



CERTIFICATION

This is to certify that the undersigned, Kristi J. Powers, as Corporate Secretary and General Counsel for Carollo Engineers, Inc., is authorized to state and certify: That by corporate policy approved by the Board of Directors on 04/01/2019, Mary Thomas, Vice President, and Victor Godlewski, Vice President, are authorized to execute agreements for the usual and customary engineering business of the company.

Dated: January 9, 2025

A handwritten signature in black ink that reads "Kristi Powers".

Kristi J. Powers
Corporate Secretary & General Counsel

Exhibit A
Consultant Services Authorization
2024-007-02
SOUTHWEST REGIONAL UTILITY SERVICE AREA MASTER PLAN
UPDATE

Carollo Engineers, Inc., (Consultant) entered into a Master Consulting Agreement (Agreement) with Polk County, Florida (County) on January 9, 2024. Pursuant to this Agreement, the County has requested that the Consultant provide certain professional services in support of the Polk County Southwest Regional Utility Service Area Master Plan Update (Project) as further detailed in this Consultant Services Authorization.

A. Project Background and Description

The Southwest Regional Utility Service Area (SWRUSA) covers approximately 52 square miles in the southwest region of Polk County. The County owns and operates the water, wastewater and reclaimed water systems of the SWRUSA.

As population growth and rehabilitation needs continue, the County has a need to update the SWRUSA Master Plan which includes evaluating: population projections; water demand and wastewater flow projections; performance and efficiency of the water, wastewater, and reclaimed water conveyance, treatment, and storage systems; status of current and anticipated water, wastewater, and reclaimed water regulatory compliance; associated planning level costs for identified deficiencies and needs; and a prioritized Community Investment Programs (CIP) for both the short- and long-term planning periods. The Utilities Master Plan Update will be completed through six (6) phases as described herein.

B. Scope of Services

Upon authorization to proceed from the County, the Consultant will provide the following identified services. The Consultant shall ensure that all documents produced by the Consultant or their subconsultants for the County will be consistent with the Polk County Utilities Standards and Specifications Manual, latest edition, and other County requirements. This authorization shall be in full force and effect until the Consultant completes all services as described in the Consultant Services Authorization and any subsequent modifications hereto.

The County has requested Consultant to provide an updated SWRUSA Master Plan and water, wastewater and reclaimed Community Investment Programs (CIP)s based on revised population and flow projections that will allow the County to implement improvements when needed in the short and long-term future. The objectives of the Master Plan Update are as follows:

- Develop flow projections through Fiscal Year (FY) 2045. This will be based on population projections in 5-year increments from 2025 (current population) through 2045, including geographic location (distribution) provided by the County.
- Evaluate the capability of the existing water, wastewater and reclaimed water systems to meet the County’s level of service (LOS) criteria through the FY 2045 conditions for each system and document the improvements required to achieve the LOS criteria.

- Develop water, wastewater, and reclaimed water CIPs that will enable the County to reasonably achieve the LOS criteria through FY 2045 flow conditions.
- Identify the flow conditions for the immediate (FY 2025), short-term (FY 2035) and long-term (FY 2045) improvements needed for each system.

Phase 100 – Project Management

Task 101 – Project Management

Consultant will provide overall management of the Project including contract administration, budget management, invoicing, monthly status reports, scheduling, and coordination with the County.

Task 102 – Project Management Plan

Consultant will prepare a Project Management and Work Plan and distribute it to project personnel including County staff and Consultant staff. The Project Management and Work Plan will include the project description and objectives, project personnel contact information, scope of work, detailed project delivery schedule, communication protocol, and quality management plan. The Project Management and Work Plan will be provided in electronic and hard copies for use by the County and Consultant's project personnel.

Task 103 – Kick-off Meeting and Review Meetings

Consultant will facilitate one in-person kickoff meeting to review the Project Management and Work Plan, including the project tasks, schedule, lines of communication, and quality management procedures. The Kickoff Meeting will be a working meeting to discuss project needs, modeling software capabilities, efficient and effective data collection approaches, and other items necessary to quickly begin the project. There are ten (10) meetings throughout the project for specific tasks and deliverables. The following meetings are included within Task 103:

- Kickoff (In person)
- Draft Planning Framework Review (Virtual)
- Water, Wastewater, and Reclaimed Model Update Meetings with County modeler described in tasks 308, 309 and 310. (Virtual)
- Water, Wastewater and Reclaimed Water Existing Scenario Results and Develop Future Scenarios (In person)

The agenda, meeting materials, meeting minutes, and action/decision logs for each meeting will be prepared by Consultant and distributed to all project team members within three working days of the date of the meeting.

Task 104 - Monthly Progress Reports

Consultant will provide up to 18 monthly progress reports that identify what work has been performed during the month and an itemized listing of work that will be anticipated in the upcoming month. These reports will be delivered as part of the monthly progress payment request.

The project schedule will be updated monthly and delivered as part of the monthly progress reports. Consultant will maintain a Decision Log and an Action Log that will be updated and delivered as part of each monthly progress report.

Task 105 - Quality Control and Quality Assurance

Consultant's project manager will coordinate quality control and quality assurance review of the project including model development, calibration procedures, final model check after scenario development including both dry and wet weather scenarios, report development, and CIP cost estimates.

Phase 200 – Support Services

No services are provided under this phase.

The remainder of this page is intentionally left blank.

Phase 300 – Data Gathering, Planning Framework and Hydraulic Modeling

Phase 300 involves gathering of data necessary for execution of the project and will result in an overall planning framework for the Utilities Master Plan Update through the 2045 planning period. This phase also includes reviews of the existing hydraulic models for the potable water, wastewater and reclaimed water systems.

Task 301 – Data Gathering

Consultant will develop a comprehensive data request list of information and data to be provided by the County. Data sources may include but are not limited to:

- Population projections in 5-year increments from 2025 (current population) through 2045, including geographic location (distribution) of the population.
- 2015 Polk County SWRUSA Water, Wastewater, and Reclaimed Water Master Plan Update
- Land use and zoning maps
- Current and near term allocated service commitments and utility service agreements
- Permits and historical WWTP Daily Monitoring Reports (DMR) from 2015 through 2024
- Monthly Operating Reports (MOR) from 2015 through 2024
- GIS data for water, wastewater and reclaimed water (service area, pipelines, pump stations, manholes, parcels, water meters, hydrants, control valves, etc.)
- Pump station data including wet well dimensions, number of pumps, pump curves
- Pump controls (ON / OFF) water level at lift stations
- As-built drawings for master lift stations
- Water meter billing data, reclaimed water usage and metered wastewater billing data
- Latest (2024) traffic analysis zone (TAZ) population estimates
- Where record drawing information does not exist, Consultant will work with the County to agree upon the most reasonable assumptions possible in order to maintain progress on the project.
- Performance criteria, including water and wastewater level of service, fire flow requirements, system pressure, and maximum pipe velocities. This will be discussed at a progress meeting, if necessary.
- SCADA Data (hourly) during under max day conditions for discharge pressure and flow at RCW HSPS (WRF effluent flow to reclaimed) and remote pump / storage facilities.
- Interlocal agreements
- Reclaimed water customer agreements
- Active agricultural (ag) wells within the SWRUSA
- Potential Alternative Water Supply (AWS) projects that are already planned

Task 302 – Desktop Source Water Assessment

Consultant will coordinate with County’s water use permit consultant to estimate the long-term supply from the Upper Floridan Aquifer (UFA) the County thinks it can reasonably rely upon. Consultant will review demand projections from existing sources including water supply planning documents and what County provides and will identify differences between these projections with what is provided by the County in the data request.

The County will supply a list of:

- agricultural (ag) wells which may be suitable for transitioning to the County
- potential Alternative Water Supply (AWS) projects that are already planned.

Consultant will estimate the water supply deficiency (using potable demand projections developed in Task 304) and information on the County’s current and potential water sources. Planned alternative water supplies, such as the Polk Regional Water Cooperative or indirect potable reuse supplies will be identified and incorporated into the long-term planning projections.

Task 303 - Water Distribution System Planning Framework

The last 10 years of historical water demands and population will be used to calculate per capita demand factors. The average per capita demand factor will be compared to the CFWI Level of Service to assess future demands. The recommended gallons per capita per day factor will be applied to the population projections supplied by the County to calculate the projected future demand through 2045. Projected demands of bulk customers will also be considered in the overall future water demand projections. Historical SCADA data from the water treatment facilities will be utilized to develop maximum day, and peak hour factors that will be used to evaluate various demand conditions in future scenarios.

Task 304 - Wastewater Collection System Planning Framework

The last 10 years of historical wastewater flows will be reviewed and analyzed to develop relationships between flow, rainfall, and drought conditions. Historical SCADA data from the wastewater treatment facilities will be utilized to develop maximum day peaking factors that will be used to evaluate future conditions. As with the water system, per capita wastewater flows will be calculated using historical wastewater flows and population. Consultant will develop wastewater flow projections through 2045 for wet-weather by applying a per capita flow to projected population and a peaking factor for the respective flow condition.

Task 305 - Reclaimed Water Distribution System Planning Framework

Task 305.1 Customer Usage Analysis

Past reports, available historical data, and customer agreements for reclaimed water (RCW) will be reviewed. An analysis of existing reclaimed water customers will be completed as a means of determining the irrigation rate for customers in future scenarios. One year of existing RCW customer usage will be analyzed as will irrigable area using GIS tools to determine the approximate irrigation rates for existing RCW users (inches per irrigable acre per week). This

analysis will result in an irrigation rate for each land use type that will be applied to potential future customers.

A high-level comparison of actual RCW usage to each customer's permitted quantity will be completed. This comparison will guide development of future scenarios. The County and Consultant will decide whether to use the permitted quantities as demands for existing customers in future scenarios or whether to revise the demands of the existing customers based on their actual usage.

Reclaimed water SCADA will be used to develop a maximum day and peak hour peaking factor that will be applied in future scenarios.

Task 306 - Draft Planning Framework Technical Memorandum

Based upon the review of the available data, Consultant will provide a technical memorandum detailing the data collected and how this data and the associated analyses will be used throughout the development of the future scenarios in the hydraulic models and Utilities Master Plan Update. Data gaps will be identified and will include explanations of potential impacts to the work effort. A summary of the population, water demand, wastewater flow estimates, and reclaimed water analysis will be included. A section will also be included summarizing the County's specific performance criteria (i.e., velocity, pump run time, etc.) that will be used to evaluate the water distribution, wastewater collection system, and reclaimed water system. The selected performance criteria will be used in future tasks to analyze system performance.

The Planning Framework Technical Memorandum is envisioned to include the following sections:

- Introduction and Background
- Population projections (supplied by County and summarized in the TM)
- Source Water Assessment
- Historical Analyses and Peaking Factor , Level of Service Evaluation
 - Potable Water
 - Wastewater
 - Reclaimed Water
 - Existing customer analysis and irrigation rate per land use
- Performance Criteria
 - Potable
 - Wastewater
 - Reclaimed Water

The Draft Planning Framework Technical Memorandum will be submitted to the County for review.

Task 307 - Final Planning Framework Technical Memorandum

Consultant will discuss the County's comments on the Draft Planning Framework Technical Memorandum at a meeting. Upon receipt of County comments and discussion/resolution of all data gaps and planning/performance data and criteria, Consultant will update the document and submit the Final Planning Framework Technical Memorandum.

Upon submittal of the Final Planning Framework Technical Memorandum, this information will serve as the basis for all future tasks and additional changes will not be made.

Task 308 - Water Distribution System Model Review, and Scenario Development

Task 308.1 - Water Model Review

The consultant assumes that the water distribution model includes the current infrastructure, connectivity, and demand distribution. No calibration services are included within this scope. Consultant will do a high-level review of the County's potable water model including checking that the model runs, reviewing elevations, and that the total demand correlates with the existing system demand. One virtual meeting is included in Task 103 between Consultant and County modelers to discuss model update protocols such as:

- which scenario will be used as a base for 2025 existing scenario,
- which scenarios and alternatives can be deleted,
- preferences on where to apply peaking factors,
- explanation of existing patterns, time steps and controls.

Task 308.2 - Existing Water System Scenario Development

Once the model has been reviewed a 2025 scenario will be created to evaluate the existing distribution system under the following demand conditions:

- 2025 MDD (SS)
 - 2025 Peak Hour (SS)
 - 2025 Fire Flow (SS)

Task 308.3 – Future Water Distribution System Scenario Development

Population projections and distribution provided by the County and a gallons per capita per day demand factor developed during the planning framework, as well as an analysis of TAZ and institutional knowledge of County's staff, will be used to create model scenarios for 2035, and 2045.

Child scenarios to simulate maximum day demand plus fire flow (MDD + FF) and peak hour demand (PHD) conditions will be created for each time period as listed below for 2035 and 2045 conditions

- MDD (SS)
 - Peak Hour (SS)
 - Fire Flow (SS)

Consultant will assess the performance of the future system under the various demand conditions using these scenarios as part of Task 400.

Task 309 - Wastewater Collection System Model Update and Scenario Development

Task 309.1 - Wastewater Collection System Model Review

The consultant assumes that the wastewater collection system model includes the current infrastructure and connectivity. No calibration services are included within this scope. Consultant will review the SewerGEMS model including ground elevations, wet well diameter, wet well depth, pump control data, patterns, and peaking factors for wet weather. Historical WWTP flow and rainfall data will be analyzed to develop an understanding of the system's typical base sanitary (dry) loads as well as its response to inflow and infiltration (I/I) during wet weather events (as part of the WW planning framework in Task 305).

All wastewater loads generated at gravity points upstream of lift stations will be applied at the lift station. Private lift stations will not be included in the model.

One virtual meeting is included in Task 103 between Consultant and County modelers to discuss model update protocols such as:

- which scenario will be used as a base for 2025 existing scenario,
- which scenarios and alternatives can be deleted,
- preferences on model demand and flow loading for future scenarios and application of peaking factors,
- explanation of existing patterns, time steps and controls.

Task 309.2 - Existing Wastewater Collection System Scenario Development

A 2025 base scenario will be created by modifying the loading to reflect dry weather conditions. A child to this scenario will be created to simulate a wet weather event and test the system's ability to handle additional I/I from wet weather events in addition to existing sanitary loads. A dry scenario and a wet weather scenario will be created for existing conditions as follows:

- 2025 (existing/calibration) Dry Weather (48 hour EPS)
 - Wet Weather (72 hour EPS)

The 2025 base and 2025 wet weather scenarios will be used in Task 400 to analyze the system and identify potential force main bottle necks, insufficient wet well storage, and lift station pumping capacity. Manhole overflows will not be estimated as the current model solver (GVF-Convex) does not perform this.

Task 309.3 – Future Wastewater Collection System Scenario Development

Consultant will create extended period simulation (EPS) model scenarios for 2035 and 2045. The same population projections used in the water model will be applied to the appropriate future lift station as sanitary loads for the three time periods. A dry scenario and a wet weather scenario will be created for each time period as summarized below:

- 2035 Dry Weather (48 hour EPS)
 - Wet Weather (72 hour EPS)
- 2045 Dry Weather (48 hour EPS)

- Wet Weather (72 hour EPS)

These scenarios will be used in the performance assessments and scenario analyses that will be completed as part of Task 400.

Task 310 - Reclaimed Water Distribution System Hydraulic Model

Task 310.1 – Reclaimed Water Distribution System Model Review

The consultant assumes that the reclaimed water distribution model includes the current infrastructure and connectivity. No calibration services are included within this scope. Consultant will review the elevations, check that the model runs, and will check that the model demands correlate to the existing RCW demands from the max day and peak hour SCADA.

Task 310.2 – Existing Reclaimed Water Distribution System Scenario Development

A 2025 base scenario will be created to evaluate the existing distribution system. This scenario will include either the current permitted amount for each RCW user, or the proposed permitted amount based on the analysis in Task 306. The 2025 base scenario will be used in Task 400 to analyze the system and identify potential main bottle necks, and booster station pumping capacity. The following demand conditions will be analyzed for 2025:

- 2025 MDD (SS)
 - 2025 Peak Hour (SS)

Task 310.3 – Future Reclaimed Water Distribution System Scenario Development

Consultant will work with the County to identify potential future customers and associated demand quantities for reclaimed water. It is assumed that the potential future customers will be planned developments in growth areas or unserved areas near existing RCW infrastructure.

Consultant will create a scenario for 2045. These model scenarios will be used for various future evaluations in Task 400. The following demand conditions will be analyzed for 2045:

- 2045 AAD (SS)
 - 2045 Peak Hour (SS)

Phase 300 Meetings

- Meeting with County’s groundwater consultant for Source Water Assessment (Task 303) **(Virtual)**

Time included in Task 103

- Draft Planning Framework Review Meeting (Task 306/307) **(Virtual)**
- Water, Wastewater, and Reclaimed Water Model Review with County modeler (308, 39, 310) **(Virtual)**
- Water, wastewater, and reclaimed water model review, existing scenario results review, and planning for future scenarios (Task 308, 309 and 310) **(In Person)**

Phase 400 – PERFORMANCE ASSESSMENTS AND SCENARIO ANALYSES

For each system, the scope will be divided in two main components: 1) distribution/collection systems, and 2) treatment facilities. Consultant will work with the County to determine appropriate performance and efficiency metrics for the water and reclaimed water distribution and wastewater collection systems based on the County's and industry standards.

Conceptual-level cost estimates for improvement projects will be provided for the 2025 and 2035 planning periods.

Task 401 - Water System Assessments and Scenario Analyses

Task 401.1 - Water Distribution System Assessments and Scenario Analyses

The water distribution system assessment includes the assessment of the existing and future distribution and transmission pipelines and pump stations versus County and typical municipal standards (velocity, pressure) using the hydraulic model and scenarios developed in Task 300.

All the recommendations resulting from the analyses above will be scheduled in order of priority and so that the system can meet the defined performance criteria.

Task 401.2 - Water Production Facilities Capacity Assessments and Scenario Analyses

Water Production Facility (WPF) capacity assessments will include evaluations and recommendations for the following:

- Proposed capacity expansions (if needed) for the modeled scenarios.
- County will provide CIP cost and schedule data for each planned R&R project. These R&R projects will be included in the Phase 600 Community Investment Program.

For the purposes of this master plan, it will be assumed that the WPF capacity increase project cost estimates will be done using conceptual planning level costs expressed in dollars per hydraulic units (e.g. \$/mgd). The projects will be programmed into the near-term or long-term CIP based on the County's proposed R&R schedule and the needs for additional capacity.

Task 402 - Wastewater System Performance

Task 402.1 - Wastewater Collection System Assessments and Scenario Analyses

The wastewater collection system assessment includes:

- Existing and future infrastructure analysis under future wastewater loads. Performance criteria will be selected based on industry standards, regulatory requirements, and the County's utility design standards.
- Lift station capacity exceedances in each planning period (compares the peak hour flow simulated for certain level of service/scenario to the firm capacity).
- Force main capacity under wet weather and dry weather conditions.
- Manhole overflows will not be included in this analysis due to the model calculation option (GVF Convex).

Task 402.2 - Wastewater Treatment Facilities Capacity Assessments and Scenario Analyses

Wastewater Treatment Facility (WWTF) capacity assessments will include evaluations and recommendations for the following:

- Proposed capacity expansions (if needed) for the modeled scenarios.
- County will provide CIP cost and schedule data for each planned R&R project. These R&R projects will be included in the Phase 600 Community Investment Program.

For the purposes of this master plan, it will be assumed that the WWTF capacity increase project cost estimates will be done using conceptual planning level costs expressed in dollars per hydraulic units (e.g. \$/mgd). The projects will be programmed into the near-term or long-term CIP based on the County's proposed R&R schedule and the needs for additional capacity.

At the County's discretion, process improvements to nutrient removal defined by advanced wastewater treatment (AWT) standards may be included in the CIP. Project costs for AWT improvements will be estimated using conceptual planning level costs expressed in dollars per hydraulic units (e.g. \$/mgd).

Task 403 - Reclaimed Water System Assessments and Scenario Analyses

As described in Task 4, the total future demand able to be supplied reclaimed water will be determined based on wastewater flow projections. Future areas to be served will be identified in Task 310.3.

The reclaimed water distribution system assessments will focus on serving the current and potential future customers to dispose of the projected future treated wastewater. Other analyses include performance of the existing reclaimed water pipelines. Consultant will simulate reclaimed water system and future growth/service areas to meet pressure and velocity performance criteria under maximum day demand or permitted capacity, whichever is greater.

Task 404 – Performance Assessment and Scenario Analysis Workshops

Consultant will prepare for and attend one workshop to discuss the results of the performance assessment and scenario analyses for the water, wastewater, and reclaimed water systems.

Phase 400 Meetings

- Wastewater and RCW site visits: SWRWTF, Carter Road RCW facility walk through (Task 402.2) **(In Person)**
- Potable facility site visits: Imperial Lakes, Gus Stewart, Pollard Road, Turner Road (Task 401.2) **(In Person)**
- Potable Water, Wastewater and Reclaimed Water System and Facility Assessment Results (results for 2035 and 2045 presented) (Task 404) **(Virtual)**

The remainder of this page is intentionally left blank.

Phase 500 - REGULATORY COMPLIANCE REVIEW

Consultant will complete a review of the County's water and wastewater permitting and facility operational requirements. This task will result in an evaluation of the status of current permits for the water and wastewater system operations and facilities; recommendations regarding the compliance or noncompliance of the system operations with various local, regional, state, and federal regulatory requirements; and recommendations for additional measures depending on future requirements.

Task 501 – Potable Water Regulatory Review

Consultant will evaluate the status of current permits for the water system operations and facilities and will make recommendations regarding the compliance or noncompliance of the system operations with various local, regional, state, and federal regulatory requirements. Potential future regulations that could impact the County will be identified. The population projections and projected future potable water demands, developed in previous tasks, will be compared to the County's current Southwest Florida Water Management District Water Use Permit to determine if additional measures will be needed to keep or modify the allocation.

Task 502 – Wastewater Regulatory Review

Consultant will evaluate the status of current permits for the wastewater system operations and facilities and will make recommendations regarding the compliance or noncompliance of the system operations with various local, regional, state, and federal regulatory requirements. Current permits for the existing wastewater facilities and operations will be reviewed to determine if additional measures will be needed to meet current and future requirements.

The remainder of this page is intentionally left blank.

Phase 600 – DEVELOPMENT OF COMMUNITY INVESTMENT PROGRAM

Existing facility assets in need of rehabilitation/replacement (R&R) will be identified by the County and provided to the Consultant for inclusion in the report. New capital projects that are needed to accommodate growth will be identified by the consultant for the facilities and linear infrastructure. Consultant will identify growth and capacity related improvements. R&R projects, aside from those identified at the treatment plants, will be sent by the County's asset management and risk analysis consultant and can be included in the CIP if the County would like to include both R&R and growth and capacity related improvements in this master plan. New capital projects will be based on engineering and modeling analysis. Projects will be identified for existing, 2035, and 2045. Conceptual level cost estimates will be completed for existing and 2035.

Task 601 – Community Investment Project Identification and Cost Estimates

Consultant will develop a list of capital projects based on engineering and modeling analysis described in previous tasks. These projects will be selected based on performance criteria defined by Consultant with input from the County. For example, new potable water projects (e.g., pipelines) will be based on defined pressure and velocity criteria that must be met under multiple demand conditions and to meet fire flow. County will provide recommendations on routing of projects based on their knowledge of road right of ways and existing utilities.

Consultant, with input from the County, will organize County-provided R&R (Plant) and capital projects (linear and plant) based on priorities and the planning periods listed above. Conceptual level cost estimates will be developed for each identified project in existing, and 2035.

Task 602 – Community Investment Program Workshop

Consultant will plan and attend a workshop to discuss the proposed community investment program with the County. Consultant will modify the program based on the discussions and conclusions reached in the workshop.

Phase 600 Meetings

- Proposed Community Investment Program Meeting (*Virtual*)

The remainder of this page is intentionally left blank.

Phase 700 - UTILITIES MASTER PLAN

The results of the project will be summarized in a Utilities Master Plan Update Report. The Utilities Master Plan Update Report will include the following sections:

- Executive Summary
- Introduction including background information, general purpose and scope, and description of factors affecting the County's water and wastewater planning efforts
- Population estimates for County's utility service area
- Summary of existing water facilities including treatment plants, wells, water distribution system, and storage facilities
- Summary of existing wastewater facilities including treatment plant, collection system, and reclaimed system
- Water demand projections including raw water, finished water, and peaking factors
- Wastewater flow projections and peaking factors
- Reclaimed water modeling, existing customer analysis, potential future customer selection
- Model descriptions and documentation including model elements, demand/flow allocations
- Model scenarios and results including existing and 2035, 2045, scenarios for both steady state and EPS evaluations
- Treatment facility capacity evaluations including capacity of major unit processes and recommendations for modifications and/or expansions
- Regulatory and permitting review
- Community Investment Program through the 25-year timeframe including cost estimates for the 2025 and 2035 planning periods.

Task 701 - Draft Utilities Master Plan Update

Consultant will prepare a Draft Utilities Master Plan. Consultant will focus on presenting information in graphics and maps rather than using primarily report text. Detailed tables will be used to summarize projections, project sizing, cost estimates, and the basis for recommending individual projects. Consultant will prepare a CIP system map. This map will aid the County in project implementation by clearly presenting all recommended projects with the proposed project sizing and phasing.

Task 702 – Draft Review Meeting

Consultant will review the results of the Utilities Master Plan Update in an in-person meeting with County staff. Following the Draft Utilities Master Plan Update review meeting, County staff will be asked to provide comments on the Draft Utilities Master Plan Update.

Task 703 - Final Utilities Master Plan Update

Upon receipt of County comments, the document will be revised based on the comments and a final version will be issued.

Phase 700 Deliverables

- Draft Utilities Master Plan Update Report (electronic pdf)
- Three (3) hard copies of the Final Utilities Master Plan Update and flash drive with electronic pdf
- Model/s results available in a format compatible with County’s needs

Phase 700 Meetings

- Draft Utilities Master Plan Review Meeting (*In Person*)

C. DELIVERABLES AND MEETINGS

The Consultant shall prepare and submit to the County, including electronic format when applicable, the following deliverables:

Task	Activity	Deliverable
100-105	Meetings Monthly Progress Reports Project Management and Work Plan	Meeting agenda, minutes Monthly progress reports in PDF format. Three (3) hard copies of Project Management and Work Plan
301-310	Planning Framework	Draft Planning Framework Technical Memorandum in Portable Document Format. Three (3) hard copies of the Final Planning Framework Technical Memorandum; one (1) electronic copy (PDF)
700-702	Master Plan Report	Electronic format of the final WaterGEMS and SewerGems models for water, wastewater, and reclaimed. Draft Utilities Master Plan Update Report in Portable Document Format. Three (3) hard copies of the Final Utilities Master Plan Update Report; one (1) electronic copy (PDF).

D. PROJECT SCHEDULE

Consultant will proceed with the services identified herein immediately upon receipt of an executed copy of this Consultant Services Authorization and a formal Notice-to-Proceed from the County. The projected schedule for the performance of services described herein is included as Attachment A-1. An updated electronic version of the Project schedule in Microsoft Excel will be provided to the County within 10 working days from the issuance of the Notice-to- Proceed. Delivery of the schedule may be in other electronic formats so long as they accurately portray the approved scope of services with sufficient detail subject to staff approval. Should additional time be required beyond the schedule depicted in Attachment A-1, The Consultant will provide an updated Attachment A-1 (schedule) to the Utilities and Procurement Divisions. Following staff approval, the updated Attachment A-1 will be forwarded by Utilities staff to Procurement staff for inclusion in the contract file with no further administration action required for extension.

E. COMPENSATION

This Consultant Services Authorization establishes a not-to-exceed cost of **\$314,995.29** Compensation for the services performed under this Consultant Services Authorization shall be on an hourly, not-to-exceed basis using the current hourly rate schedule as set forth in Master Consulting Agreement 2024-007. Other direct costs or expenses incurred in connection with this Consultant Services Authorization will not be invoiced as these expenses have been accounted for in the rate multiplier associated with the Master Consulting Agreement referenced above. A summary of the estimated labor costs is provided in Attachment A-2 for reference only. Each invoice submittal shall include a tabular summary of the originally estimated labor costs by phase in accordance with Attachment A-2, fees invoiced to date, and the balance remaining per phase. The transfer of funds between defined phases is not permitted unless approved in advance in writing by the County Utilities Director. To request consideration for such a transfer, the Consultant must submit satisfactory written justification to transfer unused funds from phases with completed tasks or tasks clearly tracking under budget to phases with tasks requiring additional funding. In addition, the transfer of funds shall not exceed the total authorized fee for the Project.

The not-to-exceed cost for this Consultant Services Authorization includes contingency funds in the amount of \$15,000.00. The contingency funds authorized for use on this Consultant Services Authorization may only be expended upon written approval from the County's Utilities Director. Adequate justification must be provided by the Consultant for the release of contingency funds. Any out-of-scope services performed requiring the release of contingency funds will be considered at-risk and may not be compensated until, or if, written approval is granted by the County's Utilities Director.

The Consultant will minimally provide a consultant invoice summary with each invoice, based on a mutually agreed-upon breakdown of phases and tasks in Attachment A-2 that reflect the effort and deliverables submitted to the County. The summary will depict the overall phases, associated budgets, amounts invoiced to date, and balance remaining. Invoices for compensation submitted by the Consultant will include the reviewed and approved consultant invoice summary, an updated Project schedule, notarized affidavits, and the monthly status report.

Invoices for not-to-exceed projects shall be accompanied by time and task records for all billable hours appearing on the invoice. Additional documentation may be requested by the County and, if so requested, shall be furnished by the Consultant to the County Auditor's satisfaction. In addition, all invoices shall be submitted with the Consultant Services Authorization number, purchase order number, and the Polk County Utilities Project and Records Room numbers on the invoice.

F. COUNTY'S RESPONSIBILITIES

Because of the nature of this project, certain assumptions apply to this Scope of Services. To the extent possible, these assumptions are stated within this document and are reflected in the budget. If the project task requirements are different from the assumptions presented in this Scope of Services, or if the County desires additional services, the resultant change in scope will serve as a basis for amending this project assignment or initiating the development of a new project assignment as agreed to by both the County and Consultant. The following assumptions and County responsibilities apply to this project:

- Consultant shall be entitled to rely upon the accuracy of the data and information supplied by the County without independent review or evaluation.
- County will provide a listing of CIP projects that are proposed for the potable water, wastewater and reclaimed water systems. County will also provide a list of proposed R&R projects that are pending inclusion.
- The County shall attend all workshops and review meetings to maintain the progress of the project according to the schedule.
- The County will provide the Consultant with access to treatment facility and distribution/collection system sites for data gathering and data validation.
- County will provide a listing of inactive agricultural wells within the service area including location coordinates and permitted average and maximum day withdrawal rates.
- County will provide expansion plans for reclaimed water service including locations and potential demands for new customers.
- The County will provide all required information within the period established in the schedule contained in this Scope of Services. The schedule is based on timely receipt of data from the County. The County shall review Draft deliverables and provide comments to Consultant within a two-week period.

G. SERVICES NOT INCLUDED

The following services are not included in the Scope of Services for the Project:

- Model Updates
- Field survey services.
- Asset inventory and condition assessment.
- Updates of model infrastructure
- Model calibration
- Detailed design services such as contract drawings and specifications.
- Preliminary design services.

H. ASSUMPTIONS

The Scope of Services and compensation arrangement outlined in this Consultant Services Authorization are based on the following assumptions:

- Meetings will be conducted at PCU's office location in-person, on Microsoft Teams or a combination thereof.
- Consultant shall be entitled to use and reasonably rely upon information and services provided by the County or others in performing Consultant's services hereunder.
- Conceptual project costs will be based on Consultant's recent construction cost experience with facilities on similar projects. Comprehensive quantity take-offs are not possible at a conceptual design level. Due to the nature of this evaluation, conceptual level capital costs will fall into the range of a Class V Opinion of Probable Construction Cost (OPCC) as described per AACE International guidelines. A Class V OPCC is based upon a 0-2% design maturation for the purposes of the conceptual screening of design alternatives. A Class V OPCC has an accuracy of -50% to +100% from the actual cost of construction.
- In providing opinions of cost, financial analyses, economic feasibility projections, schedules, and quantity and/or quality estimates for potential projects, Consultant has no control over cost or price of labor and material; unknown or latent conditions of existing equipment or structures that may affect operation and maintenance costs; competitive bidding procedures and market conditions; time or quality of performance of third parties; quality, type, management, or direction of operating personnel; the incoming water quality and/or quantity; the way County's plant(s) and/or associated processes are operated and/or maintained; and other economic and operational factors that may materially affect the ultimate project elements, including, but not limited to, cost or schedule. Therefore, Consultant makes no warranty that County's actual project costs, financial aspects, economic feasibility, schedules, and/or quantities or quality realized will not vary from Consultant's opinions, analyses, projections, or estimates and Consultant will not be liable to and/or indemnify County and/or any third party related to any inconsistencies between Consultant's projections and estimates and actual costs and/or quantities realized by County and/or any third party in the future, except to the extent such inconsistencies are caused by Consultant's negligent performance hereunder.
- The services to be performed by Consultant are intended solely for the benefit of the County. No person or entity not a signatory to this Services Authorization shall be entitled to rely on Consultant's performance of its services hereunder, and no right to assert a claim against Consultant by assignment of indemnity rights or otherwise shall accrue to a third party as a result of this Services Authorization or the performance of Consultant's services hereunder.

The remainder of this page is intentionally left blank.

Attachment A-1 – Schedule

	2025						2026												
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Task 310 - Reclaimed Water Distribution System Hydraulic Model																			
Task 310.1 - Reclaimed Water Distribution System Model Update																			
Task 310.2 - Existing Reclaimed Water Distribution System Model Scenario Development																			
Task 310.3 - Future Reclaimed Water Distribution System Scenario Development																			
Phase 400 – PERFORMANCE ASSESSMENTS AND SCENARIO ANALYSES																			
Task 401 - Water System Assessments and Scenario Analyses																			
Task 401.1 - Water Distribution System Assessments and Scenario Analyses																			
Task 401.2 - Water Treatment Facilities Assessments and Scenario Analyses																			
Task 402 - Wastewater System Performance																			
Task 402.1 - Wastewater Collection System Assessments and Scenario Analyses																			
Task 402.2 - Wastewater Treatment Facilities Assessments and Scenario Analyses																			
Task 403 - Reclaimed Water System Assessments and Scenario Analyses																			
Task 404 - Performance Assessment and Scenario Analysis Workshop																			
Phase 500 - REGULATORY COMPLIANCE REVIEW																			
Task 501 - Potable Water Regulatory Review																			
Task 502 - Wastewater Regulatory Review																			
Phase 600 - DEVELOPMENT OF COMMUNITY INVESTMENT PROGRAM																			
Task 601 - Community Investment Project Identification																			
Task 602 - Community Investment Program Workshop																			
Phase 700 - UTILITIES MASTER PLAN																			
Task 701 - Draft Utilities Master Plan Update																			
Task 703 - Final Utilities Master Plan Update																			

Attachment A-2 – Estimated Labor Costs

Southwest Regional Utility Service Area Master Plan Update Carollo Labor and Direct Expense Summary		Senior Professional	Senior Professional	Senior Professional	Lead Professional	Lead Professional	Lead Professional	Project Professional	Assistant Professional	Lead Technician	Document Processing	Total Hours	Total Labor Costs
Labor Rate		248.00	265.00	240.00	230.00	190.00	135.99	150.00	105.00				
Phase 100 - PROJECT MANAGEMENT													
<i>Task 101 - Project Management</i>													
					18							18	\$4,140.00
<i>Task 102 - Project Management Plan</i>													
					4	8						12	\$2,440.00
<i>Task 103 - Kick Off Meeting, Virtual Model Review Meeting with County modeler, Planning Framework Meeting, Water Wastewater RCW Model Update Meetings</i>													
	4	14	12	32	32	32	32					126	\$25,373.68
<i>Task 104 - Monthly Progress Reports</i>													
				18								18	\$4,140.00
<i>Task 105 - Quality Assurance and Control</i>													
		16	26	8								50	\$12,320.00
Subtotal - Phase 100		4	30	38	80	40	32	0	0	0	0	224	\$48,413.68
Phase 300 – DATA GATHERING, PLANNING FRAMEWORK AND HYDRAULIC MODELING													
<i>Task 301 - Data Gathering</i>													
					12	16	32	8				68	\$11,351.68
<i>Task 302 - Desktop Source Water Assessment</i>													
		32				12	18					62	\$13,207.82
<i>Task 303 - Water Distribution System Planning Framework</i>													
					8	12	20					40	\$6,839.80
<i>Task 304 - Wastewater Collection System Planning Framework</i>													
					8	12	20					40	\$6,839.80
<i>Task 305 - Reclaimed Water Distribution System Planning Framework</i>													
<i>Task 305.1 - Customer Usage Analysis</i>													
					12	12	20	16				60	\$10,159.80
<i>Task 306 - Draft Planning Framework Technical Memorandum</i>													
					14	20	36				8	78	\$12,755.64
<i>Task 307 - Final Planning Framework Technical Memorandum</i>													
					8	12	16				4	40	\$6,715.84
<i>Task 308 - Water Distribution System Model Review and Scenario Development</i>													
<i>Task 308.1 - Water Model Review</i>													
						8	0					8	\$1,520.00
<i>Task 308.2 - Existing Water System Scenario Development</i>													
2025 MDD (SS)						2	4					6	\$923.96

Attachment A-2 – Estimated Labor Costs

2025 Peak Hour (SS)										1	2	4				7	\$1,153.96
2025 Fire Flow (SS)										2	2	8				12	\$1,927.92
Development (MDD, Peak Hour, Fire Flow - 2035, 2045)										6	12	36				54	\$8,555.64
Task 309 - Wastewater Collection System Model Creation, Calibration, and Scenario Development																	
Task 309.1 - Wastewater Collection System Model Review										8						8	\$1,840.00
Task 309.2 - Existing Wastewater Collection System Scenario Development																	
2025 Base (Dry Weather Flow)									1	8						9	\$2,080.00
2025 Wet (Wet Weather Flow)									2	8						10	\$2,320.00
Task 309.3 - Future Wastewater Collection System Scenario Development																	
2035 Dry Weather (48 - hour EPS)									1	8						9	\$2,080.00
Wet Weather (72 hour EPS)									2	8						10	\$2,320.00
2045 Dry Weather (48 - hour EPS)									1	8						9	\$2,080.00
Wet Weather (72 hour EPS)									2	8						10	\$2,320.00
Task 310 - Reclaimed Water Distribution System Hydraulic Model																	
Task 310.1 - Reclaimed Water Distribution System Model Review										0	8	0				8	\$1,520.00
Task 310.2 - Existing Reclaimed Water Distribution System Scenario Development										2	8	16				26	\$4,155.84
Task 310.3 - Future Reclaimed Water Distribution System Scenario Development (2045)										2	12	16				30	\$4,915.84
Subtotal - Phase 300									0	131	150	246	24	12	604	\$107,583.54	
Phase 400 – PERFORMANCE ASSESSMENTS AND SCENARIO ANALYSES																	
Task 401 - Water System Assessments and Scenario Analyses																	
Task 401.1 - Water Distribution System Assessments and Scenario Analyses										4	8	20				40	\$7,039.80
Task 401.2 - Water Treatment Facilities Assessments and Scenario Analyses									24	8						32	\$7,792.00
Task 402 - Wastewater System Performance Assessments and Scenario Analyses																	
Task 402.1 - Wastewater Collection System Assessments and Scenario Analyses										8	25					33	\$7,670.00
Task 402.2 - Wastewater Treatment Facilities Assessments and Scenario Analyses									24	8						32	\$8,280.00

Exhibit "B"

**Board of County Commissioners of Polk County
Utilities Design Services and Regulatory Support Services
RFP 23-448
Carollo Engineers, Inc.
Rate Schedule**

Personnel Classification	Range of Direct Labor Rates				Range of Hourly Billing Rates			
Assistant Professional	\$	29.84	\$	44.59	\$	91.00	\$	135.99
Professional	\$	44.60	\$	56.06	\$	136.03	\$	170.99
Project Professional	\$	56.07	\$	69.18	\$	171.00	\$	210.99
Lead Professional	\$	69.19	\$	83.99	\$	211.03	\$	256.17
Senior Professional	\$	84.00	\$	99.60	\$	256.20	\$	303.78
Technician	\$	26.56	\$	38.03	\$	81.00	\$	115.99
Lead Technician	\$	38.03	\$	60.98	\$	116.00	\$	185.99
Senior Technician	\$	60.98	\$	64.92	\$	186.00	\$	198.00
Admin/Clerical	\$	15.08	\$	28.19	\$	46.00	\$	85.99
Document Processing	\$	28.20	\$	41.64	\$	86.00	\$	127.00

Exhibit C

**Reimbursable Cost Schedule
(Not applicable to this project)**

Exhibit D

Insurance Documents



CERTIFICATE OF LIABILITY INSURANCE

7/4/2025

DATE (MM/DD/YYYY)

1/8/2025

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 Lockton Companies, LLC 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000 kcasu@lockton.com	CONTACT NAME: _____ PHONE (A/C, No, Ext): _____ E-MAIL ADDRESS: _____ 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 : Zurich American Insurance Company</td> <td>16535</td> </tr> <tr> <td>INSURER B : American Guarantee and Liab. Ins. Co.</td> <td>26247</td> </tr> <tr> <td>INSURER C : Allied World Surplus Lines Insurance Company</td> <td>24319</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Zurich American Insurance Company	16535	INSURER B : American Guarantee and Liab. Ins. Co.	26247	INSURER C : Allied World Surplus Lines Insurance Company	24319	INSURER D :		INSURER E :		INSURER F :
INSURER(S) AFFORDING COVERAGE	NAIC #													
INSURER A : Zurich American Insurance Company	16535													
INSURER B : American Guarantee and Liab. Ins. Co.	26247													
INSURER C : Allied World Surplus Lines Insurance Company	24319													
INSURER D :														
INSURER E :														
INSURER F :														
INSURED 1472725 CAROLLO ENGINEERS, INC. 2795 MITCHELL DR. WALNUT CREEK CA 94598-1601														

COVERAGES **CERTIFICATE NUMBER:** 21283543 **REVISION NUMBER:** XXXXXXX

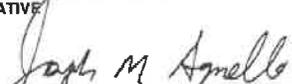
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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 CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: _____	Y	Y	GLO 9730569	7/4/2024	7/4/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 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"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	Y	N	BAP 9730571	7/4/2024	7/4/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ XXXXXXX BODILY INJURY (Per accident) \$ XXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXX DED: COMP/COLL \$ 1,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ _____ RETENTION \$ _____	Y	Y	AUC 4428881	7/4/2024	7/4/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ XXXXXXX
A	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	WC 9730570	7/4/2024	7/4/2025	<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
C	PROFESSIONAL LIABILITY FULL PRIOR ACTS	N	N	0313-9010	7/4/2024	7/4/2025	EACH 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)
Southeast Region Utility Service Area Master Plan Update, CSA No. 2024-007-02. Polk County, A Political Subdivision of the State of Florida is an additional insured as respects general liability and auto liability, and these coverages are primary and non-contributory, as required by written contract.

CERTIFICATE HOLDER

CANCELLATION See Attachments

21283543 Polk County, A Political Subdivision of the State of Florida 330 W. Church St. MC #AS05 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 
--	--

© 1988-2015 ACORD CORPORATION. All rights reserved.

Waiver of subrogation applies to general liability and workers compensation/employer's liability where allowed by state law and as required by written contract. Contractual liability is included in the general liability subject to the policy terms, conditions and exclusions. The excess/umbrella liability is considered follow form over the general liability, auto liability and employer's liability subject to the policy terms, conditions and exclusions. General Liability includes severability of interests.

POLICY NUMBER: GLO 9730569

COMMERCIAL GENERAL LIABILITY
CG 20 37 12 19**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
Any person or organization, other than an architect, engineer or surveyor, whom you are required to add as an additional insured under this policy under a written contract mark or written agreement executed prior to loss.	Any Location or project, other than a wrap-up or other consolidated insurance program location or project for which insurance is otherwise separately provided to you by a wrap-up or other consolidated insurance program
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

- A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".
- However:
1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**
- If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:
1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance;
- whichever is less.
- This endorsement shall not increase the applicable Limits of Insurance.

POLICY NUMBER: GLO 9730569

COMMERCIAL GENERAL LIABILITY
CG 20 10 12 19**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
Any person or organization, other than an architect, engineer or surveyor, whom you are required to add as an additional insured under this policy under a written contract or written agreement executed prior to loss.	Any Location or project, other than a wrap-up or other consolidated insurance program location or project for which insurance is otherwise separately provided to you by a wrap-up or other consolidated insurance program
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

POLICY NUMBER: GLO 9730569

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance;
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance.

POLICY NUMBER: GLO 9730569

Other Insurance Amendment - Primary and Non-Contributory

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the:

Commercial General Liability Coverage Part

1. The following paragraph is added to the Other Insurance Condition of Section **IV – Commercial General Liability Conditions**:

This insurance is primary insurance to and will not seek contribution from any other insurance available to an additional insured under this policy provided that:

- a. The additional insured is a Named Insured under such other insurance; and
- b. You are required by a written contract or written agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

2. The following paragraph is added to Paragraph **4.b.** of the Other Insurance Condition of Section **IV – Commercial General Liability Conditions**:

This insurance is excess over:

Any of the other insurance, whether primary, excess, contingent or on any other basis, available to an additional insured, in which the additional insured on our policy is also covered as an additional insured on another policy providing coverage for the same "occurrence", offense, claim or "suit". This provision does not apply to any policy in which the additional insured is a Named Insured on such other policy and where our policy is required by written contract or written agreement to provide coverage to the additional insured on a primary and non-contributory basis.

All other terms and conditions of this policy remain unchanged.

POLICY NUMBER: BAP 9730571

COMMERCIAL AUTO
CA 20 48 10 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED FOR COVERED AUTOS LIABILITY COVERAGE

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

SCHEDULE

Name Of Person(s) Or Organization(s):

Any person or organization to whom or which you are required to provide additional insured status or additional insured status on a primary, non-contributory basis, in a written contract or written agreement executed prior to loss, except where such contract or agreement is prohibited by law.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph **A.1.** of Section **II** – Covered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph **D.2.** of Section **I** – Covered Autos Coverages of the Auto Dealers Coverage Form.

Waiver Of Subrogation (Blanket) Endorsement

Policy No. GLO 9730569

Eff. Date of Pol. 7/4/2024

Exp. Date of Pol. 7/4/2025

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the:

Commercial General Liability Coverage Part

The following is added to the Transfer Of Rights Of Recovery Against Others To Us Condition:
If you are required by a written contract or agreement, which is executed before a loss, to waive your rights of recovery from others, we agree to waive our rights of recovery. This waiver of rights applies only with respect to the above contract(s) and shall not be construed to be a waiver with respect to any other operations in which the insured has no contractual interest.

U-GL-925-A CW (12/01)

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

WC 00 03 13
(Ed. 04-84)

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Any person or organization you are required to waive your rights of recovery in a written contract, agreement or permit with the Named Insured.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Policy No. WC 9730570

Insured CAROLLO ENGINEERS, INC.

Insurance Company Zurich American Insurance Company

WC 00 03 13

