<b>Sr. Engineer</b>	Provides authoritative technical expertise and advice on complex problems.	Demonstrated success in mentoring and QA ownership. May have discipline or group leadership responsibilities. Relied on for mentoring, QA, and leadership of pools of projects and resources.	PE; BS Engineering; 15 - 20 years of experience.
<b>Engineer V</b>	Possesses and applies a broad knowledge of principles, practices, and procedures of particular field of specialization to the completion of complex assignments.	Plans and conducts assignments, generally involving the larger and more important projects or more than one project. Reviews progress, evaluates results, and recommends major changes in procedures. Operates with considerable latitude for unreviewed action or decision. Manager establishes department objectives and determines how to use resources to meet schedules and goals.	PE; BS Engineering; 10 - 15 years of experience.
<b>Engineer IV</b>	Possesses and applies a broad knowledge of principles, practices, and procedures of particular field of specialization to the completion of difficult assignments.	Plans and conducts assignments, generally involving the larger and more important projects or more than one project. Provides consultation to professional coworkers. Manager receives assignments in the form of objectives and determines how to use resources to meet schedules and goals. Recommends changes to policies and establishes procedures that affect immediate department.	Newly registered PE or PhD; Bs Engineering; 5 - 10 years of experience.
<b>Engineer III</b>	Possesses and applies comprehensive knowledge of particular field of specialization to the completion of difficult assignments.	Under general supervision, plans, conducts and supervises assignments. Reviews progress and evaluates results. Plans and assigns personnel for given projects or tasks. Assists with the review and evaluation of personal performance. Interprets and applies organization policy. Recommends changes in procedures. Operates with substantial latitude for unreviewed action or decision. Reviews progress with management.	BS Engineering; 3 - 4 years of experience.
<b>Engineer II</b>	Knows and applies the fundamental concepts, practices and procedures of particular field of specialization.	Under supervision, performs work that is varied and that may be somewhat difficult in character, but usually involves limited responsibility. Some evaluation originality or ingenuity is required.	BS Engineering; 1 - 2 years of experience.
<b>Engineer I</b>	Knows fundamental concepts, practices and procedures of particular field of specialization.	Using established procedures and working under immediate supervision, performs assigned tasks. Work is routine and instructions are detailed. Little evaluation, originality or ingenuity is required.	BS Engineering; 0 - 1 year of experience.
<b>Engineering Technician</b>	Learning fundamental concepts, practices and procedures of particular field of specialization.	Entry level graduate with associate degree or college intern working on 4-year degree.	Associates degree or working on BS degree.
<b>Scientists</b>			
<b>Scientist VI</b>	Provides authoritative technical expertise and advice on complex problems.	Demonstrated success in mentoring and QA ownership. Regional/national expert status in their field. May have discipline or group leadership responsibilities. Sought out resource by engineers for evaluation of solutions.	15+ years of experience.
<b>Scientist V</b>	Possesses and applies a broad knowledge of principles, practices, and procedures of particular field of specialization to the completion of complex assignments.	Plans and conducts assignments, generally involving the larger and more important projects or more than one project. Reviews progress, evaluates results, and recommends major changes in procedures. Operates with considerable latitude for unreviewed action or decision. Manager establishes department objectives and determines how to use resources to meet schedules and goals.	8+ years of experience.
<b>Scientist IV</b>	Possesses and applies a broad knowledge of principles, practices, and procedures of particular field of specialization to the completion of difficult assignments.	Under general supervision, plans, conducts and supervises assignments. Reviews progress and evaluates results. Plans and assigns personnel for given projects or tasks. Assists with the review and evaluation of personal performance. Recommends changes in procedures. Operates with substantial latitude for unreviewed action or decision. Reviews progress with management.	4+ years of experience.
<b>Scientist III</b>	Possesses and applies comprehensive knowledge of particular field of specialization to the completion of difficult assignments.	Usually works with minimum supervision, conferring with superior on unusual matters. May be assisted by junior personnel. Assignments are broad in nature, requiring originality and ingenuity. Has appreciable latitude for unreviewed action or decision.	3+ years of experience.

**Exhibit B**

**Tetra Tech, Inc.**

**Polk County - RFP 23-448, Utilities Design Services and Regulatory Support Services**

**Descriptions and Responsibilities of Personnel**

**October 2023**

<b>Classification</b>	<b>Position Overview</b>	<b>Responsibilities</b>	<b>Education/ Experience</b>
<b>Scientist II</b>	Knows and applies the fundamental concepts, practices and procedures of particular field of specialization.	Under supervision, performs work that is varied and that may be somewhat difficult in character, but usually involves limited responsibility. Some evaluation originality or ingenuity is required.	1 - 3 years of experience.
<b>Scientist I</b>	Knows fundamental concepts, practices and procedures of particular field of specialization.	Using established procedures and working under immediate supervision, performs assigned tasks. Work is routine and instructions are detailed. Little evaluation, originality or ingenuity is required.	Entry level graduate of a sciences program.
<b>Design Professionals</b>			
<b>Sr. CAD/Eng. Designer II</b>	Possesses and applies a broad knowledge of principles, practices, and procedures of particular field of specialization to the completion of complex assignments.	Under minimal supervision, plans, conducts and directs assignments. Reviews progress and evaluates results. Reviews progress with management. May lead a project. Works with manager to create, implement or deploy new standards & procedures.	12+ years of experience.
<b>Sr. CAD/Eng. Designer I</b>	Possesses and applies a broad knowledge of principles, practices, and procedures of particular field of specialization to the completion of difficult assignments.	Performs many of the less complex tasks typically performed by engineers/architects with significant independence; typically spending 70+% of the time actually designing for engineer/architect's approval; design work includes unfamiliar work which can largely be performed independently due to ability to adapt experience and apply broad knowledge; works with clients and consultants to ensure that deliverables will be properly formatted and that data can be exchanged efficiently; prepares complete sets of complex drawings; assignments regularly require use of mathematical formulas to draw land contours, compute quantities, etc.; assists engineer/architect in researching problems and recommending alternatives; works with the engineer/architect to coordinate drawings and specs. Usually works with minimum supervision, conferring with supervisor on unusual matters.	8+ years of experience.
<b>CAD/Eng. Designer III</b>	Applies basic and advanced drafting skills in procedures, techniques, tools, materials and/or equipment appropriate to area of specialization.	Makes unsupervised, advanced edits to plan sheets. Simple revisions are assigned with verbal instruction while complex revisions are produced from sketches that clearly depict the desired outcome; produces exhibits, details and maps from concept drawings or sketches; performs unsupervised, advanced calculations; begins to perform project setup and produce base drawings; has the ability to correctly set up base drawings that others use; has proficiency in at least one discipline and preferably at this stage, familiarity with several disciplines; clearly trusted to perform most work independently.	3+ years of experience.
<b>CAD/Eng. Designer II</b>	Applies basic and develops advanced drafting skills in procedures, techniques, tools, materials and/or equipment appropriate to area of specialization.	Edits to plan sheets are more advanced, yet still supervised; produces exhibits, details and maps from concept drawings or sketches, performs unsupervised simple calculations; more advanced calculations are supervised; detailed instruction provided only on new work assignments; begins to get non-routine assignments; able to recognize gaps in knowledge and proactively seeks guidance.	1 - 2 years of experience.
<b>CAD/Eng. Designer I</b>	Applies basic drafting skills in procedures, techniques, tools, materials and/or equipment appropriate to area of specialization.	Edits drawing files from marked up prints, generally with significant supervision; produces exhibits, details and maps from concept drawings or sketches for supervisory review; performs simple, supervised and/or reviewed design related calculations.	0 - 1 years of experience.
<b>Surveyors</b>			
<b>Sr. Land Surveyor</b>	Possesses and applies comprehensive knowledge of particular field of specialization to the completion of complex assignments.	Providing survey leadership to technicians, CAD staff, and/or less experienced surveyors for production of survey data/drawings for clients. Responsible for QA/QC of own work and work of others.	Licensed land surveyor; 10+ years of experience.
<b>Land Surveyor</b>	Possesses and applies comprehensive knowledge of particular field of specialization to the completion of difficult assignments.	Involved in survey data/drawings production process under guidance of engineers or more senior survey staff.	Licensed land surveyor; 6+ years of experience.
<b>Survey Crew Chief</b>	Possesses and applies comprehensive knowledge of particular field of specialization to the completion of difficult assignments.	Under general supervision, plans, conducts and supervises assignments. Reviews progress and evaluates results. Plans and assigns personnel for given projects or task. Assists with the review and evaluation of personal performance. Recommends changes in procedures. Operates with substantial latitude for unreviewed action or decision. Reviews progress with management.	4+ years of experience.
<b>Survey Technician</b>	Applies basic and develops advanced skills in procedures, techniques, tools, materials and/or equipment appropriate to area of specialization.	Duties and tasks are standardized. Performs some more advanced functions as part of training and development. Resolves routine questions and problems, and refers more complex issues to higher levels.	0 - 1 year of experience.

**Exhibit B**

**Tetra Tech, Inc.**

**Polk County - RFP 23-448, Utilities Design Services and Regulatory Support Services**

**Descriptions and Responsibilities of Personnel**

**October 2023**

<b>Classification</b>	<b>Position Overview</b>	<b>Responsibilities</b>	<b>Education/ Experience</b>
<b>Architects</b>			
<b>Architectural Program Mgr.</b>	Possesses and applies a broad knowledge of principles, practices, and procedures of particular field of specialization to the completion of complex assignments.	Regional/national expert status in their field. Creates project designs and plans for all phases of projects and coordinates building design consultants while monitoring drawings. Establishes and implements goals and objectives, develops and promotes the firm's values and long-range plans, positions the firm for growth, and ensures profitability, quality enhancement, and professional development.	Licensed Architect; 20+ years of experience.
<b>Sr. Architect</b>	Possesses and applies a broad knowledge of principles, practices, and procedures of particular field of specialization to the completion of complex assignments.	Licensed architect who plans and develops medium to large-scope projects with many complexities, executes and coordinates projects, and may oversee a large staff of architects and technicians. Develops and monitors quality and production standards for projects. Relied on for mentoring, QA, and leadership of pools and projects and resources.	Licensed Architect; 10+ years of experience.
<b>Architect</b>	Possesses and applies a broad knowledge of principles, practices, and procedures of particular field of specialization to the completion of difficult assignments.	Exercises independent judgment in evaluation, selection, and use of standard techniques, solves problems when encountered, and receives guidance on complex projects. Begins taking on leadership and ownership of projects or significant project tasks. Heavily relied on by Project Manager.	Licensed Architect; 5+ years of experience.
<b>Architectural Designer</b>	Applies basic drafting skills in procedures, techniques, tools, materials and/or equipment appropriate to area of specialization.	Intern with Architecture degree on the path to licensure; develops design or technical solutions under the supervision of an architect.	Intern; 0+ years of experience.
<b>Construction Professionals</b>			
<b>Construction Project Rep.</b>	Possesses and applies a broad knowledge of principles, practices, and procedures of particular field of specialization to the completion of complex assignments.	Examines construction projects to check that their construction, alteration, or repair complies with building codes and ordinances, zoning regulations, and contract specifications.	15+ years of experience.
<b>Construction Manager II</b>	Applies advanced skills to the position within assigned functional area.	Responsible for managing a team of Construction Project Representatives that cover various sites at any given point in time.	15+ years of experience.
<b>Construction Manager I</b>	Applies basic skills and procedures appropriate for the position within assigned functional area.	Responsible for Supervision of Construction Project Representatives on a large site requiring multiple Project Reps. May include training and mentoring, balancing workload, and making recommendations.	10+ years of experience.
<b>Construction Administrator</b>	Applies basic skills and procedures appropriate for the position within assigned functional area.	Responsible for handling and organizing the documentation associated with Construction Services.	8+ years of experience.
<b>GIS Analysts</b>			
<b>Sr. Analyst/Programmer</b>	Applies advanced skills to the position within assigned functional area.	Plans and conducts assignments involving larger and more important projects or is responsible for multiple projects at a given time. Receives assignments and determines how to use resources to meet schedules and goals. Has a strong understanding of GIS methodologies and GPS technology. Able to mentor and supervise other GIS analysts, and review and direct their work.	6+ years of experience.
<b>Project Analyst II</b>	Applies basic skills and develops more advanced skills to the position within assigned functional area.	Increasing level of trusts in performing unsupervised tasks.	4 - 6 years of experience.
<b>Project Analyst I</b>	Applies basic skills and procedures appropriate for the position within assigned functional area.	Has a good understanding of GIS methodologies and GPS technology. Can be assigned tasks with some supervision. Can output map products utilizing the software. Ability to perform advanced queries and spatial analysis.	1 - 4 years of experience.
<b>Project Administration</b>			
<b>Sr. Project Administrator</b>	Applies advanced skills to the position within assigned functional area.	Duties and tasks reflect substantial variety and complexity. Capable of drafting/writing and contributing high degree of value to project deliverables; may be responsible for the administrative processes of a small office.	5 - 8 years of experience.
<b>Project Administrator</b>	Applies basic skills and procedures appropriate for the position within assigned functional area.	Duties and tasks are standardized. Capable of enhancing the work product generated by the production team by way of graphics and high-level editing.	0+ years of experience.
<b>Project Assistant</b>	Applies basic skills and procedures appropriate for the position within assigned functional area.	Administrative or Project Assistant performing word processing and copying/binding roles.	0+ years of experience.
<b>Contract Administrator</b>	Applies advanced skills to the position within assigned functional area.	Responsible for routing and logging of outgoing and incoming contracts. Assists PMs in assembling contracts from standard Tetra Tech forms, responsible for independent review of contract terms and conditions, scope writing, or any significant editing of contract language. keeps track of project/contract file organization both hard copies and electronic Works with accounting to ensure proper documentation in place for contracts and change orders.	0+ years of experience.

**Exhibit B**  
**Tetra Tech, Inc.**  
**Polk County - RFP 23-448, Utilities Design Services and Regulatory Support Services**  
**Schedule of Rates**  
**October 2023**

<u>Position/Titles</u>	<u>Raw Labor Rates</u>		<u>Direct Labor Rate Multiplier</u>	<u>Raw Labor Rates x Multiplier</u>	
	<u>Minimum</u>	<u>Maximum</u>		<u>Minimum</u>	<u>Maximum</u>
<b><i>Project Management</i></b>					
Principal in Charge	\$ 83.00	\$ 115.00	3.05	\$253.00	\$351.00
Sr Project Manager	\$ 66.00	\$ 102.00	3.05	\$201.00	\$311.00
Project Manager	\$ 50.00	\$ 78.00	3.05	\$153.00	\$238.00
<b><i>Engineers</i></b>					
Principal Engineer	\$ 80.00	\$ 112.00	3.05	\$244.00	\$342.00
Sr. Engineer	\$ 70.00	\$ 94.00	3.05	\$214.00	\$287.00
Engineer V	\$ 50.00	\$ 73.00	3.05	\$153.00	\$223.00
Engineer IV	\$ 43.00	\$ 65.00	3.05	\$131.00	\$198.00
Engineer III	\$ 38.00	\$ 52.00	3.05	\$116.00	\$159.00
Engineer II	\$ 33.00	\$ 46.00	3.05	\$101.00	\$140.00
Engineer I	\$ 28.00	\$ 42.00	3.05	\$85.00	\$128.00
Engineering Technician	\$ 20.00	\$ 29.00	3.05	\$61.00	\$88.00
<b><i>Scientists</i></b>					
Scientist VI	\$ 56.00	\$ 82.00	3.05	\$171.00	\$250.00
Scientist V	\$ 45.00	\$ 62.00	3.05	\$137.00	\$189.00
Scientist IV	\$ 37.00	\$ 52.00	3.05	\$113.00	\$159.00
Scientist III	\$ 32.00	\$ 45.00	3.05	\$98.00	\$137.00
Scientist II	\$ 27.00	\$ 39.00	3.05	\$82.00	\$119.00
Scientist I	\$ 20.00	\$ 32.00	3.05	\$61.00	\$98.00
<b><i>Design Professionals</i></b>					
Sr CAD/Eng Designer II	\$ 48.00	\$ 62.00	3.05	\$146.00	\$189.00
Sr CAD/Eng Designer I	\$ 40.00	\$ 56.00	3.05	\$122.00	\$171.00
CAD/Engineering Designer III	\$ 35.00	\$ 44.00	3.05	\$107.00	\$134.00
CAD/Engineering Designer II	\$ 26.00	\$ 35.00	3.05	\$79.00	\$107.00
CAD/Engineering Designer I	\$ 22.00	\$ 29.00	3.05	\$67.00	\$88.00
<b><i>Surveyors</i></b>					
Sr Land Surveyor	\$ 50.00	\$ 68.00	3.05	\$153.00	\$207.00
Land Surveyor	\$ 40.00	\$ 55.00	3.05	\$122.00	\$168.00
Survey Crew Chief	\$ 33.00	\$ 46.00	3.05	\$101.00	\$140.00
Survey Tech	\$ 25.00	\$ 40.00	3.05	\$76.00	\$122.00
<b><i>Architects</i></b>					
Architectural Program Mgr	\$ 76.00	\$ 98.00	3.05	\$232.00	\$299.00
Sr Architect	\$ 62.00	\$ 87.00	3.05	\$189.00	\$265.00
Architect	\$ 39.00	\$ 64.00	3.05	\$119.00	\$195.00
Architectural Designer	\$ 19.00	\$ 41.00	3.05	\$58.00	\$125.00
<b><i>Construction Professionals</i></b>					
Construction Project Rep	\$ 25.00	\$ 53.00	3.05	\$76.00	\$162.00
Construction Manager II	\$ 58.00	\$ 87.00	3.05	\$177.00	\$265.00
Construction Manager I	\$ 43.00	\$ 67.00	3.05	\$131.00	\$204.00
Construction Administrator	\$ 26.00	\$ 49.00	3.05	\$79.00	\$149.00
<b><i>GIS Analysts</i></b>					
Sr Analyst	\$ 38.00	\$ 66.00	3.05	\$116.00	\$201.00
Project Analyst II	\$ 26.00	\$ 43.00	3.05	\$79.00	\$131.00
Project Analyst I	\$ 23.00	\$ 29.00	3.05	\$70.00	\$88.00
<b><i>Project Administration</i></b>					
Sr Project Administrator	\$ 32.00	\$ 46.00	3.05	\$98.00	\$140.00
Project Administrator	\$ 21.00	\$ 33.00	3.05	\$64.00	\$101.00
Project Assistant	\$ 18.00	\$ 26.00	3.05	\$55.00	\$79.00
Contract Administrator	\$ 28.00	\$ 42.00	3.05	\$85.00	\$128.00

Exhibit B

Tetra Tech, Inc.  
Labor Multiplier Calculation

Direct Labor	1.00
Employee Fringe Benefits	0.40
Overhead/General & Administrative	<u>1.21</u>
Subtotal	2.61
Profit @ 15%	<u>0.39</u>
Total Labor Multiplier including Profit	<u><u>3.00</u></u>
Polk County Direct Cost Factor	<u>0.05</u>
Total Labor Multiplier including Profit and Polk County Direct Cost Factor	<u><u>3.05</u></u>

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



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## **EXHIBIT C**

### **Board of County Commissioners**

#### **REIMBURSABLE COST SCHEDULE**

- |  |  |
|--|--|
| 1. Subcontractor Services  | Actual Costs   |
| 2. Special Consultants   | Actual costs   |
| 3. Travel Expenses   | In accordance with Chapter 112.061, F.S.;<br>and further defined in the Polk County Employee Handbook. |
| 4. Pre-approved Equipment<br>(includes purchase and rental of equipment used in project) | Actual Costs   |