

REQUEST FOR LEGAL SERVICES

TO: COUNTY ATTORNEY'S OFFICE (AT01)

ATTENTION: Noah Milov
(CHECK ONE) Heather Bryan

✓

FROM: William G. Lorenzo, P.E., 863-535-2286
(Name and Phone Number)

DATE: 10/20/25

RETURN TO: William G. Lorenzo, P.E., (TRO2)

DIVISION: Roads & Drainage

BOARD AGENDA DATE: 12/05/25

COUNTY MANAGER ITEM: ☐

PROJECT: Country Club Rd at Buckeye Loop Rd Intersection Improvements

CSA/CONTRACT NUMBER: 22-087-02

MODIFICATION NUMBER: 2

CHANGE ORDER NUMBER: N/A

TYPE OF AGREEMENT: Consultant Professional Services

NAME OF CONSULTANT/CONTRACTOR: HDR Engineering Inc.

Please indicate any time limits and attach all necessary documentation.

REQUEST IN DETAIL: CAO review/approval

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

For CAO Use Only:

Assigned Staff:

Noah

Log-In Date:

11/6/25

CAO Project Number:

25-725

Log-Out Date:

11/14/25

CONSULTANT APPROVAL FORM

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

CSA: If Construction is under \$4,000,000;

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

CPO/CSA #: 22-087-02 Amended #2 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 10/20/2025 Division: Roads & Drainage Division

Project Manager's Name: William Lorenzo, PE Phone #: 863-535-2286

Project Name: Country Club Road at Buckeye Loop Road Intersection Improvements

Total Project Budget: \$ 4,085,475 Project # 5400195

Estimate of Construction Cost: \$ 3,662,728

Proposed Consultant: HDR Engineering, Inc. Fee: \$ 403,838.64 - total

Amended #2 - \$23,180

Master Consultant Agreement # 22-087

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

Approved By: [Signature] Date 10/21/25
Division Director/Designee

Procurement Division

Date Received: 11/6/25 Date Reviewed by Analyst: 11/6/25

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

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

Date Received: 11/6/25 Date Reviewed: 11/14/25

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

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

Date Received: _____ Date Reviewed: 11/18/25

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

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

Consultant Services Authorization - Modification

Firm	HDR Engineering Inc.
Master Agreement No.	22-087
CSA No. Modification No.	22-087-02 2
Project Name	Country Club Rd at Buckeye Loop Rd Intersection Improvements
Project Description	Design a new mast arm traffic signal system to control the intersection
Project Exhibits and Attachments (Ex. B, C & D not required)	Exhibit "A" – Scope of Services
Duration : (Original): Additional days:	Through completion of all related work.
Compensation (Original) Additional Compensation:	Total Cost Not to Exceed: \$ 380,658.64 Total Cost Not to Exceed: \$ 23,180.00
Special Contract Conditions	None in Modification
Insurance Requirements	Same requirement as original
Liquidated Damages	Same as original
Budget Source/Availability	10104.540541095.5666000.5400195

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

Attest:
STACY M. BUTTERFIELD

POLK COUNTY, a Political Subdivision
of the State of Florida

By: _____
Deputy Clerk

By: _____
Chairperson
Board of County Commissioners

Date Approved by Board: _____

Review as to form and legal sufficiency

11/14/25
County Attorney's Office Date



Date: 10/07/2025

HDR Engineering Inc.

CONSULTANT COMPANY NAME

George W. McGregor
Authorized Corporate Officer

George W. McGregor

[Printed Name and Title]

Date: Oct 07, 2025



Exhibit “A”
Scope of Services for
Country Club Rd. @ Buckeye Loop Rd. Intersection Improvements - Design & Plans
General Engineering Consulting Services for Transportation Engineering Contract
(Master Consulting Agreement #2022-087)
CSA #22-087-02
Modification #2

PROJECT UNDERSTANDING / BACKGROUND

Polk County (COUNTY) requested that HDR Engineering, Inc. (CONSULTANT) provide additional engineering services to the previous agreement CSA#22-087-02, for modifying the Build Alternative 1-A to eliminate permanent right-of-way acquisition and temporary construction easements. This document will act as a scope of services with an attached proposed maximum not-to-exceed fee (see Exhibit A-1) for this contract assigned under the authority of our Master Consulting Agreement with Polk County, Contract No. 2022-087.

HDR Engineering, Inc. assumes no fiduciary relationship under this scope of services and shall not be held responsible for any duties typically associated with a fiduciary relationship.

PROJECT SCOPE

Replace Section I, in the original CSA #22-087-02, with the following:

I. PURPOSE & BACKGROUND

The purpose of this Exhibit is to define the responsibilities of the **CONSULTANT** and the **COUNTY** in connection with the design and preparation of construction plans and specifications for the intersection of Country Club Rd. @ Buckeye Loop Rd. in Polk County, Florida.

Country Club Rd. and Buckeye Loop Rd. are collector roadways with posted speeds of 45 mph and 35 mph, respectively. Advisory speed signs (30 mph) with flashing beacons are located south and west of the horizontal curve on Buckeye Loop Rd. The intersection is currently stop controlled at Country Club Rd. as indicated in the aerial image below.



An intersection Alternative Analysis Report was prepared in Phase I and two intersection alternatives were initially evaluated: Alternative 1 – traffic signal with turn lanes and Alternative 2 single-lane roundabout. During the Alternative Evaluation discussion, a third interim improvement option Alternative 1-A was subsequently incorporated into analysis by removing the pedestrian features to minimize right-of-way impacts. Build Alternative 1-A was selected for the final design. Right-of-way or easement acquisition is anticipated to accommodate the proposed improvements. As part of this agreement Build Alternative 1-A will be modified by realigning Country Club Road to eliminate additional right-of-way and temporary easement requirements.

The **COUNTY** has requested that the **CONSULTANT** provide final design services, construction plans and specifications development support to incorporate the intersection improvements as defined under the PROJECT DESCRIPTION. County Push Button Construction Contracting is anticipated, therefore, the plans and specifications will be condensed and utilize the pay item information specified in the applicable County Push Button Contract(s) to the extent practical.

The roadway, signing & pavement marking, and signal design shall be based on the 2018 Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (aka "Florida Greenbook"), FY 2023-24 FDOT Design Standards for Construction and Maintenance Operations on the State Highway System, 2009 FHWA Manual on Uniform Traffic Control Devices and the Polk County Technical Standards Manual (revised 10/2009).

Amend Section IV, from the original CSA #22-087-02, with the following:

E. Payment for Professional Services

The Modification #2 proposed maximum not-to-exceed fee for the supplemental professional engineering services \$23,180.00 and is located in Exhibit A-1.

End of Scope of Services



EXHIBIT B

RFP No. 22-242: Professional Engineering Services for Roads and

Drainage HDR Engineering, Inc. Exhibit B

Classification	Range of Direct Labor Rates		Range of Hourly Billing Rates	
	From	To	From	To
Project Manager	\$86	\$99	\$272	\$313
Chief Engineer	\$99	\$114	\$313	\$361
Senior Engineer	\$77	\$89	\$244	\$282
Project Engineer	\$61	\$71	\$193	\$225
Engineer	\$44	\$51	\$140	\$162
Chief Designer	\$68	\$79	\$215	\$250
Senior Designer	\$49	\$57	\$155	\$181
CADD Technician	\$33	\$38	\$105	\$121
Engineering Intern	\$36	\$42	\$114	\$133
Chief Planner	\$98	\$113	\$310	\$357
Senior Planner	\$62	\$72	\$196	\$228
Planner	\$38	\$44	\$121	\$140
Chief Scientist	\$62	\$72	\$196	\$228
Environmental Specialist	\$33	\$38	\$105	\$121
GIS Analyst	\$54	\$63	\$171	\$200
Utility Coordinator	\$39	\$45	\$124	\$143
Administrative Assistant	\$32	\$37	\$102	\$117

HDR Labor Multiplier Calculation

Direct Labor	1.0000
Overhead (less FCCM and Direct Expenses)	1.5488
SUBTOTAL	2.5488
Operating Margin (22%)	0.5607
Direct Expenses	0.0496
TOTAL MULTIPLIER	3.1591

Estimator: Brian Zimmerman
ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

Name of Project: Country Club Rd. @ Buckeye Loop Rd. Intersection Improvements – Design (CSA 22-242-02)
County: Polk
Agreement: MSA 2022-087/Brian Zimmerman
Consultant Name: HDR Engineering, Inc.
Date: 9/9/2025
Estimator: Brian Zimmerman

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Project Manager	Senior Engineer	Project Engineer	Engineer	Engineer Intern	Chief Scientist	Senior Designer	CADD Technician	Admin. Assistant		SH By Activity	Salary Cost By Activity	Average Rate Per Task
3. Project General and Project Common Tasks	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
4. Roadway Analysis	106	37	11	0	0	58	0	0	0	0	0	106	\$20,868	\$196.87
5. Roadway Plans	12	4	1	0	0	7	0	0	0	0	0	12	\$2,312	\$192.67
6a. Drainage Analysis	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
6b. Drainage Plans	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
8. Environmental Permits, Compliance & Clearances	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
9. Structures – Misc. Tasks, Dwg's, Non-Tech.	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
18. Structures – Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
19. Signing & Pavement Marking Analysis	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
20. Signing & Pavement Marking Plans	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
21. Signalization Analysis	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
22. Signalization Plans	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
35. Post Design Services	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
Total Staff Hours	118	41	12	0	65	0	0	0	0	0	0	118	\$23,180.00	\$196.44
Total Staff Cost		\$11,152.00	\$2,928.00	\$0.00	\$9,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$23,180.00	\$196.44

Survey Field Days by Subconsultant
4 - Person Crew:

Check = \$23,180.00

SALARY RELATED COSTS:
OVERHEAD: 0%
OPERATING MARGIN: 0%
FCCM (Facilities Capital Cost Money): 0.00%
EXPENSES:
Survey (Field - if by Prime) 0 crew days \$ - / day
4-man crew days \$ - / day
SUBTOTAL ESTIMATED FEE: \$23,180.00
Subconsultant: Tierra (Geotech)
Subconsultant: McKim&Creed (SUE)
SUBTOTAL ESTIMATED FEE: \$0.00
GRAND TOTAL ESTIMATED FEE: \$23,180.00