

REQUEST FOR LEGAL SERVICES

TO: COUNTY ATTORNEY'S OFFICE (AT01)

ATTENTION: Noah Milov
(CHECK ONE) Heather Bryan



FROM: Daren Carriere 863-535-2276
(Name and Phone Number)

DATE: 12/12/25

RETURN TO: Daren Carriere TR01

DIVISION: Roads and Drainage

BOARD AGENDA DATE: 1/6/26

COUNTY MANAGER ITEM: ☐

PROJECT: CR 542A/Galloway Road at Swindell Road Intersection

CSA/CONTRACT NUMBER: 2022-089-04

MODIFICATION NUMBER: _____

CHANGE ORDER NUMBER: _____

TYPE OF AGREEMENT: CSA

NAME OF CONSULTANT/CONTRACTOR: Jacobs Engineering Group, Inc.

Please indicate any time limits and attach all necessary documentation.

REQUEST IN DETAIL: _____

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

For CAO Use Only:

Assigned Staff:

Noah

Log-In Date:

12/18/25

CAO Project Number:

25-823

Log-Out Date:

12/18/25

CONSULTANT APPROVAL FORM

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

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

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

CPO/CSA #: 2022-089-04 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 12/12/2025 Division: Roads and Drainage

Project Manager's Name: Daren Carriere Phone #: 863-535-2276

Project Name: CR 542A/ Galloway Raod at Swindell Road Intersection

Total Project Budget: \$ 4.5 Million Project # 5400202

Estimate of Construction Cost: \$ 4 Million

Proposed Consultant: Jacobs Engineering Group, Inc. Fee: \$ 495,095.89

Master Consultant Agreement # 22-089

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

Approved By: 

Division Director/Designee

Date: 12/16/25

Procurement Division

Date Received: 12/17/25

Date Reviewed by Analyst: 12/18/25

Approved by: 

(Procurement Director/Designee)

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

Date Received: 12/30/2028

Date Reviewed: 12/30/2028

Approved by: 

(County Attorney Office Signature)

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

Date Received: _____

Date Reviewed: _____

Approved by: _____

(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

Firm	Jacobs Engineering Group, Inc.
Master Agreement No.	2022-089
CSA No. Modification No.	2022-089-04
Project Name	CR 542A/Galloway Road at Swindell Road
Project Description	Professional Engineering Services for the design of improvements to Galloway Road at Swindell Road
Project Exhibits and Attachments	Exhibit "A" – Scope of Services Exhibit "B" – Professional Services Fee Schedule Exhibit "C" – Reimbursable Cost Schedule Exhibit "D" – Insurance Documents
Duration (in days)	Through completion of construction
Compensation	Total Cost Not to Exceed: \$495,095.89
Special Contract Conditions	None
Insurance Requirements	Professional Liability
Liquidated Damages	\$ 0.00 Per Day
Budget Source/Availability	12272.620524080.5663400.5400202

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: _____
Chairman
Board of County Commissioners

Date Approved by Board: _____

County Attorney's Office
Reviewed as to Form and Legal Sufficiency

By: M. M. M. M. M.

Date: 12/18/2020

Attest:

Jacobs Engineering Group Inc.

K. Watson
Authorized Corporate Officer

Katus Watson, SVP & GM, Americas East
[Printed Name and Title]

ASS. Elizabeth A. B. B. B.
Corporate Secretary

SEAL

Date: 12/3/25

Date: 12/3/25

SCOPE OF SERVICES

Swindell Road at Galloway Road Intersection Design

CSA 2022-089-04

POLK COUNTY

Prepared by:

Jacobs Engineering Group Inc.

August 28, 2025

SCOPE OF SERVICES Swindell Road at Galloway Road Intersection Design

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1. DESCRIPTION

The Polk County Roads and Drainage Division hereinafter referred to as the COUNTY, requests professional services for the design of an intersection improvement at the intersections of Swindell Road at Galloway Road in Polk County. At the intersection of Swindell Road with Galloway Road, Swindell Road is offset by approximately 1300 feet resulting in two intersections with Galloway Road. This project addresses intersection improvements for both locations. For the purposes of this project, the eastern leg of Swindell Road will be referred to as Swindell Road (north), and the western leg of Swindell Road will be referred to as Swindell Road (west). Jacobs Engineering Group Inc. (CONSULTANT) will provide professional services to the COUNTY to prepare Contract Documents for the construction of the intersection improvement. The CONSULTANT shall set up and maintain a contract file throughout the design of the project.

2. OBJECTIVES

The CONSULTANT shall prepare Contract Documents for construction of the project. Services shall include Roadway and Drainage Plans, Utility Adjustment Plans, Environmental Permits, Construction Quantity Estimates, and Construction Cost Estimates. The purpose of this project is to design construction plans for the project consistent with the recommendations provided in the CR 542A / Galloway Road North at Swindell Road Final Alignment Study. The CONSULTANT'S design and deliverables are prepared for construction to be performed by a contractor selected by the COUNTY through a competitive bid contract.

3. SERVICES

3.1 Design

The CONSULTANT shall design roadway plans to be used for construction of the recommended improvements from the CR 542A / Galloway Road North at Swindell Road Final Alignment Study.

Traffic Control Plans (TCP) shall be prepared to Florida Department of Transportation (FDOT) level III. TCP will include phase notes, typical sections, and traffic control plan sheets for a 3-phase traffic control plan.

Existing clear zone violations will not be addressed in this project unless impacted by the proposed construction.

Property License Agreements may be required for construction. CONSULTANT Services shall include providing CADD files to assist COUNTY Real Estate Division in preparation of the property License Agreements. The COUNTY will present property License Agreements for execution.

The following Roadway plan sheets are expected to be required:

- a) Key Sheet
- b) Signature Sheet
- c) Typical Sections
- d) Project Layout Sheets
- e) Project Control

- f) General Notes
- g) Plan and profile sheets
- h) Cross sections
- i) Temporary Traffic Control Plans
- j) Pavement Design

The CONSULTANT shall design the proposed asphaltic concrete pavement in accordance with the FDOT Flexible Pavement Design Manual (2021).

If required, the CONSULTANT shall utilize the Polk County Standard Detail for pavement cuts.

- k) Utility Adjustments (based upon markups from the utility owners)

3.1.1 Plan Scale

Plan sheets shall be prepared at a scale of 1" = 40' horizontal on 11" x 17" sheets. Profile sheets shall be prepared at a scale of 1" = 40' horizontal on 11" x 17" sheets. Cross section scales shall be selected as appropriate.

3.1.2 Design Criteria

CONSULTANT shall prepare the design, construction plans, and specifications in accordance with the latest editions of the following: *Design Manual*, FDOT; *A Policy on Geometric Design of Highways and Streets*, AASHTO; *Manual of Uniform Traffic Control Devices for Streets and Highways*, USDOT/FHWA; *State of Florida Manual on Traffic Control and Safe Practices for Street and Highway Construction, Maintenance and Utility Operations on the State Maintained Systems*, FDOT; and *Standard Plans for Road and Bridge Construction*, FDOT.

The design plans and specifications shall be prepared in English design units.

3.1.3 Estimated Quantities and Cost Estimate

Estimated construction quantities will be calculated and included in Summary of Quantity sheets to be included with the 90% and Final plans submittals. An estimate of probable construction cost will be prepared and included with the 60%, 90%, and Final plans submittals. Unit prices will be taken from the COUNTY's Annual Contract. If an applicable unit price is not included therein, the CONSULTANT will use current FDOT unit price data.

In providing opinions of cost, financial analyses, economic feasibility projections, for the project, CONSULTANT has no control over cost or price of labor and materials; unknown or latent conditions of existing equipment or structures that may affect operation or maintenance costs; competitive bidding procedures and market conditions; time or quality of performance by operating personnel or third parties; and other economic and operational factors that may materially affect the ultimate project cost or schedule. Therefore, CONSULTANT makes no warranty that COUNTY's actual project costs, financial aspects, economic feasibility, will not vary from CONSULTANTS' opinions, analyses, projections, or estimates.

3.2 Drainage

3.2.1 General

The existing drainage is an open system along Galloway Road and Swindell Road. This ditch system will be re-graded as needed to meet drainage standards. Critical design high water elevations for the permitting and design will be determined using best available information from FEMA, Polk County, Florida Department of Transportation, SWFWMD, and normal depth calculations. Seasonal high water will be obtained from the geotechnical report supplied by a geotechnical subconsultant for the alignment study for this corridor, supplemented by general information available from the Soils Conservation Service, and existing SWFWMD permits.

Existing drainage structures impacted by the proposed construction will be extended / modified or replaced as necessary. A drainage report/memorandum will be prepared for this project with calculations to support the drainage design elements.

3.2.2 Drainage Criteria

The drainage criteria shall be prepared in accordance with the latest editions of the FDOT Drainage Manual, Drainage Design Guide, and SWFWMD.

3.2.3 Pond Location Analysis

One Stormwater Management Facility is anticipated. The pond location analysis shall consist of updating and validating the recommended pond site presented in the Alignment Study. Revisions to the Pond Siting Report are not anticipated. Pond design calculations will be provided in the Drainage Design Documentation for COUNTY staff review and concurrence.

3.2.4 Final Drainage Design

Drainage Design Document shall be prepared to support drainage design. The report shall identify the existing and proposed drainage patterns and calculations to develop the drainage design. The report shall be submitted at 60%, 90%, and Final design milestones. The Drainage documentation will include drainage assumptions, drainage criteria, project drainage areas, outfall locations, drainage problem areas, existing drainage system connections and impacts to existing drainage systems, and any required supporting drainage calculations to support the stormwater management and stormsewer systems design.

Plans for the construction of the drainage systems for the project shall include:

- a) Drainage Map
- b) Summary of Drainage Structures
- c) Summary of Side Drains
- d) Stormwater Management Facility Pond Plans and Pond Detail sheets
- e) Detail sheets for drainage structures
- f) Drainage Structure Sheets
- g) SWPPP

Drainage structures in plan view shall be included in the roadway plan sheets. Drainage trunkline shall be shown in the profile.

3.3 Environmental Permitting

3.3.1 General

The intersection improvements are expected to require permits from the SWFWMD and USACE. A desktop and cursory environmental review will be performed to confirm presence-absence of protected species. For the sand skink and blue-tailed mole skink, at minimum, a preliminary field survey and memorandum for USFWS technical assistance will be required. Should the USFWS indicate that a species specific survey is required (cover board survey), this effort will be provided as Optional Services.

3.3.2 Environmental Resource Permit (ERP)

The CONSULTANT will apply for/obtain an Individual ERP from the Southwest Florida Water Management District. State listed species presence/absence information will be included in the state permit application.

3.3.3 USACE Section 404 Permit

A USACE Section 404 Permit application is anticipated. At this time, it is unknown if a Nationwide Permit 14 or a Standard permit will be required as it is contingent upon acreage of wetland impact. The CONSULTANT will apply for/obtain the necessary federal permit. Application materials will include federally listed species presence/absence information.

3.3.4 Cultural, Archeological, & Historical Resources

N/A - CRAS not anticipated.

3.3.5 Floodplain Compensation

Impacts are not anticipated. Services do not include floodplain compensation.

3.3.6 National Pollutant Discharge Elimination System Permits (NPDES) (by COUNTY)

The CONSULTANT shall prepare special provisions that require the Contractor to prepare a pollution prevention plan for the project in accordance with the Environmental Protection Agency requirements. The COUNTY or Contractor shall prepare the Notice of Intent (NOI) for Stormwater Discharges Associated with Industrial Activity Under the NPDES General Permit prior to the start of construction and shall prepare the Notice of Termination (NOT) of Coverage Under the NPDES General Permit for Stormwater Discharges Associated with Industrial Activity following completion of construction. The NOI and NOT shall be provided by the COUNTY or Contractor for COUNTY execution and submittal.

3.4 Utility Services

3.4.1 Utility Adjustment Plans

The CONSULTANT shall prepare Utility Adjustment Plans utilizing the base mapping and input from the involved utility companies. Utility adjustments will be shown on utility adjustment plan and profile sheets with roadway and drainage items grayed back.

Work shall be in accordance with the FDOT's Utility Manual, Standard Specifications, FDOT Utility Accommodation Manual 1993, current memorandums, FDOT Design Manual, and instructions as issued by the COUNTY to the CONSULTANT.

3.4.2 Utility Coordination

- a) The CONSULTANT shall identify utility owners and their utilities within an approximate 3,500 linear foot area of right-of-way and utility easements in the project area. The project area is identified as the intersection at Swindell Road (west) at Galloway Road and Swindell Road (north) at Galloway Road. The CONSULTANT will contact Sunshine 811 to conduct utility identification. A list of utility owners will be generated and provided to the COUNTY.
- b) The CONSULTANT shall coordinate with affected utility owners to identify the major facilities and advise the utility owners of potential conflict sites. CONSULTANT shall provide plans in PDF format to each utility having facilities within the project area. Each utility shall verify and supplement any existing utilities as shown on the plans based upon the plotting of the design survey. The actual design for the relocation of utilities shall be done by the utility owners. CONSULTANT scope does not include Utility relocation design.
- c) The CONSULTANT shall attend an initial field walkthrough meeting with the COUNTY at the outset of the design process. The CONSULTANT will submit the following maps or plans to the various utility companies:
 - 60% plans to prepare and design utility relocations
 - 90% plans to prepare and design utility relocations
 - Final plans to review and approve utility relocations
- d) The CONSULTANT will conduct a maximum of three (3) utility coordination meetings scheduled at appropriate steps of design and prepare minutes of these meetings.

3.5 Signing and Pavement Marking

Signing and pavement markings shall be developed. Minor signing and pavement marking additions/improvements will involve striping and signing crosswalks across Swindell Road (west) at Galloway Road and Swindell Road (north) at Galloway Road. Signing and pavement markings will be included on the Roadway plan sheets. The CONSULTANT's services shall include preparing notes, tabulation of quantities and details in accordance with FDM Chapter 230, Signing and Pavement Marking Plans. The CONSULTANT shall prepare the Signing & Marking Design file to include necessary design elements and associated reference files.

3.6 Signalization

Signalization plans shall be developed for the Swindell Road (west) and Swindell Road (north) intersections with Galloway Road. This will include vehicular and pedestrian signal control at both intersections. Services shall include preparing notes, tabulation of quantities, details and up to two signal timing plans in accordance with FDM Chapter 232. Developed traffic data and factors will be utilized to generate the signalization and signal timing plans and support the typical section package. Additional crash data will be reviewed for trends and further recommendations. The signals shall be interconnected for more efficient traffic flows. Lane configurations shall be as defined in the Final Alignment Study for the project. Signals shall be supported on steel mastarms in accordance with FDOT requirements. The CONSULTANT shall prepare the Signalization Design file to include necessary design elements and associated reference files. Design using steel mastarms is not included in this task.

3.7 Structures

Structural analysis and plans shall be prepared for a retaining wall of approximately 100 feet in length, 6 to 7 feet in height located 10 to 15 feet west of the existing retaining wall west of Galloway Road between North Frontage Road and Swindell Road (west). The existing retaining wall in this location is intended to remain with the new wall constructed adjacent to it. Plans shall include layout, elevation, details and notes in accordance with FDM Chapter 262.

Structural analysis shall also include up to three steel traffic signal mastarms for each of the two intersections as described in Section 3.6 Signalization.

3.8 SUE

- a) Request utility records from utility agency owners based on the Sunshine 811 design ticket.
- b) Allowance for 2 days of designation for underground utilities as requested by the EOR, utilizing electromagnetic (EM) and ground penetrating radar (GPR) equipment and techniques.
- c) Create utility field sketch of designated utilities.
- d) Survey designated utilities from existing onsite control provided by Polk County.
- e) Create an AutoCAD file of designated utilities.
- f) Submit Sunshine 811 dig tickets.
- g) Allowance for 12 VVHs on utilities requested by the EOR.
- h) Survey completed test holes from existing onsite control provided by Polk County.
- i) Incorporate test holes into AutoCAD file created for utility designation and create a VVH spreadsheet of completed test holes, referenced to the survey baseline and benchmarks established for the project.

3.9 Specifications

- a) COUNTY's Standard Technical Specifications shall be used for the project along with FDOT Standard Specifications for Road and Bridge Construction, Divisions II and III (as applicable).
- b) If the COUNTY's Annual Contract is utilized for construction, the specifications will contain only information not already included in the Annual Contract.

- c) CONSULTANT will assist COUNTY with preparation of the technical specifications if needed.
- d) COUNTY will prepare the overall project bid specifications.

3.10 Assistance with Right of Way Acquisition

The CONSULTANT will assist the COUNTY during the Right of Way acquisition process. This will include preparing CADD files showing proposed parcels for acquisition and minor plans updates such as driveway adjustments. Modifications that would require a permit modification or redesign are not included in this task.

3.11 Bidding Phase Services

The CONSULTANT will assist the COUNTY with the preparation of all necessary bid documents as detailed above for construction to be performed by a contractor holding a COUNTY annual services contract. This includes Signed and Sealed Construction Plans, Special Conditions, Copies of All Permits, Bid Tab Sheets, and Final Engineer's Estimate.

A Pre-Bid conference is not required.

The CONSULTANT will assist with bid addenda responses to questions and concerns that are submitted through the COUNTY'S Procurement Office during the bidding process.

A Bid Opening Meeting is not required.

3.12 Post-design Services

At the COUNTY'S option, the CONSULTANT may be requested to provide additional Post Design Services. The COUNTY will supplement the CSA fees by modification to provide for Post Design Services not covered in the following section.

3.12.1 Construction Phase Services

The COUNTY will provide full-time on-site inspection (CEI). The CONSULTANT will have limited involvement as described below:

- a) Attend and participate in a pre-construction conference if required. Minutes of this meeting will be prepared by CEI.

If this proposed scope includes the furnishing of any Services during the construction phase of the project, the following terms will apply: (a) If CONSULTANT is called upon to observe the work of COUNTY's construction contractor(s) for the detection of defects or deficiencies in such work, CONSULTANT will not bear any responsibility or liability for such defects or deficiencies or for the failure to so detect. CONSULTANT shall not make inspections or reviews of the safety programs or procedures of the construction contractor(s) and shall not review their work for the purpose of ensuring their compliance with safety standards. (b) If CONSULTANT is called upon to review submittals from construction contractors, CONSULTANT shall review and approve or take other appropriate action upon construction contractor(s)' submittals such as shop drawings, product data and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents. CONSULTANT's action shall be taken with such reasonable promptness as to cause no delay in the work while allowing sufficient time in CONSULTANT's

professional judgment to permit adequate review. Review of such submittals will not be conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities. (c) CONSULTANT shall not assume any responsibility or liability for performance of the construction services, or for the safety of persons and property during construction, or for compliance with federal, state, and local statutes, rules, regulations and codes applicable to the conduct of the construction services. CONSULTANT shall have no influence over the construction means, methods, techniques, sequences, or procedures. Construction safety shall remain the sole responsibility of the construction contractor(s).

4. GENERAL

The CONSULTANT shall demonstrate good project management practices on this project. These include communication with the COUNTY and others as necessary, management of time and resources, and documentation. The CONSULTANT shall set up and maintain throughout the design of the project a contract file. Project management services will include contract administration, budget and subcontract management and schedule maintenance.

4.1 Progress Meetings

Project progress shall be discussed during progress meetings held with the COUNTY's Project Manager on a quarterly basis beginning with the commencement of engineering design services. Up to 18 such progress meetings are anticipated.

4.2 Professional Endorsement

Professional endorsements shall conform to the FDOT Design Manual.

The CONSULTANT shall deliver preliminary design plans to the COUNTY for review and comment. The plans submitted for review shall conform to the requirements in the FDOT Design Manual as necessary for construction by a contractor holding a COUNTY annual services contract. Digital submittal of the plans (PDFs) shall be provided to the COUNTY for review and comment at the 60%, 90% and Final phases of completion. Responses to comments shall be provided by the CONSULTANT with the 90% and Final submittals. Each submittal will be reviewed at the subsequent progress meeting.

4.3 Final Plans Submittal

The final plans submittal shall include digital submittal of the plans, special provisions, and specifications for bidding purposes as needed for construction by a contractor holding a COUNTY annual services contract.

The CONSULTANT shall deliver final contract plans and documents in digital format. The final contract plans and documents shall be digitally signed and sealed files delivered to the COUNTY on acceptable electronic media, as determined by the COUNTY, and containing the electronic plans in AutoCAD format and the specifications files in Word® format.

4.4 Americans With Disabilities Act

All pedestrian features included in this task authorization shall be designed to meet current ADA requirements.

4.5 Contract Maintenance

Contract maintenance includes project management effort for complete setup and maintenance of files, developing monthly progress reports, schedule updates, work effort to develop and execute subconsultant agreements, etc.

5. COUNTY RESPONSIBILITIES

The COUNTY will:

5.1 Survey

During the Alignment Study, the COUNTY provided topographic survey and right-of-way information to the CONSULTANT. The COUNTY will supplement that information to furnish Design and Right of Way Surveys, Certified Right of Way Control Survey Detail Maps, Legal Descriptions and Sketches. Existing benchmark information will be provided to the CONSULTANT at the notice to proceed meeting. Existing state plane coordinates for any known section corners or fractional corners shall also be provided at the notice to proceed meeting. The limits of survey and right-of-way information will be expanded (e.g. pond sites, outfall ditches, bridge deck and railing over I-4, etc.) to cover the project area defined by the recommendations of the Final Alignment Study.

The COUNTY will provide all required survey information. The CONSULTANT will coordinate with the County's Surveyor to ensure project specifications and requirements are met. The COUNTY will re-establish survey control for the contractor during construction if necessary.

COUNTY shall furnish all required design survey data in electronic format as required to complete the project including, but not limited to:

- Survey baseline alignments
- Horizontal and vertical survey control information
- Topographic survey
- DTM
- Drainage survey
- Aboveground utilities
- Existing right of way lines and property

5.2 Right-of-Way Maps

5.2.1 Right-of-Way Maps

COUNTY shall furnish CONSULTANT with copies of right of way maps within the vicinity of the project. The COUNTY shall update these maps to show proposed right-of-way parcel information provided by the CONSULTANT in CADD format.

SCOPE OF SERVICES Swindell Road at Galloway Road Intersection Design

5.2.2 Legal Descriptions

Legal land descriptions and sketches shall be prepared by the COUNTY and submitted along with three copies of each legal description and sketch signed and sealed by the Registered Land Surveyor in responsible charge.

5.3 Reviews

Provide timely phase reviews (within 3 weeks of submittal) of all plans, specifications, permit applications, and right-of-way maps and documents,

5.4 Utilities

COUNTY shall assist the CONSULTANT in providing the utility coordination effort, negotiations with utility companies, and the coordination of utility relocations and utility reconstruction.

5.5 Permits

COUNTY shall sign any required Environmental permit applications.

5.6 Right of Way

COUNTY shall furnish the required title searches, and right-of-way cost estimates. Negotiate, facilitate and execute property License Agreements as required in a timely manner.

5.7 Construction Contract

COUNTY shall prepare construction contract documents prior to bidding.

5.8 Data Collection

Crash Data

COUNTY shall provide crash data for the last available beginning with 2023 to the presently available date.

5.9 National Pollutant Discharge Elimination System Permits (NPDES)

The COUNTY or Contractor shall prepare the Notice of Intent (NOI) for Stormwater Discharges Associated with Industrial Activity Under the NPDES General Permit prior to the start of construction and shall prepare the Notice of Termination (NOT) of Coverage Under the NPDES General Permit for Stormwater Discharges Associated with Industrial Activity following completion of construction. The NOI and NOT shall be provided by the COUNTY or Contractor for COUNTY execution and submittal.

6. QUALITY CONTROL

6.1 Quality Assurance Reviews

The CONSULTANT shall conduct quality assurance reviews of the deliverables called for in this Scope of Services to ensure they comply with the requirements cited in the Scope of Services. Reviews shall be conducted to evaluate the adequacy of materials, documentation, process and procedures included in the execution of this proposed scope.

6.2 Quality Assurance Records

The CONSULTANT shall maintain adequate records for the quality assurance actions performed by his organization (including subcontractors and vendors), in providing services and products under this proposed scope.

7. PROJECT SCHEDULE and FEE

It is estimated that the CONSULTANT shall complete design services within fourteen (14) months from receiving the signed Notice to Proceed, and that the CONSULTANT shall complete all services within a period not to exceed eighteen (18) months from receiving the signed Notice to Proceed. However, the CONSULTANT'S contract will extend through construction. Design services shall commence upon receipt of both the Notice to Proceed and the survey provided by the COUNTY. CONSULTANT shall complete deliverables as follows:

60% Submittal 225 days after receipt of NTP and Survey

90% Submittal 330 days after receipt of NTP and Survey

Final Submittal 425 days after receipt of NTP and Survey

This schedule is subject to the timely delivery of information to be provided by the COUNTY. If the COUNTY requests that services under this scope be stopped, the schedule is subject to re-negotiation when written authorization to restart is received.

The Not To Exceed Fee for this scope of work is \$495,095.89.

Notwithstanding anything to the contrary in any forthcoming purchase order that references other terms, the parties agree that this work will be performed pursuant to the 22-089 Agreement.

ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

Name of Project: Swindell Road at Galloway Road Final Design

County: Polk County

FPN: 0

FAP No.: N/A

Consultant Name: Jacobs Engineering Group

Consultant No.: EGXK7409

Date: 8/28/2025

Estimator: Eddie Joyner

Staff Classification	Project Manager	Chief Engineer	Senior Engineer	Project Engineer	Engineer Intern	Sr. CADD Technician	CADD Technician	Administrative	Staff Classification 9	Staff Classification 10	Staff Classification 11	Staff Classification 12	SH By	Salary Cost By Activity	Average Rate Per Task
3. Project Common and Project General Tasks	124	0	31	31	0	0	0	124	0	0	0	0	310	\$46,097	\$148.70
4. Roadway Analysis	37	110	110	220	73	183	0	0	0	0	0	0	733	\$114,885	\$156.73
5. Roadway Plans	0	0	39	173	0	135	39	0	0	0	0	0	386	\$51,786	\$134.16
6a. Drainage Analysis	34	67	202	236	0	67	67	0	0	0	0	0	673	\$105,546	\$156.32
6b. Drainage Plans	204	10	20	102	0	20	41	10	0	0	0	0	203	\$25,493	\$125.58
6c. Selective C&G	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
7. Utilities	40	12	4	0	0	0	0	4	0	0	0	0	40	\$6,236	\$155.90
8. Environmental Permits and Env. Clearances	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
9. Structures - Misc. Tasks, Dwg. Non-Tech.	53	3	8	8	0	19	13	0	0	0	0	0	54	\$7,908	\$146.44
10. Structures - Bridge Development Report	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
11. Structures - Temporary Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
12. Structures - Short Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
13. Structures - Medium Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
14. Structures - Structural Steel Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
15. Structures - Segmental Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
16. Structures - Movable Span	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
17. Structures - Retaining Walls	110	6	11	28	0	22	11	0	0	0	0	0	111	\$17,548	\$158.09
18. Structures - Miscellaneous	80	4	8	20	0	16	8	0	0	0	0	0	80	\$12,608	\$157.59
19. Signing & Pavement Marking Analysis	90	5	9	14	45	9	0	0	0	0	0	0	91	\$13,375	\$146.98
20. Signing & Pavement Marking Plans	31	0	2	3	3	9	14	0	0	0	0	0	31	\$4,009	\$129.33
21. Signalization Analysis	125	6	19	38	38	25	0	0	0	0	0	0	126	\$21,375	\$169.64
22. Signalization Plans	35	0	2	4	4	11	16	0	0	0	0	0	37	\$4,805	\$129.87
23. Lighting Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
24. Lighting Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
25. Landscape Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
26. Landscape Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
27. Survey (Field & Office Support)	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
28. Photogrammetry	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
29. Mapping	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
30. Terrestrial Mobile LIDAR	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
31. Architecture Development	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
32. Noise Barriers Impact Design Assessment	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
33. Intelligent Transportation Systems Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
34. Intelligent Transportation Systems Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
35. Geotechnical	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
Total Staff Hours	2,869	231	245	517	82	516	209	138	0	0	0	0	2,875		
Total Staff Cost	\$52,668.00	\$55,125.00	\$102,366.00	\$109,629.00	\$7,462.00	\$77,642.52	\$18,810.00	\$8,970.00	\$0.00	\$0.00	\$0.00	\$0.00		\$432,672.52	\$160.49

Survey Field Days by Subconsultant
4 - Person Crew:

Check = \$432,672.52

SALARY RELATED COSTS:			
OVERHEAD:		0%	\$0.00
OPERATING MARGIN:		0%	\$0.00
FCCM (Facilities Capital Cost Money):		0.00%	\$0.00
EXPENSES:		0.00%	\$0.00
Survey (Field - if by Prime)	0	\$ / day	\$0.00
SUBTOTAL ESTIMATED FEE:			\$432,672.52
Subconsultant: Sclar Consulting			\$32,473.37
Subconsultant: McKim and Creed			\$17,690.00
Subconsultant: Madrid			\$12,280.00
GRAND TOTAL ESTIMATED FEE:			\$495,095.89

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.

Fran McAskill
Director
Procurement Division



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

EXHIBIT C

Board of County Commissioners

REIMBURSABLE COST SCHEDULE

1. **Reproduction Cost**
 - A. **Regular Copying**

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/12/2025

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 LIC #0437153 Marsh Risk & Insurance Services CIRTS_Support@jacobs.com 633 W. Fifth Street Los Angeles, CA 90071 USA	1-212-948-1306	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: ACE AMER INS CO INSURER B: INDEMNITY INS CO OF NORTH AMER INSURER C: INSURER D: INSURER E: INSURER F:	FAX (A/C, No): 1-212-948-1306 NAIC # 22667 43575
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COVERAGES	CERTIFICATE NUMBER: 752438347	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CONTRACTUAL LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		HDO G48977145	07/01/25	07/01/26	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		ISA H11371504	07/01/25	07/01/26	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WLR C72792919 (AOS) WCU C72792932 (OH) * SCF C72792920 (WI)	07/01/25 07/01/25 07/01/25	07/01/26 07/01/26 07/01/26	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000
A	PROFESSIONAL LIABILITY		EON G21655065 016	07/01/25	07/01/26	PER CLAIM/PER AGG 2,000,000

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

PROJECT MGR: Eddie Joyner. CONTRACT MGR: Leanne Andersen. RE: Polk County-CR 542A/Galloway Road at Swindell Road-Professional Engineering Services for the design of improvements to Galloway Road at Swindell Road. CONTRACT END DATE: 04-30-2027. SECTOR: Public. Polk County, a political subdivision of the State of Florida is added as an additional insured for general liability & auto liability as respects the negligence of the insured in the performance of insured's services to cert holder under contract for captioned work. The General Liability and Auto Liability insurance policies are primary and the certificate holder's insurance is excess and non-contributory. Waiver of subrogation is hereby granted in favor of cert holder for GL and WC. XCU is covered under the General Liability policy.

CERTIFICATE HOLDER	CANCELLATION
Polk County - Roads and Drainage Division Attention: Daren Carriere - Project Management 3000 Sheffield Road Winter Haven, FL 33880 USA	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

SUPPLEMENT TO CERTIFICATE OF INSURANCE

DATE
12/12/2025

NAME OF INSURED: Jacobs Engineering Group Inc.

Additional Description of Operations/Remarks from Page 1:

General Liability coverage includes the severability of interests/Cross Suits Liability provision in favor of the holder. *THE TERMS, CONDITIONS, AND LIMITS PROVIDED UNDER THIS CERTIFICATE OF INSURANCE WILL NOT EXCEED OR BROADEN IN ANY WAY THE TERMS, CONDITIONS, AND LIMITS AGREED TO UNDER THE APPLICABLE CONTRACT.*

Additional Information:

*\$2,000,000 SIR FOR STATE OF: OHIO