

CONSULTANT APPROVAL FORM

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

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

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

CPO/CSA #: 22-093-05 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 2/18/2026 Division: Roads and Drainage

Project Manager's Name: Rob Collins Phone #: 863-535-2326

Project Name: Old Haines City Lake Alfred Road Box Culvert Replacement

Total Project Budget: \$30,400,000.00 Project # 5400002

Estimate of Construction Cost: \$800,000.00

Proposed Consultant: NV5, Inc. Fee: \$ 248,703.67

Master Consultant Agreement # 22-093

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

Approved By: [Signature] Date 3/5/26
Division Director/Designee

Procurement Division

Date Received: 3/9/26 *-corrected version* Date Reviewed by Analyst: 3/9/26

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

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

Date Received: 3/9/2026 Date Reviewed: 3/10/2026

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

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

Date Received: [Signature] Date Reviewed: 3/12/26

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

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

**Selection Procedure for Consultants with Continuing Contracts
CCNA Continuing Contracts Justification Form**

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

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

Step 1:

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

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

State justification for each firm NOT elevated and why:

Step 2:

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

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

State justification for each firm NOT elevated and why:

Step 3:

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

Consultant	Contracted Amount	Elevated (Y/N)
AECOM	\$ 725,741.75	N
AIM Engineering & Survey	\$ 288,191.68	N
Burgess and Niple	\$ 156,438.64	N
CONSOR Engineers	\$ 446,183.88	N
Dewberry Engineers	\$ 215,176.32	N
DRMP	\$ 401,840.25	N
HDR Engineering	\$ 478,192.81	N
HNTB	\$ 551,878.40	N
Jacobs Engineering Group	\$ 534,816.40	N
Kimley-Horn and Associates	\$ 377,193.00	N
Kissinger Campo & Associates	\$ 413,087.00	N
Mott MacDonald Florida	\$ 99,951.44	N
NV5	\$ 116,179.16	Y
Patel, Greene, and Associates	\$ 308,833.05	N
Rummel, Klepper & Kahl	\$ 587,193.82	N
WSP USA	\$ 1,004,224.82	N

Step 4:

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

The only consultant with a lower contracted amount, Mott MacDonald Florida, already has work assigned with a CSA is in progress.

Consultant Services Authorization

Firm Name:	NV5, Inc.
Master Agreement No.:	22-093
CSA No.:	22-093-05
Project Name:	Old Haines City Lake Alfred Road Box Culvert Replacement
Project Description:	Design new box culvert on Old Haines City Lake Alfred Road near address 1408
Project Exhibits and Attachments	Exhibit "A"- Scope of Services for this CSA Exhibit "B"- Current Fee Schedule (Master Agreement) Exhibit "C"- Reimbursable Cost Schedule Exhibit "D"- Professional Liability (Project Specific)
Duration (in days)	370
Compensation (Lump sum or Not to exceed to be identified in Exhibit "A")	\$Not to exceed \$248,703.67
Liquidated Damages (if applicable)	\$0 _____/Per Day
Budget Source/Availability	14971.540152101.5663400.5400002

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

Attest:

STACY M. BUTTERFIELD

By: _____

Deputy Clerk

Date Approved by County: _____

POLK COUNTY, a political subdivision
of the State of Florida

By: _____

_____, Chairman

Board of County Commissioners

Review as to form and legal sufficiency

Noreen Mann 3/30/2026

County Attorney's Office Date

Attest:

Muffin 3/19/2025
Corporate Secretary Date

CONSULTANT COMPANY NAME - NV5, Inc.

Levis Koloko

Authorized Corporate Officer

Levis Koloko, Vice President 03/18/2026

[Printed Name and Title] Date

SEAL

**EXHIBIT A
SCOPE OF SERVICES
OLD HAINES CITY / LAKE ALFRED RD BOX CULVERT REPLACEMENT
CSA #22-093-XX**

I. DESCRIPTION

The purpose of the project is to replace the existing single barrel box culvert that is in poor structural condition along Old Haines City/Lake Alfred Road in Lake Alfred, FL. The objective is to replace the box culvert in-kind at this location and inside the existing Right-of-Way. Anticipated safety improvements include extension of the box culvert to meet minimum clear zone requirements and eliminate the guardrail on the south side of the existing box culvert.

This Consultant Services Authorization (CSA) is required to perform the following services for design and construction:

- Roadway Design Services
- Drainage Design and Hydraulic Design Services
- Environmental Permitting Services
- Wetlands and Species Surveys Services
- Cultural Resource Assessment Survey Services
- Structural Design Services
- Signing and Pavement Marking Design Services
- Utility Coordination Services
- Subsurface Utility Engineering
- Geotechnical Design Services
- Post Design Services

It is understood that this project will have its own set of plans.

II. SERVICES

Design Services – The design shall be developed in accordance with the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways, (Florida Greenbook) Florida Department of Transportation (FDOT) (2023), and applicable Polk County standards and requirements.

It is anticipated that plan sheets within the Construction plans shall be prepared for the box culvert replacement at a scale of 1" = 40' on 11" x 17" sheets. Other sheets shall use scales appropriate to the information shown on the sheet.

A. Roadway Memorandum

1. The Consultant shall prepare a memo to identify safety improvements and high-level cost comparison for the County's consideration. The clear zone will be

evaluated per the FDOT Greenbook requirements to determine if guardrails are warranted. A proposed matrix will be provided to compare the replacement of the existing single barrel box culvert with a similar box culvert or a pipe. The Consultant will coordinate internally with NV5 CEI group to understand best means and methods for selecting the appropriate replacement. Conceptual cost will be proposed.

B. Roadway Design

1. Roadway Plans shall include, at a minimum, the following elements as appropriate: Key Sheet, Signature Sheet, Summary of Pay Items Sheet, General Notes, Summary of Quantities Sheet, Typical Sections, Plan and Profile Sheets, Drainage Structures, Box Culvert Data Tables, Core Borings Sheet, Channel Details and Cross Sections, Roadway Cross Sections, Signing and Pavement markings, and Temporary Traffic Control Concept Sheets.
2. The Temporary Traffic Control Concept Sheet shall include a traffic control narrative with typical sections, prescribing the general traffic control practices to be used during construction referencing appropriate FDOT Roadway and Traffic Design Standards and include any applicable restrictions of construction activities. The Contractor will be required to prepare the detailed traffic control plan for review and approval by the Consultant and the County. It is anticipated that the traffic will be detoured to accelerate the box culvert replacement.
3. Conceptual plans (11" x 17") shall be developed and used as the basis for a field review meeting with County staff.
4. Construction plans shall be submitted to the County for review at 60% and 100% stages of completion.
5. A quantity computation booklet shall be prepared and submitted with the 60%, 100% and Final plans.
6. An estimate of probable construction cost shall be prepared and submitted with the 60%, 100% and Final plans. Technical specifications, if applicable, will be included in the Final Plans.

C. Drainage Design and Hydraulic Design Services

1. Drainage plans shall include the following elements as appropriate: Summary of Drainage Structures, Drainage Structure Sheets and Erosion Control Sheets.
2. Prepare for and conduct a site inspection of the project limits to investigate the existing conditions of the box culvert, as well as the current drainage patterns within the right-of-way.
3. The drainage analysis will include an analysis of the existing box culvert, to determine if additional volume is warranted to address maintaining existing

documented flood elevations. If additional volume is warranted, the box culvert design will be modified accordingly.

4. The drainage analysis will include maintenance of proper roadway drainage (at the box culvert) and meet Southwest Florida Water Management District (SWFWMD), and Army Corps of Engineers requirements.
5. Prepare a preliminary Drainage Exhibit based on the best available data. The preliminary drainage exhibit will also delineate the drainage sub-basin areas contributing runoff to the existing culvert. The drainage analysis will include an analysis of the existing box culvert, to determine if additional volume is warranted and would address any potential flooding. If additional volume is warranted, the box culvert design will be modified accordingly.
6. The cross drain hydraulics report will be prepared to support the structural design of the culvert replacement. The report will include analysis of peak surface water elevations for design storm events and scour analysis.

D. Environmental Permitting Services

1. Based on preliminary review of the project area, wetlands and surface waters are present. It is anticipated that impacts to these features will be unavoidable. As a result, it is likely the project will require both State and Federal Permitting.
2. It is anticipated that the project will qualify for a SWFWMD General Permit pursuant to 62-330.443, F.A.C. which includes culvert alteration, placement, replacement, removal, maintenance, and operation where the combined total dredging and filling and wetlands and surface waters does not exceed 0.5 acres. Similarly, the project will likely qualify for a USACE Nationwide Permit 14 for linear transportation projects that result in less than 0.5 acres of wetland impact.
3. The Consultant will prepare the appropriate level of environmental documentation to include with the SWFWMD Environmental Resource Permit (ERP) General Permit application and USACE Section 404 Nationwide Permit application. This environmental document will provide the necessary permit application information and forms for wetland and surface water-related issues, water-dependent wildlife, and threatened and endangered species. The information will include wetland impact avoidance and minimization text, standard project description and project purpose and need text from the client, and wetland-related exhibits.
4. Prepare for and conduct a Pre-Application Meeting with each of the agency: SWFWMD and USACE.
5. Review and comment on the Pre-Application Meeting Minutes prepared by the SWFWMD and USACE (draft and final). The Consultant will respond to up to one (1) request for additional information from each agency, this includes wetland verification with SWFWMD (USACE verification not anticipated). If mitigation is

needed it is anticipated that compensation will be accomplished through the purchase of mitigation bank credits.

6. The Consultant will be the clearinghouse for the permit application submittals for both regulatory agencies.

E. Wetlands and Species Surveys Services

1. The Consultant will review the design and existing conditions. The Consultant will collect and review readily available and pertinent data prior to conducting field reviews.
2. The Consultant will establish the approximate wetland or other surface water jurisdictional boundaries in accordance with federal and state criteria (1987 Federal Manual for Identifying and Delineating Jurisdictional Wetlands, 2008 Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Atlantic and Gulf Coastal Plain Region, and Chapter 62-340, Florida Administrative Code [F.A.C.]). This includes collecting characterization data for the wetlands and preparing functional loss assessments, if needed.
3. The Consultant will conduct a presence/absence survey and habitat assessment for protected species that may occur within the project area. An Environmental Memorandum will document the findings. If protected species or their habitats are identified within the project limits, formal surveys and additional permitting may be required. All observations of wildlife that inhabit, cross, or use habitats within and immediately adjacent to the site will be recorded. Recorded wildlife data will consist of both direct sightings and indirect observations (e.g., calls, scat, dens, tracks, burrows, feathers, scratchings, nests, or other evidence). Any observations of protected wildlife or plants will be recorded in the field, and the approximate location will be depicted on an aerial photograph. In addition, the potential for the site being part of, or within, an important wildlife corridor or USFWS-designated Critical Habitat will be assessed.
4. Any services needed beyond the environmental memorandum will be additional services.

F. Cultural Resource Assessment Survey Services

1. Based on a review of the information provided, the Consultant will prepare a Cultural Resource Assessment Survey (CRAS) report of moderate archaeological potential in the area. The report will comply with the Florida Division of Historic Resources' (FDHR) Module Three, Guidelines for Use by Historic Preservation Professionals along with county guidelines. This study will include recording up to two historic resources. However, if any historic resources (50 years of age or older) are located on the property, there is an additional fee per historic resource, as the FDHR requires the historic resources (e.g., buildings, roads, canals) to be recorded in the CRAS report (Chapter 1A-46 FAC), none anticipated.

2. The Consultant will respond to standard Requests for Additional Information (RAI) from reviewers. If reviewers request additional research or survey beyond what was reasonably expected in the agreed scope of work, such comments/requests would be addressed under a separate agreement, as necessary. If human remains are identified, this scope includes the initial coordination with the State Archaeologist required by Chapter 872, F.S. Costs for additional investigation or coordination will be negotiated, as needed.

G. Subsurface Utility Engineering

1. Recover existing survey control provided by Polk County.
2. Subsurface Utility Engineering – Quality Level “B” for the length of the project. NV5 will designate underground utilities utilizing industry standard tools - such as electromagnetic radio detection and/or ground penetrating radar - to detect and mark the subsurface utilities and record their approximate horizontal position on the ground with paint marks and pin flags. The designations will be performed in accordance with Subsurface Utility Engineering, Quality Level B accuracy as outlined in the ASCE Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data, ASCE, Publication No CI/ASCE 38-22. These designations will be field surveyed and added to a Cad drawing to be provided to the county. While NV5 will use every effort to designate all utilities in the project area, per ASCE 38 standards, no matter how comprehensive a Utility Investigation, uncertainty relative to any documented or non-documented subsurface utilities may still exist. This being the case, other utilities may still exist in the project area either in use or abandoned.
3. Subsurface Utility Locating Services – Quality Level “A” for up to 6 locations determined by the EOR. Perform utility test holes for subsurface utility locating as determined from proposed conflicts as found from Quality Level “B” locations, and in accordance with the following requirements:
 - Perform utility test holes in compliance with Quality Level “A” of CI/ASCE 38-22, Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data, Standard 38-22.
 - Test holes shall be performed by air vacuum excavation or other non-destructive techniques on existing utilities. One call notification and permit applications shall be made prior to test hole excavation as necessary.
 - Test hole openings shall be a minimum 8” x 8” and typically not larger than 14” x 14”. Excavation will proceed to expose the utility in a careful manner with the utmost concern for the safety of personnel, the public and surrounding property. A field test hole form will be completed for each excavation and will contain at a minimum parameters required by the Standard 38-22, which include: depth to the top and bottom of the utility, outside diameter, height of conduits or

encasement, utility material, utility direction, pavement type/ thickness and general soil type.

- A permanent marker shall be placed over a reference point on the utility flush with grade. Typically, this reference point is the centerline of pipes or the edge of concrete structures. A minimum of three (3) ties/surface measurements will be taken to the permanent marker. The depth to the reference point on the utility will also be measured plumb to the permanent marker.
- Survey instrumentation will be used to determine the ground elevation (elevation of the permanent marker) of each test hole relative to the project datum and then added to the existing survey map completed by this office.
- The excavation shall be backfilled and compacted utilizing excavated materials. If necessary, pavement restoration will be made with a high epoxy content bituminous cold patch and will be guaranteed for a minimum of one (1) year.

H. Structural Design Services

1. The Consultant will perform the structural design for the box culvert's replacement. The intent is to replace the box culvert with a new culvert of the same cross-sectional dimensions but with a longer length. If additional capacity is identified to be needed, then the replacement will be accomplished either by full replacement with a wider cross-sectional dimension or by using a multiple barrel culvert.
2. Culverts sizes shall be limited such that the total dimension between insides of most exterior walls shall not exceed 20 ft along the roadway. The design shall be based on FDOT Standard Precast Concrete Box Culvert construction per Index 400-292 with supplemental details from Index 400-289 and 400-291. It shall be acceptable to have a multicell box culvert, provided referenced dimension does not exceed 20 ft. Since the dimension will not exceed 20 ft, the box culvert will not be considered a bridge and will not require submittal of a load rating to FDOT; hence load rating is not included.

I. Signing and Pavement Marking Design

1. The Consultant shall prepare signing and pavement marking plans for the box culvert replacement. Due to the limited scope of work, plans shall be included with the roadway design and include a tabulation of quantities sheet, general notes, and plan sheets.
2. An Engineer's Construction Cost Estimate will be prepared at 60%, 100%, and Final plans submittal.

J. Utility Coordination Services

1. Consultant shall perform a Sunshine 811 Design Ticket to identify potential utilities within the project corridor.

2. Consultant shall assess the utility impacts of the proposed alternatives, including preliminary communication with any impacted utilities. If relocations are warranted, Consultant shall work with the affected utility to determine if such relocation is feasible and if the relocation costs are reimbursable. If they are, Consultant shall obtain a preliminary estimate of those costs.
3. Based on existing project information, 11 utility agencies/owners appear to have facilities in the project area:
 - Florida Public Utilities – Gas
 - Kinder Morgan/Central Florida Pipeline – Fuel Oil Pipeline
 - City of Lake Alfred – Force Main, Sewer, Water
 - Frontier Communications – CATV, Communication
 - Lumen – Fiber
 - MCI – Communications Lines, Fiber
 - Summit Broadband – Fiber, telephone
 - Duke Energy – Fiber
 - Uniti Fiber, LLC – Fiber
 - Tampa Electric Company – Electric
 - Charter Communications – CATV
4. The Consultant shall submit 30% Concept Plans, 60% Plans, and 100% Plans to the utility companies for the utility companies to mark the location and or relocations/dispositions of their facilities. The Consultant shall transfer the information onto the construction plans. The utility relocations may be shown on the roadway plan sheets at the Consultants option. If no utility adjustments are required, a letter of no involvement from the utility companies or the Consultant's Project Manager certifying no conflicts will be required with final submittal. The Final Plans submittal shall include documentation of the disposition of all utilities in the project area.
5. Consultant will provide a letter with final design submittal stating that all known utility conflicts have been cleared. If not cleared, Consultant will list the utilities and reasons why.
6. Consultant will provide with final design submittal, all signed Utility Work Schedule's (UWS), letters of no involvement, letters of no conflict, 811 design ticket, all correspondence with UAO's during design.

K. Geotechnical Services

1. Provide MOT during field exploration. Lane closures are anticipated and will be coordinated with the County.
2. Mobilize to the site with truck mounted or all-terrain drilling equipment. Some patching

3. Advance two (2) Standard Penetration test (SPT) borings to a depth of about 30 to 40 feet below land surface (depths vary depending on culvert design details – invert, type of culvert, etc). See exhibit “D” for preliminary locations (may change depending on existing utilities – appear to be present on either side of the roadway)

L. Post Design Services

1. The Consultant shall coordinate with County staff as needed to provide construction documents in the format needed to facilitate the use of the County's annual contracts for construction.
2. Construction Assistance – The Consultant will attend the pre-construction meeting and provide representation throughout the construction phase of the project to review and approve shop drawings submitted by the contractor, provide interpretation of the intended design and guidance for solving situations that arise as a result of unanticipated field conditions. Consultant shall not provide on-site inspection services nor prepare as-built or record drawings. Consultant shall coordinate the submittal of any needed certifications to permitting agencies from information provided by the Contractor.

III. DELIVERABLES

ROADWAY MEMORANDUM

ENVIRONMENTAL MEMORANDUM

CONCEPT PLANS

- 1 set of concept plans (11" x 17").

PRELIMINARY PLANS (60% and 100%), CADD files & PDF's

- 1 set of construction plans (11" x 17").
- 1 copy of the estimated construction cost.

FINAL CONSTRUCTION PLANS

- 1 set of construction plans (11" x 17"), signed and sealed, CADD files & PDF's
- 1 copy of the estimated construction cost.
- 1 copy of estimated construction duration. Efforts will be made to schedule the box culvert installation during the summer break when school is not in session.
- 1 copy of final report summarizing test pitting investigation to meet ASCE 38-22 standards.

IV. ASSUMPTIONS

- Per discussion with the County, As-built plans may not be available.
- Pavement boring is not included in the scope of work. The proposed pavement design will be prepared by the Consultant and will be coordinated with the County. The intent is to match the existing condition where possible.

- This scope of services does not include payment of permit application fees. Upon confirmation of application fee amounts, the County can pay the application fees directly or the Consultant can pay them and submit to the County for reimbursement.
- Fee estimates include Post Design fee. The Consultant will request additional funding if more effort is expected during construction.
- Any design changes during construction may require revised drainage and hydraulic analysis. This additional effort will result in a Change Order, and the Post-Design fee will need to be adjusted accordingly.
- It is anticipated that the project will qualify for a SWFWMD General Permit pursuant to 62-330.443, F.A.C. which includes minor bridge or bridge culvert alteration, placement, replacement, removal, maintenance, and operation where the combined total dredging and filling and wetlands and surface waters does not exceed 0.5 acres. Similarly, the project will likely qualify for a USACE Nationwide Permit 14 for linear transportation projects that result in less than 0.5 acres of wetland impact. The permitting process will impact the design schedule.

V. CLIENT-FURNISHED INFORMATION AND SERVICES

It is understood that the Consultant will perform services in close coordination and consultation with the County. The County shall provide the Consultant with certain project-related services and technical data:

- A. The County will provide a Project Manager in charge of contract administration and management services for all County work associated with the design and to serve as liaison with the Consultant's Project Manager.
- B. The County will issue the written Notice to Proceed (NTP) to the Consultant.
- C. The County will provide access to the project site and facilitate coordination for lane closure, if needed, during borings.
- D. The County will provide topographic survey necessary to design the project, including locating any wetland/surface water delineation flags set by the Consultant.
- E. The County will provide any additional geotechnical engineering services* in support of the design including standard soil type and seasonal highwater.
- F. The County will provide any necessary SUE* exploration at conflict points.
- G. The County will provide any needed CCTV* inspection of the existing drainage structures.
- H. The County will provide the roadway soil survey sheet, if needed.*

The Consultant may reasonably rely upon the accuracy and completeness of County-furnished information in connection with the performance of services under this agreement.

*The Consultant is equipped to provide such services, if needed. This task is considered an optional service.

VI. PROJECT SCHEDULE

The Consultant shall complete design services within nine (9) months (274 calendar days) from receiving the signed Authorization and Notice to Proceed. If the County requests that work under this Authorization to be stopped, the schedule is subject to re-negotiation when written authorization to restart is received.

A design production schedule shall be prepared and kept up to date throughout the design process. The milestone schedule, based on receipt of review comments within two weeks after submitting the deliverables, is:

Concept Plan Meeting	8 weeks after receipt of topographic survey
60% Deliverables	6 weeks after acceptance of Conceptual Plan (2 weeks for County review)
100% Deliverables	4 Weeks after receipt of 60% comments (2 weeks for County review)
Final Deliverables	4 Weeks after receipt of 100% comments (2 weeks for County review)

The design schedule provided herein is based on current assumptions and available information. The permitting process is managed by external agencies and may introduce delays that are difficult to predict. The Consultant will make reasonable efforts to mitigate impacts; however, permitting timelines are outside our control and may affect the overall project schedule.

The Consultant shall participate in monthly progress meetings with the County, either virtually or in person as mutually agreed upon. During these meetings, the Consultant will provide updates on project status, upcoming activities, schedule adherence, and any issues requiring attention or decision by the County. The Consultant shall be responsible for coordinating the meeting logistics and providing any required agenda items at least 48 hours in advance. Meeting minutes will be prepared and distributed by the Consultant within five (5) business days following each meeting.

VII. COMPENSATION

The Consultant will perform the above Scope of Services on an hourly rate fee basis up to the Not to Exceed Limit of the Authorization, \$248,703.67. In the event the Scope of Services requires modifications at the request of the County, or unforeseen circumstances require additional work, an amendment may be prepared to make necessary adjustments. The fee schedule for this Scope of Services is shown in the attached Exhibit B. The Consultant shall submit invoices not more than monthly.

All required work and deliverables shall be completed and delivered in a timely fashion and remain within the approved contract amount. Failure to complete the scope of work within time and budget each constitutes a breach of contract. Under no circumstances will the County pay additional monies for the accomplishment of the identified work. The County will consider an amendment to the Authorization in the event circumstances beyond the control of the Consultant delay the tender of deliverables. Additional money for additional work may be provided by a Board of County Commissioners approved amendment of the AUTHORIZATION. Work done in excess of the current Authorization amount will not be compensated.

**EXHIBIT B
FEE SCHEDULE
OLD HAINES CITY / LAKE ALFRED RD BOX CULVERT REPLACEMENT**

ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

Name of Project: Old Haines City/Lake Alfred Rd Box Culvert Replacement
 County: Polk
 FPN: CSA #22-095-XX
 FAP No.: N/A

Consultant Name: NVS, Inc.
 Consultant No.: TBD
 Date: 2/4/2026
 Estimator: LCK

Staff Classification	Total Staff Hours From "SH Firm"	Project Manager 1	Project Manager 3	Engineer 2	Senior Utility Coordinator	Engineer Intern	Engineer 1	Sr. Engineering Technician	Engineering Aide	Project Coordinator	Secretary/Clerical	Senior Surveyor & Mapper	Senior Survey Technician	SH By Activity	Salary Cost By Activity	Average Rate Per Task
3. Project General and Project Common Tasks	154	\$246.92	\$253.64	\$177.67	\$105.08	\$105.36	\$153.30	\$89.08	\$67.23	\$0.00	\$79.18	\$246.05	\$100.51	154	\$30,584	\$198.66
4. Roadway Analysis	436	0	65	77	0	0	0	0	0	0	15	0	0	436	\$70,797	\$162.38
5. Roadway Plans	150	0	23	45	0	0	0	131	0	0	0	0	0	150	\$21,133	\$140.89
6a. Drainage Analysis	240	0	60	132	0	0	0	48	0	0	0	0	0	240	\$42,947	\$178.94
6b. Drainage Plans	36	0	4	12	0	0	0	20	0	0	0	0	0	36	\$4,928	\$136.89
7. Utilities	107	0	11	11	85	0	0	0	0	0	0	0	0	107	\$13,676	\$127.82
8. Environmental Permits and Env. Clearances	15	0	3	8	0	0	0	4	0	0	0	0	0	15	\$2,539	\$169.24
9. Structures - Misc. Tasks, Dvgs. Non-Tech.	37	0	6	31	0	0	0	0	0	0	0	0	0	37	\$7,030	\$189.99
10. Structures - Miscellaneous	54	0	8	46	0	0	0	0	0	0	0	0	0	54	\$10,202	\$188.92
19. Signing & Pavement Marking Analysis	11	0	1	7	0	0	0	3	0	0	0	0	0	11	\$1,765	\$160.42
20. Signing & Pavement Marking Plans	9	0	1	3	0	0	0	5	0	0	0	0	0	9	\$1,232	\$136.89
27. Survey (Field & Office Support)	12	0	0	0	0	0	0	0	0	0	0	2	10	12	\$1,497	\$124.77
Total Staff Hours	1,261	\$0.00	\$61,888.16	\$108,734.04	\$8,931.80	\$0.00	\$0.00	\$26,100.44	\$0.00	\$0.00	\$1,187.70	\$462.10	\$1,005.10	1,261	\$208,339.34	\$165.22

Category	Amount
SALARY RELATED COSTS:	
OVERHEAD	\$208,339.34
OPERATING MARGIN:	\$0.00
FCM (Facilities Capital Cost Money):	\$0.00
EXPENSES:	\$5,310.47
Survey / Field - if by Prime	2
SUBTOTAL ESTIMATED FEE:	\$4,079.40
Subconsultant: ESA - Environmental/Permitting	
Subconsultant: ACT - Cultural Resource	\$14,195.50
Subconsultant: Madrid - Geotech	\$12,278.96
SUBTOTAL ESTIMATED FEE:	\$248,703.67
Optional Services: N/A	\$0.00
GRAND TOTAL ESTIMATED FEE:	\$248,703.67

Survey Field Days by Subconsultant
 3 - Person Crew. 10 hour crewdays

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

3. Project General Tasks

Estimator: lck

Old Haines City/Lake Alfred Rd Box Culvert Replacement
CSA #22-093-XX

Representing	Print Name	Signature / Date
Polk Co.	Robert Collins	
NV5, Inc	Levis Koloko, PE	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
3.1	Public Involvement					
3.1.11	Other Agency Meetings	LS	1	4	4	City of Lakeland
3.1 Public Involvement Subtotal					4	
3.3	Specifications Package Preparation	LS	1	8	8	Review specifications of annual contracts and adapt plans as needed for consistency.
3.4	Contract Maintenance and Project Documentation	LS	1	22	22	4 hours set-up + 2 hrs per month for 9 months = 22 SH
3.6	Prime Consultant Project Manager Meetings	LS	1	68	68	See listing below
3.8	Post Design Services	LS	1	52	52	As follows: Attend precon (2 people x 4 hours) = 8 HR Shop drawing review/coordination = 16 HR (drainage, structures) Site visits = 8 HR Plan revisions = 20 HR
3. Project Common and Project General Tasks Total					154	

3.6 - List of Project Manager Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments
Roadway Analysis	EA	2	4	8	Design coordination meeting w/staff, includes meeting prep, travel, and minutes
Drainage	EA	2	4	8	Anticipate needed 2 Pre-app meeting w/SWFWMD
Utilities	EA	2	4	8	Utility meetings as needed
Progress Meetings	EA	9	4	36	monthly (9 total) w/ County staff, includes travel, meeting, & minutes
Field Reviews	EA	2	4	8	conceptual field review and 60% field review: 1 PM
Total Project Manager Meetings		17		68	Total PM Meeting Hours carries to Task 3.6 above

Notes:

1. If the hours per meeting vary in length (hours) enter the average in the hour/unit column.
2. Do not double count agency meetings between permitting agencies.
3. Project manager meetings are calculated in each discipline sheet and brought forward to Column D, except for Photogrammetry.

4. Roadway Analysis

Estimator: lck

Old Haines City/Lake Alfred Rd Box Culvert Replacement
CSA #22-093-XX

Representing	Print Name	Signature / Date
Polk Co.	Robert Collins	
NV5, Inc.	Levis Koloko, PE	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
4.1	Typical Section Package	LS	2	8	16	Assumes analysis for two typical (one at the box culvert and one for the approach).
4.5	Horizontal /Vertical Master Design Files	LS	1	60	60	One alignment along the box culvert; One alignment along the roadway; Reconstruct roadway for approx 150 ft; Assume 60 SH
4.9	Cross Section Design Files	LS	1	92	92	Assume 1 x-section skewed at the box culvert for 20 SH & 1 x-section every 20' for 140' long stretch west of culvert and 180' long east of culvert for a total of 18 x-sections (4 SH each) = 20 SH + (4x18 SH) = 92 SH
4.10	Temporary Traffic Control Plan Analysis	LS	1	20	20	Level II TTC - Critical Sectional Views; Detour Plan
4.11	Master TTC Design Files	LS	1	12	12	Level II TTC - General/Phasing Notes; Special Details
4.14	Design Variations and Exceptions	LS	0	0	0	None anticipated; if needed, the Consultant will request a change order
4.15	Design Report	LS	1	60	60	Concept Phase - 40 SH for the roadway/safety memo including comparison matrix and cost estimates; 20 SH to prepare 30% 11x17 Roadway Plans = 40 SH + 20 SH = 60 SH
4.16	Quantities	LS	1	40	40	Roadway, Drainage, Signing and Marking, Box Culvert, earthwork, Sediment Control, TTC
4.17	Cost Estimate	LS	1	14	14	Submit at 60%, 100%. Final. 10 SH original estimate + 2 SH x 2 update = 14 SH total.
Roadway Analysis Technical Subtotal					314	
4.20	Field Reviews	LS	1	18	18	Design site visit, conceptual field review and 60% field review (includes travelling time 2 hrs); 2 people; 3 SH per visit per person x 3 sites x 2 people = 18 SH
4.22	Technical Meetings	LS	1	39	39	Meetings are listed below
4.23	Quality Assurance/Quality Control	LS	%	7%	22	
4.25	Supervision	LS	%	7%	22	
Roadway Analysis Nontechnical Subtotal					101	
4.26	Coordination	LS	%	5%	21	
4. Roadway Analysis Total					436	

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
Local Governments (cities, counties, MPO)	EA	1	3	3	City of Lakeland		0
SWFWMD				3			0
Progress Meetings (if required by Polk Co)	EA	9	4	36	Monthly meeting w/ Polk County PM; assume in-person; PM attendance at Progress Meetings is manually entered on General Task 3		--
Phase Review Meetings	EA	0	0	0	N/A; PM attendance at Phase Review Meetings is manually entered on General Task 3		--
Total Meetings				39	Total Project Manager Meetings (carries to Tab 3)		0

5. Roadway Plans

Estimator: lck

Old Haines City/Lake Alfred Rd Box Culvert Replacement
CSA #22-093-XX

Representing	Print Name	Signature / Date
Polk Co.	Robert Collins	
NV5, Inc.	Levis Koloko, PE	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Scale	Units	No. of Units or Sheet	Hours/Unit or Sheet	Total Hours	Comments	
5.1	Key Sheet		Sheet	1	4	4		
5.2	Summary of Pay Items Including Quantity Input		Sheet	1	8	8		
5.3.1	Typical Sections		EA	2	8	16	Assumes 2 typical (one at the box culvert and one for the approach)	
5.3.2	Typical Section Details		EA	1	4	4	Additional Special typical section details as necessary (near box culvert).	
5.4	General Notes/Pay Item Notes		Sheet	1	4	4	Standard County notes	
5.5	Summary of Quantities Sheets		Sheet	6	2	12	Assume 6 sheets (roadway/SAPM/drainage/TTC/Structures/Erosion Control)	
5.7	Plan/Profile Sheet		Sheet	1	40	40	Plan and profile on the same sheet; 3 Sheets; show roadway elements, drainage features, sediment barriers	
5.15	Special Details		EA	1	6	6	Assume 1 sheet of miscellaneous details (As needed)	
5.17	Roadway Soil Survey Sheet		Sheet	1	2	2	Review only; to be prepared by others (Madrid)	
5.18	Cross Sections		EA	19	0.5	10	From Tab 4 [Assume 1 x-section skewed at the box culvert & 1 x-section every 20' for 140' long west of culvert (8 x-sects) and 180' long east of culvert (10 x-sects) for a total of 18 x-sections = 19 x-sections	
5.21	Temporary Traffic Control Detail Sheets		Sheet	1	8	8	Assume general/phase notes	
5.22	Utility Adjustment Sheets		Sheet	1	6	6	Assume separate sheets due to crowded labeling; 4 SH for the original effort + 2 SH - update = 6 SH	
5.27	Utility Verification Sheet(s) (SUE Data)		Sheet	6	2	12	Assume 6 SUE locations and data identified	
Roadway Plans Technical Subtotal							132	
5.28	Quality Assurance/Quality Control		LS	%	7%	9		
5.29	Supervision		LS	%	7%	9		
5. Roadway Plans Total							150	

6a. Drainage Analysis

Estimator: lck

Old Haines City/Lake Alfred Rd Box Culvert Replacement
CSA #22-093-XX

Representing	Print Name	Signature / Date
Polk Co.	Robert Collins	
NV5, Inc.	Levis Koloko, PE	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
6a.1	Drainage Map Hydrology	Per Map	1	24	24	Assume one pre and one post development map to capture all drainage for the project.
6a.2	Base Clearance Calculations	Per Location	1	2	2	Base clearance calculations for each corner of box culvert.
6a.4	Design of Cross Drains	EA	1	64	64	Box culvert design includes hydraulic modeling.
6a.5	Design of Ditches	Per Ditch Mile	0.11	16	2	Assume ditches along the roadway; 180 ft both left and right side of roadway east of culvert and 140 ft right side of road and 100 ft it side of road west of culvert. Includes ditch calculations and capacity analysis
6a.8	Design of Floodplain Compensation	Per Floodplain Basin	1	4	4	Located in Floodplain.
6a.13	Drainage Design Documentation Report	LS	1	44	44	Prepare a drainage report for the project to include our calculations, narrative write-up and design decision. 40 SH for original report + 4 SH update = 34 SH
6a.15	Temporary Drainage Analysis	LS	1	20	20	
6a.16	Cost Estimate	LS	1	0	0	Included with roadway
6a.19	Existing Permit Analysis	LS	1	4	4	Coordinate with SWFWMD to obtain existing permit. As-built plans are not available per discussion w/ Polk Co
6a.20	Other Drainage Analysis	LS	1	20	20	Channel Detail analysis (1) and cross sections (2)
Drainage Analysis Technical Subtotal					184	
6a.22	Field Reviews	LS	0	0	0	See Tab 4
6a.23	Technical Meetings	LS	1	19	19	Meetings are listed below
Drainage Analysis Nontechnical Subtotal					45	
6a.28	Coordination	LS	%	5%	11	
6a. Drainage Analysis Total					240	

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
Agency	EA	2	4	8	2 meetings (pre-sign and follow-up) w/ SWFWMD		0
Local Governments (cities, counties)	EA	1	3	3	City of Lakeland		0
Other Meetings	EA	1	8	8	Attend 2 monthly meeting in person (3 SH each includes traveling) and 2 monthly meeting virtually; (1 SH each with Polk Co) PM = 2x3 SH and 2x1 SH = 8 SH		0
Subtotal Technical Meetings					19		0
Total Meetings					19		0

Carries to Tab 3

Carries to 6.19

Estimator: lok

Old Haines City/Lake Alfred Rd Box Culvert Replacement
CSA #22-093-XX

Representing	Print Name	Signature / Date
Polk Co.	Robert Collins	
NV5, Inc	Levis Koloko, PE	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Scale	Units	No. of Units or Sheet	Hours/ Unit or Sheet	Total Hours	Comments
6b.1	Drainage Map (Including Interchanges)		Sheet	2	5	10	Assume one pre and one post development map to capture all drainage for the project.
6b.5	Drainage Structure Sheet(s) (Per Structure)		EA	1	12	12	Assume 1 structure (box culvert)
6b.6	Miscellaneous Drainage Detail Sheets		Sheet	1	8	8	Assumed for misc. details
6b.11	Erosion Control Plan Sheet(s)		Sheet	1	2	2	Include in Roadway Plans - Sediment Barier
Drainage Plans Technical Subtotal						32	
6b.13	Quality Assurance/Quality Control		LS	%	7%	2	
6b.14	Supervision		LS	%	7%	2	
6. Drainage Plans Total						36	

7. Utilities

Estimator: lck

Old Haines City/Lake Alfred Rd Box Culvert Replacement
CSA #22-093-XX

Representing	Print Name	Signature / Date
Polk Co.	Robert Collins	
NV5, Inc.	Levis Koloko, PE	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
7.2	Identify Existing Utility Agency Owner(s)	LS	1	2	2	SSOCOF ticket
7.3	Make Utility Contacts	LS	2	11	22	11 UAOs 11 UAOs X 1hr X 2 contacts = 22hrs
7.6	Individual/Field Meetings	LS	2	6	12	Assume 2 meetings - initial and follow-up. Meeting to address relocation of OH utilities
7.7	Collect and Review Plans and Data from UAO(s)	LS	11	1	11	11 UAOs X 1hr= 11hrs
7.9	Utility Design Meeting	LS	1	8	8	Assume 1 Design Mtg @ for 8hrs Includes prep & minutes
7.11	Utility Coordination/Followup	LS	11	2	22	11 UAOs x 2hrs= 22hrs
7.15	Contract Plans to UAO(s)	LS	11	2	22	11 UAOs X 2 contacts X (1hr ea)= 22hrs
7.16	Certification/Close-Out	LS	1	8	8	Includes creating Certification Documents, verification that all UWS are completed and packing all correspondence with UAOs.
7. Utilities Total					107	

9

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
Total Meetings				0	Total Project Manager Meetings (carries to Tab 3)		0

8. Env. Permits and Clearances

Estimator: lck

Old Haines City/Lake Alfred Rd Box Culvert Replacement
CSA #22-093-XX

Representing	Print Name	Signature / Date
Polk Co.	Robert Collins	
NV5, Inc.	Levis Koloko, PE	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
Environmental Permits and Environmental Clearances						
8.1	Preliminary Project Research	LS	0	0	0	By ESA
Make Utility Contacts						
8.12	Other Environmental Permits	LS	1	8	8	Prepare and Submit the SWFWMD Request for Verification of an Exemption, assume one round of RAI.
Environmental Clearances/Reevaluations						
8.13	Technical support to Department for Environmental Clearances and Reevaluations (use when consultant provides technical support only)					
8.13.5	Protected Species and Habitat Impact Analysis	LS	1	4	4	Coordinate and Review of Environmental Memo
8.14	Preparation of Environmental Clearances and Reevaluations (use when consultant prepares all documents associated with reevaluation)					
Environmental Permits and Environmental Clearances/Reevaluations Technical Subtotal					12	
8.17	Technical Meetings	LS	1	0	0	Meetings are listed below
8.18	Quality Assurance/Quality Control	LS	%	7%	1	
8.19	Supervision	LS	%	7%	1	
Environmental Permits and Environmental Clearances Nontechnical Subtotal					2	
8.20	Coordination	LS	%	5%	1	
8. Environmental Permits and Environmental Clearances Total					15	

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PMI Attendance at Meeting Required?	Number
SWFWMD	EA	1	0	0	See Tab 3		0
Subtotal Technical Meetings							0
Total Meetings							0
					Subtotal Project Manager Meetings (carries to Tab 3)		0
					Total Project Manager Meetings (carries to Tab 3)		0

Carries to 8.18

Carries to Tab 3

9. Structures Summary

Estimator: em/fck

Old Haines City/Lake Alfred Rd Box Culvert Replacement
CSA #22-093-XX

Representing	Print Name	Signature / Date
Polk County	Robert Collins	
NV5, Inc.	Eric Macklin, PE	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	Design and Production Staffhours										Comments			
			No. of Units	Hours per Unit	No. of Sheets	Total	Task 10	Task 11	Task 12	Task 13	Task 14	Task 15		Task 16	Task 17	Task 18
General Drawings																
9.1	Key Sheet and Index of Drawings	Sheet	1	4	1	4										
9.3	General Notes and Bid Item Notes	Sheet	1	8	1	8										
9.6	Standard Plans- Bridges	LS	1	1		1										Incorporating Standard Box Culvert Plan Details
9.9	Cost Estimate	LS	1	4		4										
Structures - Summary and Miscellaneous Tasks and Drawings																
	Task	Units	Task 10	Task 11	Task 12	Task 13	Task 14	Task 15	Task 16	Task 17	Task 18	Comments				
10-16	Bridge 1	0	0	0	0	0	0	0	0	0	0					
17	Retaining Walls	0														
18	Miscellaneous Structures	54														54
Structures Technical Subtotal		54	0	0	0	0	0	0	0	0	0	0	0	0	0	54
Task No.	Task	Units	No. of Units	Hours per Unit	Total	Comments										
9.12	Technical Meetings	LS	1	10	10	Meetings are listed below										
9.13	Quality Assurance/Quality Control	LS	%	7%	5											
9.14	Independent Peer Review	LS	1	0	0	N/A										
9.15	Supervision	LS	%	7%	5											
Structures Nontechnical Subtotal					20											
9. Structures - Summary and Miscellaneous Tasks and Drawings					37											

Technical Meetings	Units	No. of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
60% & 100% Comment Review	EA	2	2	4	Addressing Comments		0
Local Governments (cities, counties)	EA	3	2	6	Polk County, (2)/City of Lakeland (1)		0
Subtotal Technical Meetings				10	Total Project Manager Meetings (carries to Tab 3)		0
Total Meetings				10			0

Carries to Tab 3

Carries to 9.11

Project Activity 18: Miscellaneous Structures

Estimator: emfleck

Old Haines City/Lake Alfred Rd Box Culvert Replacement
CSA #22-093-XX

Representing	Print Name	Signature / Date
Polk County	Robert Collins	
NVS, Inc.	Eric Mackin, PE	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Unit	No. of Units	Hours/ Unit	No. of Sheets	Total Hours	Comments
	Concrete Box Culvert						
18.1	Concrete Box Culverts	EA	1	48		48	Multi barrel may be needed. No load rating needed. Detailing needed for wingwalls/headwalls. Includes coordination w/ geotech.
18.3	Concrete Box Culvert Data Table Plan Sheets	Sheet	1	6	1	6	
	Strain Poles						
	Mast Arms						
	Overhead/Cantilever Sign Structures						
	High Mast Lighting						
	Noise Barrier Walls (Ground Mount)						
	Special Structures						
18. Structures - Miscellaneous Total						1	54

19. Signing & Marking Analysis

Estimator: lck

Old Haines City/Lake Alfred Rd Box Culvert Replacement
CSA #22-093-XX

Representing	Print Name	Signature / Date
Polk Co.	Robert Collins	
NV5, Inc.	Levis Koloko, PE	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
19.3	Reference and Master Design File	LS	1	8	8	Approx. 4 signs to be addressed - updated, relocated, or both. Includes signing and marking.
Signing and Pavement Marking Analysis Technical Subtotal						8
19.13	Quality Assurance/Quality Control	LS	%	7%	1	
19.15	Supervision	LS	%	7%	1	
Signing and Pavement Marking Analysis Nontechnical Subtotal						2
19.16	Coordination	LS	%	5%	1	
19. Signing and Pavement Marking Analysis Total						11

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
Subtotal Technical Meetings				0		Subtotal Project Manager Meetings	0
Total Meetings				0		Total Project Manager Meetings (carries to Tab 3)	0

Comes to 19.12

Comes to Tab 3

20. Signing & Marking Plans

Estimator: lck

Old Haines City/Lake Alfred Rd Box Culvert Replacement
CSA #22-093-XX

Representing	Print Name	Signature / Date
Polk Co.	Robert Collins	
NV5, Inc.	Levis Koloko, PE	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Scale	Units	No of Units	Hours/ Unit	No. of Sheets	Total Hours	Comments
20.6	Plan Sheet		Sheet	1	4	1	4	Include with roadway plans. All existing signs (to remain in place/relocated) and proposed signs will be captured.
20.12	Special Details		LS	1	4		4	N/A
Signing and Pavement Marking Plans Technical Subtotal								
			LS	%	7%	1	8	
20.14	Quality Assurance/Quality Control		LS	%	7%		1	
20.15	Supervision		LS	%	7%	Assume 1 sheet/Intersection		
20. Signing and Pavement Marking Plans Total						1	9	

27. Survey

Estimator: cc
 Old Haines City/Lake Alfred Rd Box Culvert Replacement
 CSA #22-093-XX

Representing	Print Name	Signature / Date
Polk Co	Robert Collins	
NV5, Inc.	Chad Colson, PSM	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No of Units	Field Crew Days/Unit	Crew Days	Field Support Hours / Crew Days	Field Support Hours	Office Support Hours / Crew Days	Office Support Hours	Comments
27.10	Underground Utilities									
	Designates	Mile/Site	0.30	2.00	0.60	1.00	0.60	4.00	2.40	SUE QLB along Old Dixie Road/Lake Alfred Rd Road for 0.03 miles. Estimating --5 utilities along the north side and 6 utilities along the southside for a total of 0.3 miles of SUE QLB marks. 6 SUE QLA (VVH) locates to be determined by the EOR.
	Locates	Point	6	0.2	1.20	1.00	1.20	4.00	4.80	
	Survey		25%	1.80	0.45	1.00	0.45	4.00	1.80	
27.27	Work Zone Safety									setting up and taking down MOT signs
			2	0.0625	0.14					
Survey Subtotal					2		2	Office Support Hours	9	
27.36	Supervision	LS								
27. Survey Total					2		2	Office Support Hours	10	

SPLS =
 PLS =
 Office Support =
 Total Hours = 12

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	PM Attendance at Meeting Required?	Number	Comments
Subtotal Technical Meetings				0	Subtotal PM Meetings	0	
Total Meetings				0	Total PM Mtgs (carries to Tab 3)	0	

Carries to Tab 3

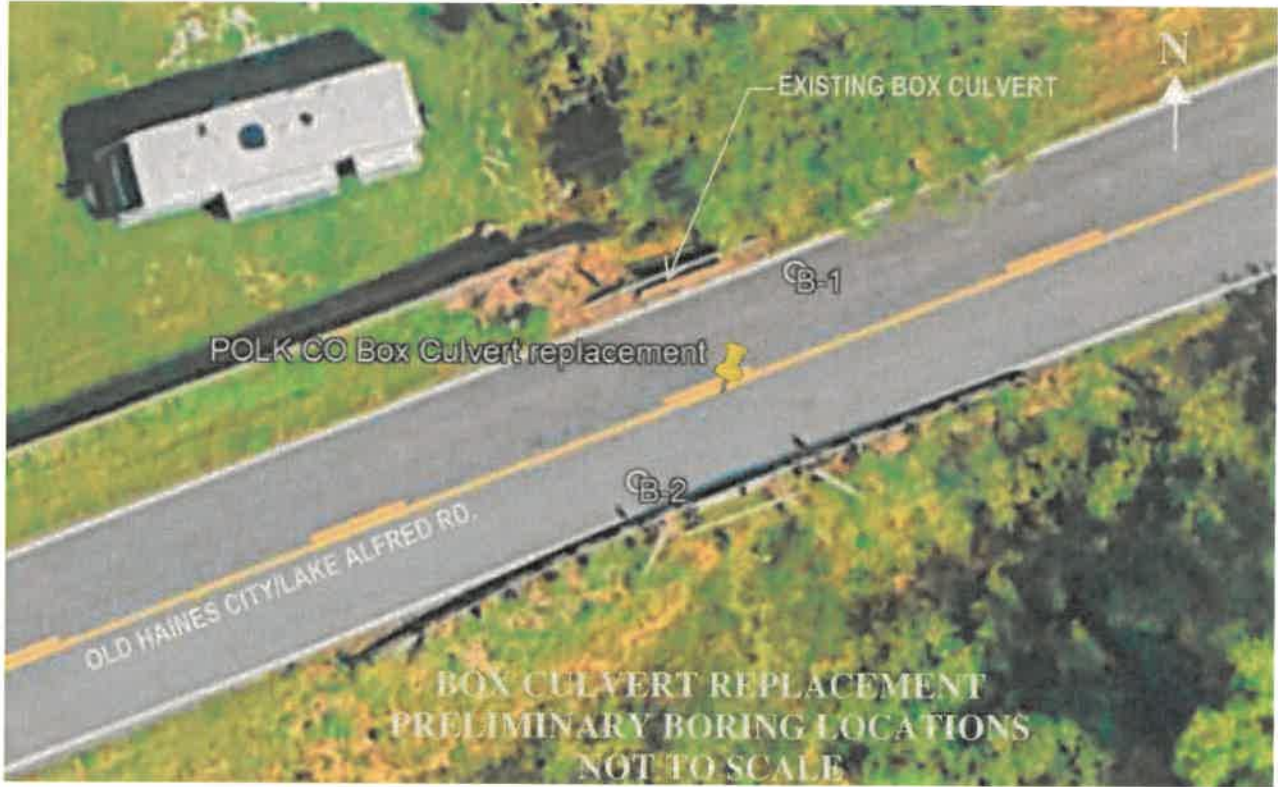
Carries to 27.32

**** Project Manager attendance at progress, phase and field review meetings are manually entered on General Task 3**

**EXHIBIT C
PROJECT LIMITS
OLD HAINES CITY / LAKE ALFRED RD BOX CULVERT REPLACEMENT**



**EXHIBIT D
PRELIMINARY BORING LOCATIONS
OLD HAINES CITY / LAKE ALFRED RD BOX CULVERT REPLACEMENT**





Proposed Staff
NV5, Inc.
 Polk County RFP 22-242

Prime: NV5, Inc.

(NV5 Project No.: 22012.4M)

<u>FDOT Standard Job Classifications</u>	<u>Personnel</u>	<u>Current Hourly Rate</u>	<u>% Employee U</u>	<u>Yrs. of Exp. - Post Req. (If Appl.)</u>	<u>License #</u>	<u>Date Issued</u>	<u>Loaded Rates</u>
Senior Surveyor & Mapper	Aleksandar Grkovic	\$79.05	100%	DE746(2008) DC905295(2009) MD21757 (2014)	LS7099	11/21/16	\$246.05
	AVERAGE HOURLY RATE = \$			\$79.05			
Project Manager	Christopher Laberge	\$52.86	100%		LS6014	01/31/00	\$164.53
	AVERAGE HOURLY RATE = \$			\$52.86			
Senior Survey Technician	Ryan Leath	\$32.29	100%				\$100.51
	AVERAGE HOURLY RATE = \$			\$32.29			
Secretary/Clerical	Sharon Adkins	\$24.70	100%				\$76.88
	AVERAGE HOURLY RATE = \$			\$24.70			
Party Chief	Robert Hancock	\$26.22	100%				\$81.61
	AVERAGE HOURLY RATE = \$			\$26.22			
Instrument Man	Steeve Vernet	\$21.00	50%				\$64.77
	Jaime Gutierrez	\$20.62	50%				
	AVERAGE HOURLY RATE = \$			\$20.81			
Rodman	Zachary Smith	\$18.50	100%				\$57.58
	AVERAGE HOURLY RATE = \$			\$18.50			
Lead Utility Locator	Ryan Newell	\$22.95	100%				\$71.43
	AVERAGE HOURLY RATE = \$			\$22.95			
SUE Technician 2	Kevin Banaghan	\$19.00	100%				\$59.14
	AVERAGE HOURLY RATE = \$			\$19.00			
SUE Technician 1	Brian Crownover	\$16.97	100%				\$52.82
	AVERAGE HOURLY RATE = \$			\$16.97			



Proposed Staff

NV5, Inc.
Polk County RFP 22-242

FDOT Standard Job Classifications	Position		Average Rates			Loaded Rates
Two Person Crew	SUR Party Chief	\$26.22				\$146.39
	SUR Survey Technician 3	\$20.81				
	AVERAGE HOURLY RATE = \$		\$47.03			
Three Person Crew	SUR Party Chief	\$26.22				\$203.97
	SUR Survey Technician 3	\$20.81				
	SUR Survey Technician 2	\$18.50				
	AVERAGE HOURLY RATE = \$		\$65.53			
Four Person Crew	SUR Party Chief	\$26.22				\$261.55
	SUR Survey Technician 3	\$20.81				
	SUR Survey Technician 2	\$18.50				
	SUR Survey Technician 2	\$18.50				
	AVERAGE HOURLY RATE = \$		\$84.03			
Five Person Crew	SUR Party Chief	\$26.22				\$326.32
	SUR Survey Technician 3	\$20.81				
	SUR Survey Technician 3	\$20.81				
	SUR Survey Technician 2	\$18.50				
	SUR Survey Technician 2	\$18.50				
	AVERAGE HOURLY RATE = \$		\$104.84			
Two Person SUE Designating Crew	SUR SUE Technician 3	\$22.95				\$130.57
	SUR SUE Technician 2	\$19.00				
	AVERAGE HOURLY RATE = \$		\$41.95			
Three Person SUE Designating Crew	SUR SUE Technician 3	\$22.95				\$183.39
	SUR SUE Technician 2	\$19.00				
	SUR SUE Technician 1	\$16.97				
	AVERAGE HOURLY RATE = \$		\$58.92			
Two Person SUE Locating Crew	SUR SUE Technician 3	\$22.95				\$130.57
	SUR SUE Technician 2	\$19.00				
	AVERAGE HOURLY RATE = \$		\$41.95			
Three Person SUE Locating Crew	SUR SUE Technician 3	\$22.95				\$183.39
	SUR SUE Technician 2	\$19.00				
	SUR SUE Technician 1	\$16.97				
	AVERAGE HOURLY RATE = \$		\$58.92			
Four Person SUE Locating Crew	SUR SUE Technician 3	\$22.95				\$242.53
	SUR SUE Technician 2	\$19.00				
	SUR SUE Technician 2	\$19.00				
	SUR SUE Technician 1	\$16.97				
	AVERAGE HOURLY RATE = \$		\$77.92			

1.0000 Base
 1.7066 Overhead
 0.40599 x Operating Margin 15%

3.11259 Multiplier

6200 Lee Vista Blvd., Suite 400 | Orlando, FL 32822 | www.NV5.com | Office 407.896.3317 | Fax 407.896.9167

TESTING, INSPECTION & CONSULTING - INFRASTRUCTURE - BUILDINGS & PROGRAM MANAGEMENT - ENVIRONMENTAL HEALTH SCIENCES - GEOSPATIAL TECHNOLOGY - UTILITY SERVICES

Fran McAskill
Director
Procurement Division



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

EXHIBIT C

Board of County Commissioners

REIMBURSABLE COST SCHEDULE

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



CERTIFICATE OF LIABILITY INSURANCE

5/1/2026

DATE (MM/DD/YYYY)
2/18/2026

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

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


PRODUCER Lockton Companies, LLC DBA Lockton Insurance Brokers, LLC in CA CA license #0F15767 3280 Peachtree Rd. NE, Ste. 1000 Atlanta GA 30305 (404) 460-3600	CONTACT NAME: Lockton Technical Services PHONE (A/C, No. Ext): (404) 460-3600 E-MAIL ADDRESS: NV5Certs@lockton.com FAX (A/C, No):													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Hartford Fire Insurance Company</td> <td>19682</td> </tr> <tr> <td>INSURER B : Navigators Specialty Insurance Company</td> <td>36056</td> </tr> <tr> <td>INSURER C : Twin City Fire Insurance Company</td> <td>29459</td> </tr> <tr> <td>INSURER D : National Fire and Marine Insurance Co</td> <td>20079</td> </tr> <tr> <td>INSURER E : Everest Indemnity Insurance Company</td> <td>10851</td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Hartford Fire Insurance Company	19682	INSURER B : Navigators Specialty Insurance Company	36056	INSURER C : Twin City Fire Insurance Company	29459	INSURER D : National Fire and Marine Insurance Co	20079	INSURER E : Everest Indemnity Insurance Company	10851	INSURER F :
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COVERAGES CERTIFICATE NUMBER: 20560445 REVISION NUMBER: XXXXXXXX

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	21 CSE S88600	5/1/2025	5/1/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	21 CSE S88601	5/1/2025	5/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ \$0	N	N	GA25UMRZ0HBL9IC	5/1/2025	5/1/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	22 WB BR9RZL	5/1/2025	5/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E D A	Excess Liab Prof/Poll Liab Bus Per Prop	N	N	XC9EX00437-251 42-EPP-321328-04 22UUNBL5R2L	5/1/2025 5/1/2025 5/1/2025	5/1/2026 5/1/2026 5/1/2026	Ea Claim/Agg \$10M/\$10M Ea Claim/Agg \$10M/\$20M Limit \$23,515,383

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: Polk County Contract 2022-093 Professional Engineering Services Roads and Drainage - (NV5#22012.4F) Old Haines City/Lake Alfred Road 2022-093. Polk County is Additional Insured on General Liability and Auto Liability, on a Primary and Non-Contributory Basis, if required by written contract. Waiver of Subrogation applies in favor of additional insured as required by written contract as respect to General Liability, Auto Liability and Workers Compensation, subject to terms, conditions and exclusions where applicable by state law.

CERTIFICATE HOLDER 20560445 Polk County A Political Subdivision of the State of Florida PO Box 9005, Drawer AS05 Bartow, FL 33831	CANCELLATION See Attachments SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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