

**Polk Transportation Planning Organization  
Consultant Services Authorization (CSA)**

Agenda Item 8  
Attachment 1  
TPO Board Meeting  
10/9/2025

<b>Firm</b>	Kimley-Horn and Associates, Inc.
<b>Master Agreement No.</b>	TPO-20-1009-02
<b>CSA No.</b>	TPO-20-1009-02-06
<b>Project Name</b>	Grant Support For The TPO's Priority Projects Study
<b>Project Description</b>	As part of Polk TPO's efforts to advance priority transportation projects , this study will evaluate existing and planned priority transportation projects and compare them with applicable state and federal grant programs. The objective is to identify the most promising grant opportunities for each project and provide recommendations for grant pursuit strategies.
<b>Project Exhibits and Attachments</b>	Exhibit "A" – Scope of Services Exhibit "B" - Fee Schedule (Master Agreement) Exhibit "C" – Reimbursable Cost Schedule Exhibit "D" – Insurance Documentation
<b>Duration</b>	The duration of the Project will extend to October 30, 2026.
<b>Compensation</b>	Not to exceed \$100,000.00.
<b>Special Contract Conditions</b>	See Scope of Services for details
<b>Insurance Requirements</b>	Professional Liability
<b>Liquidated Damages</b>	See Master Agreement No. TPO-20-1009-02-02
<b>Budget Source/Availability</b>	PL funding will be used for this study; Fund no. 11148

IN WITNESS WHEREOF, the parties hereto have executed this CSA Modification on this 9th day of October 2025.

ATTEST:

POLK TRANSPORTATION PLANNING  
ORGANIZATION:

\_\_\_\_\_  
Ryan Kordek, TPO Director

\_\_\_\_\_  
Commissioner Trish Pfeiffer  
TPO Chairman

Approved by the TPO Attorney as to  
Form and legal sufficiency:

\_\_\_\_\_  
Heather Bryan, TPO Attorney

\_\_\_\_\_  
Kimley-Horn and Associates, Inc.

ATTEST:

CONSULTANT COMPANY NAME

\_\_\_\_\_  
Corporate Secretary

\_\_\_\_\_  
Authorized Corporate Officer

SEAL

\_\_\_\_\_  
Printed Name and Title

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

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

## Exhibit A

### **POLK TRANSPORTATION PLANNING ORGANIZATION**

#### **GRANT SUPPORT FOR THE TPO'S PRIORITY PROJECTS STUDY (CSA TPO-20-1009-02-06)**

##### **Scope of Services (October 1, 2025)**

As part of Polk TPO's efforts to advance priority transportation projects, this study will evaluate existing and planned priority transportation projects and compare them with applicable state and federal grant programs. The objective is to identify the most promising grant opportunities for each project and provide recommendations for grant pursuit strategies.

##### **Task 1: Project Coordination**

The Consultant will assist the Polk TPO with project coordination, including the following activities:

- Coordination meetings with TPO to gather input on priority projects.

##### **Task 2: Project Evaluation and Grant Alignment**

The Consultant will evaluate priority transportation projects and identify suitable state and federal grant programs. This task includes:

- Categorize priority projects by mode (roadway, transit, trail, etc.).
- Review priority projects with TPO staff to identify key projects to review
- Identify relevant state and federal grant programs for each project.
- Evaluate selected priority projects based on competitiveness for the identified grant programs using geospatial designation and program priorities.
- Assess programmed funding for each priority project to evaluate funding program match requirements.
- Develop a grant alignment matrix summarizing findings and recommendations.
- Summarize matrix table recommendations and identify action plan/next steps

##### **Task 3: Grant Application Development Support**

The Consultant can assist the Client in preparing grant funding program applications. This optional service can include:

- Coordinate with the Client on project schedule, project budget, project scope, and grant program required funding matches.
- Develop application narrative, including merit criteria and other required sections for an eligible application.
- Craft templates for letters of support and any grant-related letters of authorization.
- Complete required application forms as directed by TPO.

- Create project maps and exhibits.

Note: The Consultant will coordinate with TPO staff relative to funding limitations relative to the preparation of grants under this task assignment.

## **Responsibilities**

Responsibilities of the CONSULTANT:

- Attend coordination meetings and workshops.
- Review existing studies and plans provided by the TPO and Steering Committee members.
- Evaluate priority projects and identify suitable grant programs.
- Provide Grant Application Development Support
- Prepare draft and final documentation.

Responsibilities of the STAFF:

- Provide required data and existing studies.
- Provide available GIS data required for the geospatial analysis.
- Schedule coordination meetings and workshops.
- Review deliverables and provide feedback.

## **Meetings**

- Up to 3 coordination meetings

## **Fees**

The Consultant will undertake the above services for up to \$100,000, which will be invoiced on a monthly basis. Grant Application Development Support will be limited by the overall project budget.

## **Schedule**

The CONSULTANT will complete the above services by October 30, 2026.

## EXHIBIT B

RFP 20-1009 - Polk TPO

General Planning Consulting services for the Polk Transportation Planning Organization

Fee Schedule and List of Key Personnel

Kimley-Horn and Associates, Inc.

A North Carolina Corporation Headquartered in Raleigh, North Carolina

Federal ID #56-0885615

### Schedule of Rates: 2025 - 2026

Classifications	Direct Hourly Rate		Billing Rate	
	Low	High	Low	High
Principal	\$ 95.94	\$ 124.51	\$ 336.00	\$ 436.00
Chief Planner	\$ 75.24	\$ 105.25	\$ 263.00	\$ 368.00
Senior Planner	\$ 56.84	\$ 78.84	\$ 199.00	\$ 276.00
Project Planner	\$ 43.14	\$ 59.88	\$ 151.00	\$ 210.00
Planner	\$ 38.08	\$ 45.34	\$ 133.00	\$ 159.00
Planner Tech	\$ 25.00	\$ 38.48	\$ 88.00	\$ 135.00
Program Manager	\$ 90.54	\$ 106.97	\$ 317.00	\$ 374.00
Senior Engineer	\$ 69.62	\$ 90.78	\$ 244.00	\$ 318.00
Engineer 1	\$ 46.46	\$ 63.35	\$ 163.00	\$ 222.00
Engineer 2	\$ 55.82	\$ 77.02	\$ 195.00	\$ 270.00
Engineer Intern	\$ 39.14	\$ 54.89	\$ 137.00	\$ 192.00
Engineering Technician	\$ 39.28	\$ 56.13	\$ 137.00	\$ 196.00
Senior Programmer	\$ 84.52	\$ 114.50	\$ 296.00	\$ 401.00
Senior Designer	\$ 39.20	\$ 75.94	\$ 137.00	\$ 266.00
Graphic Designer	\$ 37.50	\$ 54.32	\$ 131.00	\$ 190.00
Admin/Clerical	\$ 25.54	\$ 65.44	\$ 89.00	\$ 229.00
Senior Landscape Architect	\$ 60.48	\$ 116.25	\$ 212.00	\$ 407.00
Landscape Architect	\$ 43.96	\$ 64.62	\$ 154.00	\$ 226.00
Landscape Designer	\$ 39.58	\$ 47.22	\$ 139.00	\$ 165.00

### Key Personnel:

Campano, Alex  
Capelli, Jill  
Coffman, Sydney  
Crozier, Joe  
Emmons, Erin  
Eng, Clarence  
Falcon, Macy  
Filaroski, Taylor  
Fluitt, Allison  
Fonseca, Alex  
Garau, Michael  
Garrett, Harrison  
Gartner, Amber  
Hansford, Matthew  
Harland, Jennifer  
Hatton, Christopher  
Hill, Rachel  
Ispass, Marc

Johnson, Lily  
Jones, Marah  
Kamm, Brett  
Keys, Lauren  
Klepper, Bryon  
Layne, Shanda  
Lorenzo, Laurie  
Lubbers, Tia  
Luna, Alejandro  
Lust, Connor  
Mauldin, Courtney  
Nadeau, Gary  
Naeem, Sana  
Nichols, Harrison  
Niforatos, Christopher  
Nuckols, Ryan  
Padgett, Timothy  
Robertson, Stewart

Roll, William  
Schneider, Jared  
Shaw, Terrel  
Slautterback, Lindsay  
Smith, Krystal  
Spahr, Vincent  
Stansbery, Stephen  
Stone, Heather  
Stutzman, Alyssa  
Suarez, Ryan  
Tate, Clif  
Taylor, James  
Vaudo, Michael  
Viteri, Sabrina  
Ware, Kayla  
Whitehurst, Jonathan  
Wood, James  
Woodward, Michael

## Exhibit C

**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](http://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



## Exhibit D

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/1/2025

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).

<b>PRODUCER</b> Edgewood Partners Ins Center 3780 Mansell Rd. Suite 370 Alpharetta GA 30022		<b>CONTACT</b> NAME: Jerry Noyola PHONE (A/C, No, Ext): 770.552.4225 E-MAIL ADDRESS: greylingcerts@greyling.com		<b>FAX</b> (A/C, No):	
<b>INSURED</b> Kimley-Horn and Associates, Inc. 421 Fayetteville Street, Suite 600 Raleigh, NC 27601		<b>KIMCLASS</b>		<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
				INSURER A: National Union Fire Ins Co of Pittsburg	19445
				INSURER B: Allied World Assurance Co (U.S.) Inc.	19489
				INSURER C: New Hampshire Insurance Company	23841
				INSURER D: Lloyd's of London	85202
				INSURER E:	
		INSURER F:			

## COVERAGES

CERTIFICATE NUMBER: 1995919573

REVISION NUMBER:

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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			GL5268169	4/1/2025	4/1/2026	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$25,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CA4489663 (AOS) CA2970071 (MA)	4/1/2025 4/1/2025	4/1/2026 4/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			03127930	4/1/2025	4/1/2026	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	WC067961230 (AOS) WC013711885 (CA)	4/1/2025 4/1/2025	4/1/2026 4/1/2026	<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
D	Professional Liability			B0146LDUSA2504949	4/1/2025	4/1/2026	Per Claim \$2,000,000 Aggregate \$2,000,000

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

Re: TPO-20-1009-02-06; GRANT SUPPORT FOR THE TPO'S PRIORITY PROJECTS STUDY. POLK COUNTY TPO, POLK COUNTY AND FDOT are named as Additional Insureds on the above referenced liability policies with the exception of workers compensation & professional liability where required by written contract. Waiver of Subrogation in favor of Additional Insured(s) where required by written contract & allowed by law. Should any of the above described policies be cancelled by the issuing insurer before the expiration date thereof, 30 days' written notice (except 10 days for nonpayment of premium) will be provided to the Certificate Holder.

## CERTIFICATE HOLDER

## CANCELLATION

Polk Transportation Planning Organization  
330 West Church Street  
Bartow FL 33830

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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