

MASTER CONSULTING AGREEMENT

THIS AGREEMENT is entered into as of the Effective Date (defined in Section 1.1 below) by and between Polk County (the “County”), a political subdivision of the State of Florida, situated at 330 West Church Street, Bartow, Florida 33830, Hazen and Sawyer P.C. (the “Consultant”), a New York corporation, located at 4000 Hollywood Boulevard, Hollywood, Florida 33021, and whose Federal Employer Identification Number is 13-2904652.

WHEREAS, County owns and operates a variety of public facilities and improvements; and,

WHEREAS, County requires certain professional services in connection with the planning, design, permitting, and construction phase engineering services for water, wastewater, and reclaim water facilities and professional services to support regulatory permitting, planning, and compliance for the County’s potable water, wastewater, and reclaim water systems; and

WHEREAS, the County has solicited for these services via RFP 23-448, an advertised request for proposals (the “RFP”), and has received numerous responsive proposals thereto; and

WHEREAS, pursuant to the RFP, the County has selected the Consultant and the Consultant remains agreeable to providing the County the professional services described herein, and the Consultant represents that it is capable and prepared to do so according to the terms and conditions stated herein.

NOW, THEREFORE, in consideration of the mutual understandings and covenants set forth herein, the parties hereby agree, as follows:

1.0 Term

1.1 This Agreement shall take effect on the date of its execution by the County (the “Effective Date”).

1.2 The term of this Agreement shall be for a five (5) year time period, commencing upon the Effective Date and remaining in full force and effect thereafter, unless otherwise sooner terminated as provided herein.

2.0 Services to Be Performed by Consultant

2.1 Consultant shall perform the services as generally described in (i) the County’s Request for Proposals RFP 23-448, to include all attachments and addenda, and (ii) the Consultant’s responsive proposal thereto (collectively, (i) and (ii) are “RFP 23-448”) all of which are incorporated into

this Agreement by this reference, attached hereto as a composite Exhibit "A" and made a part of this Agreement, and as may be further specifically designated and authorized by the County, in writing (collectively, the "Services"). Such authorization will be referred to as a Consultant Services Authorization ("CSA") or a Contract Purchase Order ("CPO") and all provisions of this Agreement apply to the CSA/CPO with full force and effect as if appearing in full within each CSA/CPO. Each CSA/CPO will set forth a specific Scope of Services, maximum limit of compensation, schedule, liquidated damages and completion date, and shall become effective upon the due execution.

2.2 The Consultant is not authorized to undertake any project without a duly executed CSA/CPO, which shall specify the work to be performed and the time to be completed. Consultant recognizes that the County may employ several different consultants to perform the work described and that the Consultant has not been employed as the exclusive agent to perform any such services.

2.3 When the Consultant and the County enter into a CSA/CPO where the term of the CSA/CPO expires on a date that is later than the date that the Master Consulting Agreement (MCA) expires, the Consultant and the County agree that the terms of the MCA and any amendments, attachments or provisions thereof are automatically extended until the expiration (including any extension or amendment thereto) or full completion of the requirements of the CSA/CPO have been performed. Cancellation by the County of any remaining work prior to the full completion of the requirements of the CSA/CPO shall cause the terms of the MCA to terminate at the same time. This provision only applies when the expiration of the CSA/CPO extends beyond the expiration of the MCA. It does not apply when a CSA/CPO expires or is cancelled prior to the expiration of the MCA.

3.0 Compensation

3.1 General

3.1.1 The County shall pay Consultant in accordance with Exhibit "B", "Fee Schedule", which is attached hereto and incorporated by reference as part of this Agreement. The fee schedule identifies all job classifications, which will perform billable services pursuant to this Agreement and the fee for each job classification. Performance of work by personnel in job classifications not listed on the fee schedule will result in nonpayment for such services.

3.1.2 Upon the mutual agreement of the parties, the Fee Schedule, as set out in Exhibit "B" may be adjusted by a written Amendment to the Master Consulting Agreement annually beginning one year from the Effective Date of this Agreement. Such amendment must be executed by both parties and shall operate prospectively only and shall not alter fee schedules for CSA's/CPO's in effect at the time of the amendment.

3.1.3 Compensation may be negotiated as a not to exceed price or a lump sum amount on a per-project basis, on each individual CSA/CPO.

3.1.4 In the event a not to exceed price is negotiated, compensation shall be billed and paid based on and in accordance with the Hourly Rate Schedule attached hereto and incorporated herein as Exhibit "B". The Hourly Rate Schedule identifies all job classifications which will perform billable services pursuant to this Agreement and the fee for each job classification. Performance of work by personnel in job classifications not listed on the fee schedule will result in nonpayment for such services.

3.1.5 Invoices must reference the applicable CSA/CPO number, using an invoice form approved by the County Auditor.

3.1.6 Each individual invoice shall be due and payable forty-five (45) days after receipt by the County of correct, fully documented, invoice, in form and substance satisfactory to the County with all appropriate cost substantiations attached. All invoices shall be delivered, as applicable based on the particular project:

Polk County Utilities Division
P.O. Box 9005, UT01
Bartow, FL 33830
Attention: Director

3.1.7 In order for both parties herein to close their books and records, the Consultant will clearly state "Final Invoice" on the Consultant's final/last billing to the County. This certifies that all services have been properly performed and all charges and costs have been invoiced to the County. Since this account will thereupon be closed, any and other further charges if not properly included on this final invoice are waived by the Consultant.

3.1.8 Payment of the final invoice shall not constitute evidence of the County's acceptance of the work

3.1.9 Invoices shall be accompanied by time and task records for all billable hours appearing on the invoice. Additional documents may be requested by County and, if so requested, shall be furnished by Consultant to County Auditor's satisfaction.

3.1.10 By submission of an invoice, the project manager or designated payroll officer is deemed to be attesting to the correctness and accuracy of time charges and requested reimbursements.

3.1.11 Pursuant to Section 3.1.4, if a not to exceed fee is negotiated, invoices shall be accompanied by time and task records for all billable hours appearing on the invoice. Alternatively, if a lump sum amount is negotiated, invoices shall be made upon the completion of each phase of the work in proportion to the Services performed, as specifically set forth in the applicable CSA or CPO. Additional documentation may be requested by the County and, if so requested, shall be furnished by the Consultant to the County Auditor's satisfaction.

3.2 Reimbursable

3.2.1 All requests for payment of out-of-pocket expenses eligible for reimbursement per the negotiated CPO or CSA shall be reimbursed in accordance with the County's Reimbursable Schedule, Exhibit "C", and include copies of paid receipts, invoices or other documentation acceptable to the County's Auditor. Such documentation shall be sufficient to establish that the expense was actually incurred and necessary in the performance of the Scope of Work described in this Agreement, CSA, or CPO.

3.2.2 Reimbursable Expenses are the actual, pre-approved, expenses incurred directly in connection with the applicable CSA or CPO, and include:

Sub-Consultant
Special Consultants

3.2.3 Mileage and associated travel costs shall be reimbursed in accordance with F.S. 112.061 and County policy for pre-approved out-of-county travel (excluding travel from home offices located outside of Polk County to the Polk County line).

3.2.4 All assets, i.e. durable goods, purchased as reimbursable expenses become the property of the County upon completion of the work for which the asset was utilized. All such assets must be surrendered by delivery to the Polk County Utilities Division offices upon demand, termination of the Agreement, or the conclusion of the project, whichever occurs first.

3.2.5 Consultant shall maintain a current inventory of all such assets.

4.0 Insurance

4.1 General Provisions

4.1.1 Consultant shall maintain, at all times, the following minimum levels of insurance and shall, without in any way altering their liability, obtain, pay for and maintain insurance for the coverages and amounts of coverage not less than those set forth below and provide the County with a Certificate of Insurance and an opportunity to inspect a certified copy of each policy applicable to this Agreement followed thereafter by an annual Certificate of Insurance satisfactory to the County to evidence such coverage before any work commences.

4.1.2 The County shall be named as an additional insured on all Consultant policies related to the project, excluding professional liability and worker's compensation. The Commercial General Liability and Worker's Compensation Liability policies shall contain a waiver of subrogation in favor of Polk County. All insurance coverage shall be written with an insurer having an A.M. Best Rating of a least the "A" category and financial size category of VIII.

4.1.3 The Consultant's self-insured retention or deductible per line of coverage shall not exceed \$25,000.00 without the permission of the County.

4.1.4 If there is any failure by the Consultant to comply with the provisions of this section, the County may, at its option, on notice to the Consultant, suspend the work for cause until there is full compliance.

4.1.5 County may, at its sole discretion, purchase such insurance at Consultant's expense provided that the County shall have no obligation to do so and if the County shall do so, it shall not relieve Consultant of its obligation to obtain insurance.

4.1.6 The Consultant shall not be relieved of or excused from the obligation to obtain and maintain such insurance amount and coverages.

4.1.7 All Consultant's subconsultants shall be required to include County and Consultant as additional insured on their General Liability Insurance policies.

4.1.8 In the event that subconsultants used by the Consultant do not have insurance, or do not meet the insurance limits, Consultant shall indemnify and hold harmless the County for any claim in excess of the subconsultants' insurance coverage.

4.1.9 The Consultant shall not commence work under this Agreement until all insurance required as stated herein has been obtained and such insurance has been approved by the County.

4.2 Comprehensive Automobile Liability Insurance. \$1,000,000.00 combined single limit of liability for bodily injuries, death and property damage resulting from any one occurrence, including all owned, hired, and non-owned vehicles.

4.3 Commercial General Liability. \$1,000,000.00 combined single limit of liability for bodily injuries, death and property damage, and personal injury resulting from any one occurrence, including the following coverages:

4.3.1 Premises and Operations:

Broad Form Commercial General Liability Endorsement to include Blanket Contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm); Personal Injury (with employment and contractual exclusions deleted); and Broad Form Property Damage coverage.

4.3.2 Independent Contractors:

Delete Exclusion relative to collapse, explosion and underground; Property Damage Hazards; Cross Liability Endorsement; and Contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm)

4.4 Umbrella (Excess) Liability Insurance. Umbrella Liability with limits of not less than \$1,000,000.00, exclusive of defense costs, to be in excess of all other coverages. Such coverage shall be at least as broad as the primary coverages above, with any excess umbrella layers written on a strict following form basis over the primary coverage. All such policies shall be endorsed to provide defense

coverage obligations.

4.5 Professional Liability Insurance. \$2,000,000.00 for design errors and omissions, inclusive of defense costs. The Consultant shall be required to provide continuing Professional Liability Insurance to cover each project for a period of two (2) years after the project is completed. Insurance requirements may vary depending on projects as determined by the County Director of Risk Management and Insurance. The County may require the Consultant to provide a higher level of coverage for a specific project and time frame.

4.6 Performance, Payment and Other Bonds. The Consultant shall furnish Performance and Payment Bonds specific to each project if required and agreed to under the CSA or CPO for the project.

4.7 Worker's Compensation. The Consultant shall provide, pay for, and maintain worker's compensation insurance on all employees, its agents or subcontractors as required by Florida Statutes.

5.0 Standard of Care

5.1 The Consultant has represented to the County that it has the personnel and experience necessary to perform the work in a professional and workmanlike manner.

5.2 The Consultant shall exercise the same degree of care, skill, and diligence in the performance of the Services as is provided by a professional of like experience, knowledge and resources, under similar circumstances at the time the work is performed.

5.3 The Consultant shall, at no additional cost to County, re-perform services which fail to satisfy the foregoing standard of care or otherwise fail to meet the requirement of this Agreement.

5.4 The Consultant warrants that all services shall be performed by skilled and competent personnel to the professional standards in the field.

6.0 Indemnification

6.1 General. Having considered the risks and potential liabilities that may exist during the performance of the Services and in consideration of the promises included herein, County and Consultant agree to allocate such liabilities in accordance with this Section.

6.2 Indemnification.

6.2.1 The Consultant, to the extent permitted by law, shall indemnify, protect and hold the County, and its officers, employees and agents harmless from and against any and all, claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses and expenses (including, without limitation, attorney's fees costs and expenses incurred during negotiation, through litigation and all appeals therefrom) whatsoever including, but not limited, to those pertaining to the death of or injury to any person, or damage to any property, arising out of or resulting from (i) the failure of the Consultant to comply with applicable laws, rules or regulations, (ii) the breach by the Consultant of its obligations under this Agreement, (iii) any claim for trademark, patent or copyright infringement arising out of the scope of Consultant's performance or nonperformance of this Agreement, or (iv) the negligent acts, errors or omissions, or intentional or willful misconduct, of the Consultant, its professional associates, its subcontractors, agents, and employees provided, however, that the Consultant shall not be obligated to defend or indemnify the County with respect to any such claims or damages arising out of the County's sole negligence.

6.2.2 The County review, comment, and observation of the Consultant's work and performance of this Agreement shall in no manner constitute a waiver of the indemnification provisions of this Agreement.

6.2.3 The Consultant agrees that it bears sole legal responsibility for its work and work product, and the work and work product of subconsultants and their employees, and/or for Consultant's performance of this Agreement and its work product(s).

6.3 Survival. Upon completion of all Services, obligations, and duties provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Agreement shall survive as if this Agreement were in full force and effect.

7.0 Independent Contractor

7.1 The Consultant undertakes performance of the Services as an independent contractor and shall be wholly responsible for the methods of performance.

7.2 The County shall have no right to supervise the methods used, but the County shall have the right to observe such performance.

7.3 The Consultant shall work closely with County in performing Services under this Agreement.

7.4 The Consultant shall not pledge the County's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness and shall have no right to speak for or bind the County in any manner.

7.5 The Consultant further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

8.0 Authority to Practice

8.1 The Consultant hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner.

9.0 Public Records Law

(a) The Consultant acknowledges the County's obligations under Article I, Section 24, of the Florida Constitution and under Chapter 119, Florida Statutes, to release public records to members of the public upon request and comply in the handling of the materials created under this Agreement. The Consultant further acknowledges that the constitutional and statutory provisions control over the terms of this Agreement. In association with its performance pursuant to this Agreement, the Consultant shall not release or otherwise disclose the content of any documents or information that is specifically exempt from disclosure pursuant to all applicable laws.

(b) Without in any manner limiting the generality of the foregoing, to the extent applicable, the Contractor acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

(1) keep and maintain public records required by the County to perform the services required under this Agreement;

(2) upon request from the County's Custodian of Public Records or his/her designee, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of this Agreement if the Consultant does not transfer the records to the County; and

(4) upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the service. If the Consultant transfers all public records to the County upon

completion of this Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's Custodian of Public Records, in a format that is compatible with the information technology systems of the County.

(c) IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT:

**RECORDS MANAGEMENT LIAISON OFFICER
POLK COUNTY
330 WEST CHURCH ST.
BARTOW, FL 33830
TELEPHONE: (863) 534-7527
EMAIL: RMLO@POLK-COUNTY.NET**

10.0 Compliance with Laws

10.1 In performance of the Services, Consultant shall comply with applicable regulatory requirements including federal, state, special district, and local laws, rules, regulations, orders, codes, criteria and standards, including those now in effect and hereafter adopted.

11.0 Subcontracting

11.1 The County reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractor.

11.2 If a subcontractor fails to perform or make progress, as required by this Agreement, and it is necessary to replace the subcontractor to complete the work in a timely fashion, the Consultant shall promptly do so, subject to acceptance of the new subcontractor by the County. Failure of a subcontractor to timely or properly perform its obligations shall not relieve the Consultant of its obligations hereunder.

12.0 Federal and State Taxes

12.1 The County is exempt from Federal Tax and State Sales and Use Taxes. Upon request, the County will provide an exemption certificate to Consultant. The Consultant shall not be

exempted from paying sales tax to its suppliers for materials to fulfill contractual obligations with the County, nor shall the Consultant be authorized to use the County's Tax Exemption Number in securing such materials.

13.0 Public Entity Crimes

13.1 The Consultant understands and acknowledges that this Agreement with the County will be voidable by the County, in the event the conditions under Section 287.133, Florida Statutes applies to the Consultant, relating to conviction for a public entity crime.

14.0 County's Responsibilities

14.1 The County shall be responsible for providing access to all County project sites, and providing information in the County's possession that may reasonably be required by the Consultant, including; existing reports, studies, financial information, and other required data that are available in the files of the County.

15.0 Termination of Agreement

15.1 This Agreement may be terminated by the Consultant upon thirty (30) days prior written notice to the County in the event of substantial failure by the County to perform in accordance with the terms of the Agreement through no fault of the Consultant.

15.2 This Agreement may be terminated by the County with or without cause immediately upon written notice to the Consultant.

15.3 Unless the Consultant is in breach of this Agreement, the Consultant shall be paid for services rendered to the County's satisfaction through the date of termination.

15.4 After receipt of a Termination Notice, as described in this Article 15.0, and except as otherwise directed by the County, the Consultant shall:

15.4.1 Stop work on the date and to the extent specified.

15.4.2 Terminate and settle all orders and subcontracts relating to the performance of the terminated work.

15.4.3 Transfer all work in process, completed work, and other material related to the terminated work to the County.

15.4.4 Continue and complete all parts of the work that have not been terminated.

16.0 Uncontrollable Forces (Force Majeure)

16.1 Either party hereunder may be temporarily excused from performance if an Event of Force Majeure directly or indirectly causes its non-performance. An “Event of Force Majeure” is defined as any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions. Neither party shall be excused from performance if non-performance is due to forces which are reasonably preventable, removable, or remediable and which the non-performing party could have, with the exercise of reasonable diligence, prevented, removed, or remedied prior to, during, or immediately after their occurrence. Within five (5) days after the occurrence of an Event of Force Majeure, the non-performing party shall deliver written notice to the other party describing the event in reasonably sufficient detail, along with proof of how the event has precluded the non-performing party from performing its obligations hereunder, and a good faith estimate as to the anticipated duration of the delay and the means and methods for correcting the delay. The non-performing party’s obligations, so far as those obligations are affected by the Event of Force Majeure, shall be temporarily suspended during, but no longer than, the continuance of the Event of Force Majeure and for a reasonable time thereafter as may be required for the non-performing party to return to normal business operations. If excused from performing any obligations under this Agreement due to the occurrence of an Event of Force Majeure, the non-performing party shall promptly, diligently, and in good faith take all reasonable action required for it to be able to commence or resume performance of its obligations under this Agreement. During any such time period, the non-performing party shall keep the other party duly notified of all such actions required for it to be able to commence or resume performance of its obligations under this Agreement.

17.0 Governing Law and Venue

17.1 This Agreement shall be governed in all respects by the laws of the State of Florida and any litigation with respect thereto shall be brought only in the courts of Polk County, Florida or the

United States District Court, Middle District of Florida located in Hillsborough County, Florida. Each party shall be responsible for its own attorneys' fee and other legal costs and expenses.

18.0 Non-Discrimination

18.1 The Consultant warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, gender, age or national origin.

19.0 Waiver

19.1 A waiver by either the County or the Consultant of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach. The making or acceptance of a payment by either party with knowledge of the existence of a default or breach shall not operate or be construed to operate as a waiver of any subsequent default or breach.

20.0 Severability

20.1 The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way affect the validity or enforceability of any other portion or provision of this Agreement.

20.2 Any void provision shall be deemed severed from this Agreement and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision held to be void.

20.3 The parties further agree to reform this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision.

20.4 The provisions of this section shall not prevent the entire Agreement from being void should a provision which is of the essence of this Agreement be determined to be void.

21.0 Entirety of Agreement

21.1 The County and the Consultant agree that this Agreement sets forth the entire Agreement between the parties, and that there are no promises or understandings other than those stated herein.

21.2 This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters, or other communications between the County and Consultant pertaining to the Services, whether written or oral.

21.3 None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered except by written instrument executed by the parties hereto.

22.0 Modification

22.1 This Agreement may not be modified unless such modifications are evidenced in writing signed by both the County and the Consultant. Such modifications shall be in the form of a written Amendment executed by both parties.

23.0 Successors and Assigns

23.1 The County and the Consultant each binds itself and its partners, successors, permitted assigns, and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, permitted assigns, and legal representatives of such other party.

23.2 The Consultant shall not assign this Agreement without the express written approval of the County by executed amendment, which approval may be withheld in the County's sole discretion.

23.3 In the event of a merger, the surviving corporation shall be substituted for the contracting party to this Agreement and such substitution shall be affirmed by the County by executed amendment.

24.0 Contingent Fees

24.1 The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than bona fide employee working solely for the Consultant, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Agreement.

25.0 Truth-In-Negotiation Certificate

25.1 Execution of this Agreement by the Consultant shall act as the execution of a Truth-in-Negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this Agreement are accurate, complete, and current as of the Effective Date of this Agreement.

25.2 The said rates and costs shall be adjusted to exclude any significant sums should the County determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates or due to inaccurate representations of fees paid to outside consultants. The County shall exercise its rights under this “Certificate” within one (1) year following payment.

26.0 Ownership of Documents

26.1 The Consultant shall be required to cooperate with other consultants relative to providing information requested in a timely manner and in the specified form. Any and all documents, records, disks, original drawings, or other information shall become the property of the County for its use and/or distribution as may be deemed appropriate by the County. The Consultant is not liable for any damages, injury or costs associated with the County’s use or distribution of these documents for purposes other than those originally intended by the Consultant.

27.0 Access and Audits

27.1 The Consultant shall maintain adequate records to justify all charges and costs incurred in performing the work for at least three (3) years after completion of this Agreement. The County shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours at the Consultant’s place of business.

27.2 Misrepresentations of billable time or reimbursable expenses as determined by the Auditor to the Polk County Board of County Commissioners shall result in the recovery of any resulting overpayments. The County’s cost of recovery shall be the sole expense of the Consultant, including accounting and legal fees, court costs and administrative expenses.

27.3 Intentional misrepresentations of billable hours and reimbursable expenses will be criminally prosecuted to the fullest extent of the law.

27.4 All invoices submitted are subject to audit and demand for refund of overpayment up to three (3) years following completion of all services related to this Agreement.

28.0 Notice

28.1 Any notice, demand, communication, or request required or permitted hereunder shall be in writing and delivered in person or sent by Federal-Express or by Certified Mail, postage prepaid as follows:

As to County: Polk County Procurement Division
P.O. Box 9005, AS05
Bartow, FL 33830
Attention: Director

As to Consultant: Hazen and Sawyer, P.C.
4000 Hollywood Blvd.
Hollywood, FL 33021
Attn: Holly Kremens, PE, ENV SP

28.2 Notices shall be effective when received at the addresses as specified above. Changes in the respective addresses to which such notice is to be directed may be made from time to time by either party by written notice to the other party. Facsimile transmission is acceptable notice effective when received, however, facsimile transmissions received (i.e.; printed) after 5:00 p.m., or on weekends or holidays, will be deemed received on the next business day. The original of the notice must additionally be mailed as required herein.

28.3 Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of Consultant and County.

29.0 Service of Process

As to County: County Attorney
County Administration Building
330 W. Church Street, 4th Floor
Bartow, Florida 33830

As to Consultant: Hazen and Sawyer, P.C.
Attn: Holly Kremens, PE, ENV SP
4000 Hollywood Blvd.
Hollywood, FL 33021

30.0 Contract Administration

30.1 Services of Consultant shall be under the general direction of the Utilities Division Director, or their successor, who shall act as the County's representative during the term of this Agreement.

31.0 Key Personnel

31.1 The Consultant shall notify the County in the event of key personnel changes, which might affect this Agreement. To the extent possible, notification shall be made within ten (10) days prior to changes. The Consultant at the County's request shall remove without consequence to the County any subcontractor or employee of the Consultant and replace him/her with another employee having the required skill and experience. The County has the right to reject proposed changes in key personnel. The following personnel shall be considered key personnel:

Name: Holly Kremens, PE, ENV SP

Name: Daniel Schmidt, PE

32.0 Annual Appropriations

32.1 The Consultant acknowledges that the County, during any fiscal year, shall not expend money, incur any liability, or enter into any agreement which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any agreement, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such agreement. Nothing herein contained shall prevent the making of agreements for a period exceeding one year, but any agreement so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. Accordingly, the County's performance and obligation to pay under this agreement is contingent upon annual appropriation.

33.0 Liquidated Damages

33.1 The parties hereto agree that liquidated damages, in the amount specified in the applicable CSA/CPO, will be assessed against the Consultant for the Consultant's failure to meet the final deliverable date in the Performance Schedule in the Scope of Work, but only to the extent and in proportion to the Consultant's fault in causing the delay as compared to other causes, and to the extent the Consultant is not delayed by reasons beyond the Consultant's reasonable control.

34.0 Employment Eligibility Verification (E-VERIFY)

A. Unless otherwise defined herein, terms used in this Section which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

B. Pursuant to Section 448.095(5), Florida Statutes, the contractor hereto, and any subcontractor thereof, must register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. The contractor acknowledges and agrees that (i) the County and the contractor may not enter into this Agreement, and the contractor may not enter into any subcontracts hereunder, unless each party to this Agreement, and each party to any subcontracts hereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of this Agreement, and the County may treat a failure to comply as a material breach of this Agreement.

C. By entering into this Agreement, the contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of this Agreement. Failure to comply will lead to termination of this Agreement, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If this Agreement is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of Section 448.095, Fla. Stat., by the contractor, the contractor may not be awarded a public contract for a period of 1 year after the date of termination. The contractor shall be liable for any additional costs incurred by the County as a result of the termination of this Agreement. Nothing in this Section shall be construed to allow intentional discrimination of any class protected by law.

35.0 Limitation of Liability.

IN NO EVENT, SHALL THE COUNTY BE LIABLE TO THE CONSULTANT FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES OF ANY KIND OR NATURE, INCLUDING LOSS OF PROFIT, WHETHER FORESEEABLE OR NOT, ARISING OUT OF OR RESULTING FROM THE NONPERFORMANCE OR BREACH OF THIS CONTRACT BY THE COUNTY WHETHER BASED IN CONTRACT, COMMON LAW, WARRANTY, TORT, STRICT LIABILITY, CONTRIBUTION, INDEMNITY OR OTHERWISE.

PURSUANT TO FLORIDA STATUTE SECTION 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT OF CONSULTANT SHALL NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE WHEN ACTING WITHIN THE

COURSE AND SCOPE OF THIS AGREEMENT, SO LONG AS ALL OTHER CONDITIONS OF SAID STATUTE ARE MET.

36.0 Scrutinized Companies and Business Operations Certification; Termination.

A. Certification(s).

(i) By its execution of this Agreement, the Consultant hereby certifies to the County that the Consultant is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, nor is the Consultant engaged in a boycott of Israel, nor was the Consultant on such List or engaged in such a boycott at the time it submitted its bid, proposal, quote, or other form of offer, as applicable, to the County with respect to this Agreement.

(ii) Additionally, if the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000), then the Consultant further certifies to the County as follows:

(a) the Consultant is not on the Scrutinized Companies with Activities in Sudan List, created pursuant to Section 215.473, Florida Statutes; and

(b) the Consultant is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; and

(c) the Consultant is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and

(d) the Consultant was not on any of the Lists referenced in this subsection A(ii), nor engaged in business operations in Cuba or Syria when it submitted its proposal to the County concerning the subject of this Agreement.

(iii) The Consultant hereby acknowledges that it is fully aware of the penalties that may be imposed upon the Consultant for submitting a false certification to the County regarding the foregoing matters.

B. Termination. In addition to any other termination rights stated herein, the County may immediately terminate this Agreement upon the occurrence of any of the following events:

(i) The Consultant is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(i) above, or the Consultant is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

(ii) The Consultant is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(ii) above, or the Consultant is found to have been placed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, and the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000).

37.0 No Construction Against Drafter

37.1 The Parties acknowledge that this Agreement and all the terms and conditions contained herein have been fully reviewed and negotiated by the Parties. Accordingly, any rule of construction to

the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.

38.0 Unauthorized Alien(s)

The Consultant shall not employ or utilize unauthorized aliens in the performance of the Services provided pursuant to this Agreement. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a) and a cause for the County's unilateral termination of this Agreement. When delivering executed counterparts of this Agreement to the County, the Consultant shall also deliver a completed and executed counterpart of the attached "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS" form.

(THE REMAINDER OF THE PAGE LEFT INTENTIONALLY BLANK)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

ATTEST:

STACY M. BUTTERFIELD

Polk County, a political subdivision
of the State of Florida

By: _____
Deputy Clerk

By: _____
_____, Chairman
Board of County Commissioners

Date Signed by County: _____

Review as to form and legal sufficiency

County Attorney's Office Date

ATTEST:

By: Robert B. Taylor, Jr.
Corporate Secretary

Robert B. Taylor, Jr.
[Print Name]

DATE: 12/11/2023

Hazen and Sawyer, P.C.
a New York corporation

By: Holly Kremers
Holly Kremers

[Print Name]

Associate Vice President
[Title]

DATE: 12-11-23

SEAL



ACKNOWLEDGEMENT OF FIRM IF A LIMITED LIABILITY COMPANY

STATE OF _____ County OF _____

The foregoing instruments was acknowledged before me by means of physical presence or online notarization this _____ (Date) by _____ (Name of officer or agent) as _____ (title of officer or agent) of the Company on behalf of the Company, pursuant to the powers conferred upon him/her by the Company. He/she personally appeared before me at the time of notarization, and is personally known to me or has produced _____ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this _____ (Date)

(Official Notary Signature and Notary Seal)

(Name of Notary typed, printed or stamped)
Commission Number _____ Commission Expiration Date _____

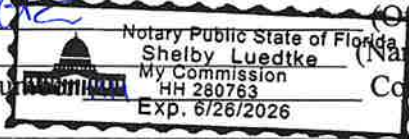
ACKNOWLEDGEMENT OF FIRM, IF A CORPORATION

STATE OF Florida County OF Hillsborough

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this December 11, 2023 (Date) by Holly Kremers (Name of officer or agent) as Associate Vice President (title of officer or agent) of the Corporation on behalf of the Corporation, pursuant to the powers conferred upon him/her by the Corporation. He/she personally appeared before me at the time of notarization, and is personally known to me or has produced _____ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this December 11, 2023 (Date)

Shelby Luedtke (Official Notary Signature and Notary Seal)

(Name of Notary typed, printed or stamped)
Commission Number _____ Commission Expiration Date 6/26/2026



ACKNOWLEDGEMENT OF FIRM, IF AN INDIVIDUAL

STATE OF _____ County OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ (Date) By _____ (Name of acknowledging) who personally appeared before me at the time of notarization, and is personally known to me or has produced _____ as identification and did certify to have knowledge of the matters in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this _____ (Date)

(Official Notary Signature and Notary Seal)

(Name of Notary typed, printed or stamped)
Commission Number _____ Commission Expiration Date _____

ACKNOWLEDGEMENT OF FIRM, IF A PARTNERSHIP

STATE OF _____ County OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ (Date) by _____ (Name of acknowledging partner or agent) on behalf of _____ a partnership. He/She personally appeared before me at the time of notarization, and is personally known to me or has produced _____ as identification and did certify to have knowledge of the matters in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this _____ (Date) .

(Official Notary Signature and Notary Seal)

(Name of Notary typed, printed or stamped)

Commission Number _____ Commission Expiration Date _____



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Foreign Profit Corporation
HAZEN AND SAWYER, P.C.

Filing Information

Document Number	841657
FEI/EIN Number	13-2904652
Date Filed	10/18/1978
State	NY
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	08/10/1987
Event Effective Date	NONE

Principal Address

4000 Hollywood Blvd.
Suite 750N
Hollywood, FL 33021

Changed: 03/09/2016

Mailing Address

498 Seventh Ave, 11th Floor
New York, NY 10018

Changed: 01/22/2016

Registered Agent Name & Address

CORPORATION SERVICE COMPANY
1201 HAYS STREET
TALLAHASSEE, FL 32301

Name Changed: 06/30/2005

Address Changed: 06/30/2005

Officer/Director Detail

Name & Address

Title President, Director

Taylor, Ronald L
4011 WestChase Blvd.
Suite 500
Raleigh, NC 27607

Title VP

Davis, Patrick A
4000 Hollywood Blvd.
Suite 750N
Hollywood, FL 33021

Title VP

Chiriboga, Fernando B
999 Ponce de Leon Blvd.
Suite 1150
Coral Gables, FL 33134

Title VP, Director, Secretary

Haubner, Gary
7870 East Kemper Road
Suite 300
Cincinnati, OH 45249

Title VP

Mehrotra, Sandeep
498 Seventh Ave, 11th Floor
New York, NY 10018

Title VP, Director

Pitt, Paul
90 NEW MONTGOMERY STREET
SUITE 333
San Francisco, CA 94105

Title VP, Director

Stone, Alan
4011 WestChase Blvd.
Suite 500
Raleigh, NC 27607

Title Senior Vice President, Director

TAYLOR, ROBERT B
4000 Hollywood Blvd.
Suite 750N
Hollywood, FL 33021

Title VP, Treasurer, CFO

Crayon, William
498 Seventh Ave, 11th Floor
New York, NY 10018

Title VP, Director

Carney, Patricia A
4000 Hollywood Blvd.
Suite 750N
Hollywood, FL 33021

Title VP

Page, Jayson J
999 Ponce de Leon Blvd.
Suite 1150
Coral Gables, FL 33134

Title VP

Joykutty, Shajan
4000 Hollywood Blvd.
Suite 750N
Hollywood, FL 33021

Title VP

Muniz, Albert
2101 NW Corporate Blvd.
Suite 301
Boca Raton, FL 33431

Title VP

Anderson, Damann L
1000 N. Ashley Drive
Suite 1000
Tampa, FL 33602

Title VP

Cowgill, James T
4000 Hollywood Blvd.
Suite 750N
Hollywood, FL 33021

Title VP

Bors, Gary W
4000 Hollywood Blvd.
Suite 750N
Hollywood, FL 33021

Title VP

Dieffenthaler, Andre A.
1000 N. Ashley Drive
Suite 1000
Tampa, FL 33602

Title VP

Wietgreffe, Janeen M.
4000 Hollywood Blvd.
Suite 750N
Hollywood, FL 33021

Title Associate Vice President

Cooke, JOHN PHILIP
4000 Hollywood Blvd.
Suite 750N
Hollywood, FL 33021

Title Associate Vice President

Regalado, Guillermo
4000 Hollywood Blvd.
Suite 750N
Hollywood, FL 33021

Title Associate Vice President

Pfeffer, Kurt A
2101 NW Corporate Blvd.
Suite 301
Boca Raton, FL 33431

Title Associate Vice President

Baar, David A
1000 N. ASHLEY DRIVE
SUITE 1000
TAMPA, FL 33602

Title Associate Vice President

Kish, Christopher L.
999 PONCE DE LEON BLVD
SUITE 1150

CORAL GABLES, FL 33134

Title Associate Vice President

Koroshec, John C.
2101 NW CORPORATE BLVD
SUITE 301
BOCA RATON, FL 33431

Title Associate Vice President

McMahon, Jennifer N.
4000 HOLLYWOOD BLVD.
SUITE 750N
HOLLYWOOD, FL 33021

Title Associate Vice President

Myers, Ervin B., Jr.
2420 S. LAKEMONT AVENUE
SUITE 325
Orlando, FL 32814

Title Associate Vice President

Schroeder, John P.
1000 N. ASHLEY DRIVE
SUITE 1000
TAMPA, FL 33602

Title Manager

Bulman, Gerrit R
4000 Hollywood Blvd.
Suite 750N
Hollywood, FL 33021

Title SENIOR ASSOCIATE

GRIBORIO, ALONSO G
4000 Hollywood Blvd.
Suite 750N
Hollywood, FL 33021

Title ASSOCIATE VICE PRESIDENT

VADIVELLO, ENRIQUE
4000 Hollywood Blvd.
Suite 750N
Hollywood, FL 33021

Title ASSOCIATE VICE PRESIDENT

Castro, Orlando J
 999 PONCE DE LEON BLVD.
 SUITE 1150
 CORAL GABLES, FL 33134

Title ASSOCIATE VICE PRESIDENT

Kremers, Holly P
 1000 N. ASHLEY DRIVE
 SUITE 1000
 TAMPA, FL 33602

Annual Reports

Report Year	Filed Date
2022	01/12/2022
2022	08/11/2022
2023	01/24/2023

Document Images

01/24/2023 -- ANNUAL REPORT	View image in PDF format
08/12/2022 -- AMENDED ANNUAL REPORT	View image in PDF format
08/11/2022 -- AMENDED ANNUAL REPORT	View image in PDF format
01/12/2022 -- ANNUAL REPORT	View image in PDF format
04/27/2021 -- AMENDED ANNUAL REPORT	View image in PDF format
03/31/2021 -- AMENDED ANNUAL REPORT	View image in PDF format
01/11/2021 -- ANNUAL REPORT	View image in PDF format
01/27/2020 -- ANNUAL REPORT	View image in PDF format
01/14/2019 -- ANNUAL REPORT	View image in PDF format
01/08/2018 -- ANNUAL REPORT	View image in PDF format
01/09/2017 -- ANNUAL REPORT	View image in PDF format
03/09/2016 -- AMENDED ANNUAL REPORT	View image in PDF format
01/22/2016 -- ANNUAL REPORT	View image in PDF format
02/23/2015 -- ANNUAL REPORT	View image in PDF format
01/13/2014 -- ANNUAL REPORT	View image in PDF format
01/23/2013 -- ANNUAL REPORT	View image in PDF format
01/26/2012 -- ANNUAL REPORT	View image in PDF format
01/04/2011 -- ANNUAL REPORT	View image in PDF format
01/26/2010 -- ANNUAL REPORT	View image in PDF format
01/19/2009 -- ANNUAL REPORT	View image in PDF format
02/26/2008 -- ANNUAL REPORT	View image in PDF format
01/29/2007 -- ANNUAL REPORT	View image in PDF format
01/12/2006 -- ANNUAL REPORT	View image in PDF format
06/30/2005 -- Reg. Agent Change	View image in PDF format
01/14/2005 -- ANNUAL REPORT	View image in PDF format
02/09/2004 -- ANNUAL REPORT	View image in PDF format
03/06/2003 -- ANNUAL REPORT	View image in PDF format

03/14/2002 -- ANNUAL REPORT	View image in PDF format
05/03/2001 -- ANNUAL REPORT	View image in PDF format
03/20/2000 -- ANNUAL REPORT	View image in PDF format
02/23/1999 -- ANNUAL REPORT	View image in PDF format
02/03/1998 -- ANNUAL REPORT	View image in PDF format
01/15/1997 -- ANNUAL REPORT	View image in PDF format
01/31/1996 -- ANNUAL REPORT	View image in PDF format
01/19/1995 -- ANNUAL REPORT	View image in PDF format

Florida Department of State, Division of Corporations

Exhibit "A-i"

RFP NOTICE

Polk County, a political subdivision of the State of Florida, requests the submittal proposals from vendors that are interested in providing professional services for design, permitting and construction phase engineering services for water, wastewater and reclaim water facilities as well as regulatory support services for Polk County Utilities Division as described herein. Sealed proposals must be received in the Procurement Division, prior to the due date and time listed below.

RFP Number and Title: 23-448, Utilities Design Services & Regulatory Support Services

Description: Provide professional services for design, permitting and construction phase engineering services for water, wastewater and reclaim water facilities as well as regulatory support services for Polk County Utilities Division

Receiving Period: Prior to 2:00 p.m., Wednesday, July 19, 2023

Bid Opening: Wednesday, July 19, 2023, at 2:00 p.m. or as soon as possible thereafter.

This form is for RFP registration only. Please scroll down for additional information.

Special Instructions: A **MANDATORY** pre-proposal meeting will be held **Tuesday, June 20, 2023, 2:00 p.m.** at the Utilities Administration Building, Room 63, 1011 Jim Keene Blvd, Winter Haven, FL 33880. An authorized representative or agent of the Proposer must be present at this meeting in person as evidenced by their signature on the meeting's sign-in sheet, or the Proposers Proposal will be considered non-responsive.

Questions regarding this RFP must be in writing and must be sent to Ari Goldstein Senior Procurement Analyst, via email at arigoldsteint@polk-county.net or via fax at (863) 534-6789. All questions must be received by, Friday, July 7, 2023, 4:00 p.m.

RFP REGISTRATION

You **MUST** register using this form in order to receive notice of any addenda to these documents. Please fax the completed form to the Polk County Procurement Division as soon as possible. It is the vendor's responsibility to verify if addenda have been issued.

RFP Number: 23-448

RFP Title: Utilities Design Services & Regulatory Support Services

This form is for RFP registration. Please scroll down for additional information.

This form is for bid registration only. Please scroll down for additional information.

Carefully complete this form and return it to the Procurement Division via e-mail to procurement@polk-county.net or fax (863) 534-6789. You must submit one form for each solicitation that you are registering for.

Company Name: _____

Contact Name: _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

Phone Number: _____

Email: _____

PROPOSAL SUBMITTAL INSTRUCTIONS

Proposers must submit their proposal prior to 2:00 p.m. on the receiving date. Proposals must be submitted in a “sealed” parcel or electronically through Polk County’s secure website, Kiteworks. Proposals will be publicly opened at 2:00 p.m. on the receiving date.

Sealed Parcel Submittal:

If you are submitting a sealed parcel proposal submit one (1) original marked ORIGINAL and six (6) copies marked COPY of the proposal in a sealed parcel to the Procurement Division. The parcel should be labeled “RFP #23-448, Utilities Design Services & Regulatory Support Services” and marked with the proposer’s name and address. The Proposals may be mailed or delivered to:

**Polk County Procurement Division
330 West Church Street, Room 150
Bartow, FL 33830**

To assist with labeling the sealed parcel, please cut along the outer border and affix this label. Be sure to include the name of the company submitting the proposal where requested.

Sealed Proposal. DO NOT OPEN	
RFP Number	23-448
RFP Title	Utilities Design Services & Regulatory Support Services
Due Date/Time:	July 19, 2023, prior to 2:00 pm
Submitted by:	
Deliver To:	Polk County Procurement Division 330 West Church Street, Room 150, Bartow, Florida 33830

Proposals may be mailed, express mailed or hand delivered. It is the Proposers responsibility to ensure their package is delivered to the Procurement Division prior to 2:00 p.m. on the Receiving date and time referenced above. Proposals delivered at 2:00 p.m. or later will not be accepted.

Electronic Proposals Submittal:

All prospective Proposers that are interested in submitting their proposals electronically can do so via the County’s secure electronic submittal website, Kiteworks. Proposers must email arigoldstein@polk-county.net at least 48 hours prior to opening to receive a link to upload their submittal. Please only upload your documents as a PDF or Excel file for the Cost Tab, if applicable. Please use the name convention of your files as follow:

“RFP 23-448 Tab 1”

“RFP 23-448 Tab 2”

“RFP 23-448 Tab 3”

“RFP 23-448 Tab 4”

“RFP 23-448 Tab 5”

“RFP 23-448 Tab 6”

“RFP 23-448 Tab 7”

For more instructions, a video tutorial has been produced to further explain the electronic solicitation submittal process. It can be found by clicking here for RFP Submittals: https://youtu.be/vkn_7AHgioE. If you need assistance accessing this website due to ADA or any other reason, please email Ari Goldstein at arigoldstein@polk-county.net.

Procurement recommends that Proposers submitting electronically double check the documents submitted into Kiteworks to ensure all requested tab information has been uploaded. Failure to upload the requested tab information may result in the proposal being deemed nonresponsive.

POLK COUNTY
Procurement Division
Fran McAskill
Procurement Director
REQUEST FOR PROPOSAL 23-448
Utilities Design Services & Regulatory Support Services

Sealed proposals will be received in the Procurement Division, **Wednesday, July 19, 2023, prior to 2:00 p.m.**

Attached are important instructions and specifications regarding responses to this Request for Proposal (the "RFP"). The failure of a responding proposer (a "Proposer") to follow these instructions could result in Proposer disqualification from consideration for a contract to be awarded pursuant to this RFP.

This document is issued by Polk County (the "County") which is the sole distributor of this RFP and all addenda and changes to the RFP documents. The County shall record its responses to inquiries and provide any supplemental instructions or additional documents pertaining to this RFP in the form of written addenda to the RFP. The County shall post all such addenda, together with any other information pertaining to this RFP, on the County's website at <https://www.polk-county.net/procurement/bids>. It is the sole responsibility of each Proposer to review the website prior to submitting a responsive proposal (a "Proposal") to this RFP to ensure that that the Proposer has obtained all available instructions, addenda, changes, supporting documents, and any other information pertaining to this RFP.

The County is not responsible for any solicitations issued through subscriber, publications, or other sources not connected with the County and the Proposer should not rely on such sources for information regarding the RFP solicitation.

Questions regarding this RFP must be in writing and must be sent to Ari Goldstein, via email at arigoldstein@polk-county.net or via fax at (863) 534-6789. All questions must be received by Friday, July 7, 2023, 4:00 p.m.

Proposers and any prospective Proposers shall not contact, communicate with or discuss any matter relating in any way to this RFP with any member of the Polk County Board of County Commissioners or any employee of Polk County other than the County Procurement Director or the individual designated above. This prohibition begins with the issuance of the Request for Proposal and ends upon execution of a contract. Any such communication initiated by a Proposer or prospective proposer shall be grounds for disqualifying the offender from consideration for a contract to be awarded pursuant to this RFP and for contracts to be awarded pursuant to RFPs or Requests for Bid that the County may issue in the future.

A Proposer's responsive Proposal to this RFP may be mailed, express mailed, or hand delivered to:

Polk County Procurement Division
330 West Church Street, Room 150
Bartow, Florida 33830
(863)534-6757

INTRODUCTION

Polk County, a political subdivision of the State of Florida, seeks professional services for design, permitting, and construction phase engineering services for water, wastewater and reclaim water facilities as well as regulatory support services for Polk County Utilities Division (PCU), and as further defined in the Scope of Services below. Other County Divisions may also use these services.

Polk County's Selection Process for consultants' services is in accordance with Section 287.055, Florida Statutes, the Consultants' Competitive Negotiations Act ("CCNA"). The Professional Services Selection Committee will review the qualifications of all submitting firms.

It is the intent of the County to select and negotiate a Master Consulting Agreement with one (1) or more firm(s).

The County will negotiate fee schedules in accordance with the County's Procurement Procedures, with the goal of establishing standardized rates as part of "Selection Process", Elevation Level 4 Contract Negotiations.

Services under this contract will be in compliance with Section 287.055 of the Florida Statutes referred to as the "Consultants' Competitive Negotiation Act" (CCNA). Polk County's Procurement Procedure's Manual outlines the Procedures for Contracting for Professional Services Covered by CCNA. These procedures outline the process used for the selection of a consulting firm awarded through this RFP process.

All services must be performed in accordance with applicable Federal, State and Local regulations.

The Successful Proposer must register in our new Vendor Database if you have not already done so prior to award of this RFP. A purchase order cannot be issued to a vendor until they have registered. You may register by going to the following link: <https://www.polk-county.net/procurement/vendor-registration>. Registered vendors will receive a User ID and Password to access their company information. All registered vendors must provide their owner gender, owner ethnicity, corporate status, and a minimum of one (1) commodity code to be considered registered. It is the responsibility of all vendors to update their vendor information. Only registered vendors will receive notifications of future RFP's.

All services must be performed in accordance with applicable Federal, State and Local regulations.

SCOPE OF SERVICES

The scope of services shall include, but not be limited, to design, permitting and construction phase engineering services for water, wastewater, and reclaim water facilities within Polk County, Florida. Additionally, the County requires professional services for environmental permitting, planning and compliance. Work will be done in conjunction with the Utilities' Community Investment Program (CIP), which includes Expansion and Renewal and Replacement. In addition, the work may be performed for other Utility Sections including Environmental Permitting, Operations and Maintenance, and Customer Service. Successful Proposers must follow the Polk County Utilities Code while performing these services for the Utilities Division.

Additionally, this RFP is for professional engineering services and regulatory support services in conjunction with water, wastewater and reclaim water systems. Types of services include but are not necessarily limited to design of water, wastewater and reclaim plants/facilities; pipeline design; construction observation; utility relocation; GIS support; utility infrastructure security measures; hydraulic and water quality modeling; permitting of new or existing water, wastewater, and reclaim water facilities for construction and operation; assistance with information requests by regulatory agencies; water, wastewater and groundwater monitoring; well field sampling; hydrogeologic and surface water modeling; evaluation of technical and water quality data as required by federal, state and/or local regulations; preparation of appropriate documents, reports or maps as related to design, permitting and regulatory information requests; land surveying and geotechnical services; well construction and abandonment-related engineering services; well head protection, water quality and environmental assessments; technical assistance for preparation of public information; water conservation education; feasibility studies for developing, improving and maintaining water, wastewater or reclaim water systems; implementation of compliance projects or preparation of reports; utility system master planning; information systems development & implementation; review of water, wastewater, and reclaim development submissions for system capacity and hydraulic compatibility with master plans; and other utility-related professional engineering and consulting services.

Proposers must have in-house, multi-disciplinary capabilities in at least ten (10) of these fields, but more capabilities identified will enhance the scores:

- Civil engineering
- Utility master planning and hydraulic modeling
- Water quality master plans and water conservation plans
- Water quality engineering, modeling, and evaluation
- Wastewater engineering, treatment, and evaluation
- Biosolids management design and operation
- Regulatory compliance and permitting for water and wastewater facilities
- Utility environmental affairs

- Land surveying
- Hydrology and surface water modeling
- Hydrogeologic modeling and evaluation of water quality data
- Well construction and abandonment
- Well head protection, water quality and environmental assessments
- Feasibility studies for developing, improving and maintaining water, wastewater and reclaim water systems
- Geotechnical engineering
- Utility acquisition and evaluation
- Right-of-way and easement acquisition services
- Structural engineering as related to water, wastewater and reclaim water facilities
- Electrical engineering as related to water, wastewater and reclaim water facilities
- Mechanical engineering related to water, wastewater and reclaim water facilities
- Constructability plan review/value engineering
- Instrumentation and controls engineering and programming for SCADA systems
- Construction administration and construction observation-related engineering services for water, wastewater, and reclaim water facilities
- Water, wastewater, and reclaim water facilities operational experience
- Public involvement services, including technical assistance for preparation of public information brochures
- Water conservation education and/or enforcement
- Subsurface utility engineering and locating
- Architectural services
- GIS Analysis, SDE Management and GIS database maintenance and support capabilities
- CADD design capabilities
- Database & Information system development related to utility systems and management
- Energy audits
- Green Engineering Practices

The County shall request the services on an as-needed basis. There is no guarantee that any or all the services described in this RFP will be assigned during the term of the agreement. Further, the Consultant is providing these services on a nonexclusive basis. The County, at its option, may elect to have any of the services set forth herein performed by other consultants or County staff.

AGREEMENT

The Master Consulting Agreement will be for five (5) years unless otherwise terminated in accordance with the master consulting agreement.

EVALUATION CRITERIA

Proposals should not contain information in excess of that requested, must be concise, and must specifically address the issues of this RFP. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this RFP are not desired and may be construed as an indication of the Proposer's lack of cost consciousness. Elaborate artwork, expensive visual aids, and other presentation aids are neither necessary nor desired unless specifically requested. The Proposal responses shall be contained within a three-ring binder (original and each copy in separate binders). For the purposes of this RFP, one page equals a single sided page. It is requested that the responses be in the same order as the selection and evaluation procedures. The submittals should include the following:

Tab 1 Executive Summary

(Items a-c: Maximum of two (2) pages)

- a) Name, company name, address, telephone number, and email address.
- b) State the number of years in business, as the same company/firm.
- c) State the number of full-time employees.
- d) Provide documentation showing proper incorporation by the Secretary of State.
- e) Provide a copy of the firm's applicable certification(s) from the State of Florida allowing them to provide the services as outlined in the Scope of Service as well as compliance with F.S. 287.055

Tab 2 Approach to the Project (35 points)

(Maximum of four (4) pages)

- a) Describe in detail the components of how your firm proposes to manage assigned project(s), based upon the scope of services. Please identify the services your firm provides which make you qualified to perform the required services.
- b) Describe how the firm plans to maintain the project team and manage the project team members' time in order to ensure sufficient time to complete a project.
- c) Describe the firm's Quality Assurance and Quality Control program as it pertains to engineering services.

Tab 3 Experience, Expertise, Personnel and Technical Resources (40 points)

- Identify a minimum of five (5) and a maximum of eight (8) projects in which the proposer her performed within the past five (5) years as the prime proposer which best illustrate the experience of the firm and current staff as related to the desired services. At least three (3) of the projects identified should be projects performed for public entities. (Maximum of one (1) page only per project).
 - For each project please provide:

- a) Name and location of the project;
 - b) Size and cost of the project;
 - c) Project representative name, address, phone number, and email address
 - d) Date project was completed or is anticipated to be completed, if completed provide the actual completion date;
 - e) The nature of the firm's responsibility on the project;
 - f) List of change orders, including dollar amount, which were the result of unforeseen circumstances or design errors/oversights; and
 - g) List of any time extensions created by item f above.
- Provide an organizational chart of the team highlighting the key individuals who will work on this contract.
 - Provide brief resumes of the firm's key personnel to be assigned to the master service agreement including, but not limited to, the items in the list below (One (1) page maximum per resume):
 - a) Name and current position held by the person
 - b) Name, title and project assignment
 - c) Experience:
 - (1) Types of projects.
 - (2) Size of projects (dollar value of project).
 - (3) What were their specific project involvements?
 - Identify any sub-consultants that may be involved throughout the duration of the agreement. For each sub consultant identified please provide:
 - A brief description of their experience outlining their qualifications to perform the intended services
 - A brief resume for each key personnel that will be assigned to perform the intended services

Tab 4 Is the Firm a “Polk County Entity”? (5 Points)

- There will be a maximum of five (5) points allocated for this Tab. If the Proposer is a Polk County Entity then five (5) points will be allocated. If the Proposer is not a Polk County Entity but is utilizing one or more sub-consultants that are a Polk County Entity to assist in performing the scope of work then the Proposal will be allocated one (1) point for each sub-consultant which is a Polk County Entity up to a maximum of five (5) points. The Polk County Entity sub-consultant(s) must have been identified under Tab 3, Experience, Expertise, Personnel and Technical Resources in order to qualify for point allocation.
- Provide documentation of the Proposers' or sub-consultant's headquarters and local offices, if any, and the amount of time the firm has been located at each such local office. Please also indicate the number of employees at the local office.
- Proposers or sub-consultants will be allocated points if they meet the following Polk County Government definition of Polk County Entity.

- The term “Polk County Entity” means any business having a physical location within the boundaries of Polk County, Florida, at which employees are located and business activity is managed and controlled on a day to day basis. Additionally, the business must have been located within the boundaries of Polk County for a minimum of 12 months prior to the date the applicable solicitation is issued. This requirement may be evidenced through a recorded deed, an executed lease agreement, or other form of written documentation acceptable to the County. The County shall have the right, but not the obligation, to verify the foregoing requirements.
- In the event a Proposer lists one or more sub-consultants in Tab 4 which is a Polk County Entity and receives point(s) as a result, and after the Proposer is awarded the project, if successful, it is determined that the listed sub-consultant does not assist in the performance of the scope of work (and is not replaced with an alternative sub-consultant which is a Polk County Entity), then the Proposer acknowledges and agrees that it may be suspended or debarred by the Procurement Director for failure to comply with the conditions, specifications or terms of a proposal or contract with the County or for committing a fraud or misrepresentation in connection with a proposal or contract with the County, in accordance with the Polk County Purchasing Ordinance and Procedures Manual.

Tab 5 Is the Firm a “Certified Woman or Minority Business Enterprise” (5 Points)

- Polk County Board of County Commissioners has a long standing commitment to encouraging the utilization of Women and Minority Businesses that do business with the County as vendors. To that end we encourage all of our prime and professional services vendors to utilize W/MBE vendors where at all possible, irrespective of a company’s certification status. Please explain how the submitting firm will encourage minority participation in the project. (Limit response to one page)
- There will be a maximum of five (5) points allocated for this tab. If the Proposer is a Woman or Minority owned business then five (5) points will be allocated. If the Proposer is not a Woman or Minority owned business but is utilizing one or more sub-consultants that are a Women or Minority owned business to assist in performing the scope of work, then the Proposal will be allocated one (1) point for each sub-consultant which meets the County’s certification criteria of Women or Minority owned, up to a maximum of five (5) points. The Woman or Minority owned business sub-consultant(s) must have been identified under Tab 3, Experience, Expertise, Personnel and Technical Resources in order to qualify for point allocation.
- Proposers or sub-consultants will be allocated points if they are a certified W/MBE as evidenced by providing the documentation described below.
 - If the Proposer or sub-consultant has a certified W/MBE status, provide documentation of the firms’ certified W/MBE status as defined by the Florida Small and Minority Business Act and as defined in Polk County’s

Purchasing Procedures. Polk County's Purchasing Procedures recognize the following to meet the requirement of a certified W/MBE status:

- Valid W/MBE Certification from one of the following
 - Florida Minority Supplier Development Council
 - Women Business Enterprise National Council
 - The State of Florida Office of Supplier Diversity
 - Florida Department of Transportation
 - U. S. Small Business Administration
 - Federal Aviation Authority
 - Other Florida governmental agencies

Certifications from other governmental agencies will be considered on a case-by-case basis.

- In the event a Proposer lists one or more sub-consultants in Tab 5 which is a Women or Minority owned business and receives point(s) as a result, and after the Proposer is awarded the project, if successful, it is determined that the listed sub-consultant does not assist in the performance of the scope of work (and is not replaced with an alternative sub-consultant which is a Women or Minority owned business), then the Proposer acknowledges and agrees that it may be suspended or debarred by the Procurement Director for failure to comply with the conditions, specifications or terms of a proposal or contract with the County or for committing a fraud or misrepresentation in connection with a proposal or contract with the County, in accordance with the Polk County Purchasing Ordinance and Procedures Manual.

Tab 6 Interactions with County and Regulatory Agency Staff (5 Points)

- Provide documentation supporting the specialized qualifications of the proposed staff in terms of meeting this scope of service. Qualifications should highlight experience with regulatory agencies, identifying specific agencies and the items being addressed, including construction permitting, water use permitting, consent orders, consultation, governing regulations; and other related activities. Describe the firm's ability to work with the Utilities Division or other Division staff in order to successfully fulfill the scope of service. Demonstrate the firm's knowledge of permitting process, as well as local regulatory agencies, including, but not limited to SWFWMD, FDEP, and the Polk County Health Department, if applicable. (Limit response to one (1) page)

Tab 7 Surveys of Past Performance (10 Points)

- Provide reference surveys from past clients for the projects identified under Tab 3.
- Completed surveys. (See Exhibit 1) Procurement will take the average of all surveys and score as follows:
 - Average Score between 9-10 (10 Points)
 - Average Score between 7-8 (8 Points)

- Average Score between 5-6 (6 Points)
- Average Score between 3-4 (4 Points)
- Average Score between 1-2 (2 Points)
- Average Score of 0 (0 Points)

BID OPENING

Proposers may attend the Bid Opening in person or via conference call by dialing (646) 558-8656 and enter Meeting ID: 327 647 2818. A listing of all proposers will be posted to Procurement’s website as soon as possible after bid opening.

Selection Process

Proposals will be evaluated in accordance with this section and all applicable County procurement policies and procedures.

The County shall appoint a selection committee (the “Selection Committee”) that will be responsible for evaluating and scoring/ranking the Proposals in accordance with this Section.

The County will use a competitive selection process based on the Elevation Levels described in this Section. At Elevation Levels 2 and 3, the Selection Committee will score and/or rank the Proposals as applicable.

Selection of a final Proposal will be based upon the following steps and factors:

Elevation Level 1 (Procurement Requirements Assessment):

- The County Procurement Division shall review all Proposals for conformance with RFP guidelines and detailed submittal requirements. At the County’s discretion, non-conforming Proposals may be eliminated from further consideration and conforming Proposals shall be elevated to Elevation Level 2. Procurement will distribute Proposals and evaluation criteria to the Selection Committee.
- Procurement will also ensure all firms meet the requirement of certification as outlined in Florida Statute 287.055(3)(c).
- The Selection Committee may convene to review questions that arise during individual member review of submitted Proposals before Elevation Level 2 to allow for questions, clarifications, explanations, or other discussion to be held before the review of Proposals is completed.

Elevation Level 2 (Scoring)

- Procurement shall score each Proposal on the following evaluation criteria:
 - Local (Tab 4)-5 points
 - W/MBE Certification (Tab 5)-5 points
 - Surveys of Past Performance (Tab 7)-10 points

Subtotal Points-20 points

by the process stated under each corresponding Tab description as set forth on Pages 9-13.

- Each Selection Committee member shall score each Proposal on the following evaluation criteria:
 - Approach to the Project (Tab 2)-35 points
 - Experience, Expertise, Personnel and Technical Resources (Tab 3)-40 points
 - Interaction w/ County & Regulatory Agencies (Tab 6)-5 pointsSubtotal Points-80 points

Total Points – 100 points

by the following process:

- 1) Each Selection Committee member shall determine which of the following descriptions applies to each of the foregoing evaluation criteria:
 - EXCELLENT (1.0): Of the highest or finest quality; exceptional; superior; superb; exquisite; peerless.
The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited an exceptional and superior degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver far beyond expectation.
 - VERY GOOD (0.8): To a high degree; better than or above competent and/or skillful.
The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited a very high degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver beyond expectation.
 - GOOD (0.6): Having positive or desirable qualities; competent; skilled; above average.
The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited a skillful and above-average degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules,

etc.) demonstrate the Proposer's ability to perform and deliver at the expected level.

- FAIR (0.4): Average; moderate; mediocre; adequate; sufficient; satisfactory; standard.

The Proposer provided information for a given criteria that satisfied the requirements and described sufficiently how and what will be accomplished in a manner that exhibited an adequate and average degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver at a level slightly below expectation.

- POOR (0.2): Inadequate; lacking; inferior in quality; of little or less merit; substandard; marginal.

The Proposer provided information for a given criteria that did not satisfy the requirements and described in an inadequate manner how and what will be accomplished. The information provided simply reiterated a requirement, contained inaccurate statements or references, lacked adequate information, or was of inferior quality. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver at a substandard and inferior level.

- UNACCEPTABLE (0.0):

The Proposer failed to provide any information for a given criteria, provided information that could not be understood, or did not provide the information for a given category as requested.

- 2) After a Selection Committee member has determined the description applicable for each evaluation criterion, the total points available for such criterion shall be multiplied by the factor associated with the applicable description to produce the number of points allocated for that evaluation criterion. For example, a Selection Committee member classifies the "Experience and Expertise" criterion (which shall be worth 25 points for the purpose of this example) as "Very Good" (which is a description factor multiplier of 0.8). The points that Selection Committee member allocated for that evaluation criterion would be 20, calculated as follows: 25 available points x 0.8 applicable description factor multiplier = 20 points.
- 3) A Selection Committee member's total score for each Proposal shall equal the sum of the total points allocated for each evaluation criteria.
- 4) When all Selection Committee members have completed their Proposal evaluations, the individual Selection Committee member's total scores for each Proposal will be added together to produce a final score for each Proposal.
- 5) Procurement will confirm the calculations for the final score for each Proposal. Then, Procurement shall publish a rank-ordered listing of the Proposals to the

Selection Committee with the Proposal receiving the highest point as the highest-ranked Proposal.

- 6) In accordance with Section 287.055(4)(a), Florida Statutes, if there are three (3) or more Proposers in Elevation Level 2, the Selection Committee must elevate no fewer than the three highest scored of such Proposers to Elevation Level 3 for interviews. If there are only two Proposers in Elevation Level 2, the Selection Committee must elevate those two Proposers to Elevation Level 3 for interviews. If there is only one Proposer in Elevation Level 2, then the Selection Committee may collectively decide if they would like to elevate the Proposer to Elevation Level 3 for interviews or if they would like to recommend the Board authorize staff to enter into Contract Negotiations with the Proposer. In the latter case, after Board approval to authorize staff to negotiate a contract, the Proposer will then be elevated to Elevation Level 4 for contract negotiations.

Elevation Level 3 (Proposer Interviews)

The Selection Committee are required to conduct interviews of the Proposers that it has elevated from Elevation Level 2 to Elevation Level 3.

During an interview, elevated Proposers may be requested to make a presentation focusing on their qualifications, approach to the project and the ability to furnish the required services. The Selection Committee members will have an opportunity to inquire about any aspect of the RFP and the Proposer's Proposal. After all elevated Proposer interviews, each Selection Committee member will individually rank the Proposers in numerical order beginning at number 1 for the Proposer deemed to be the most highly qualified to perform the required services. In accordance with Section 287.055(4)(b), Florida Statutes, in determining whether a Proposer is qualified, each Selection Committee member shall consider such factors as:

- Ability of Personnel
- Whether a Proposer is a certified minority business enterprise
- Past performance
- Willingness to meet time and budget requirements
- Location
- Recent, current, and projected workloads
- Volume of work previously awarded to each Proposer by the County

Procurement shall receive and compile each Selection Committee member's ranking of each Proposer, and then publish a rank-ordered listing of Proposers to the Selection Committee, based on the combined average rankings given each Proposer. The Selection Committee members will then collectively decide if they would like to recommend the Board authorize staff to enter into Contract Negotiations with all Proposers elevated to Proposer Interviews, starting with the highest-ranked Proposer(s). After Board approval to authorize staff to negotiate a contract, said Proposer(s) will then be elevated to Elevation Level 4 for contract negotiations.

Elevation Level 4 (Contract Negotiations)

If a Proposer is elevated to this level, the User Division, with the assistance of Procurement and the County Attorney's Office, shall negotiate an Agreement with the elevated Proposer(s) in accordance with Section 287.055(5), Florida Statutes.

If after negotiating for a reasonable time period the parties cannot agree on a contract, the County shall, in its sole discretion, terminate further contract negotiations with that Proposer(s). Procurement shall notify the Selection Committee that contract negotiations with the elevated Proposer(s) have terminated. The Selection Committee shall then determine whether to recommend to the Board to approve contract negotiations with the next-highest-ranked Proposer, and so on. If the Selection Committee decides not to recommend contract negotiations with the next-highest-ranked Proposer, or if the County determines there is no other Proposer with whom the County can successfully negotiate a contract, then the RFP Selection Process shall terminate.

After contract negotiations with a Proposer(s) are successfully completed pursuant to Elevation Level 4, the Selection Committee shall recommend to the Board of County Commissioners that it selects such Proposer(s) to provide the services as outlined in the Agreement. The Board of County Commissioners shall make the final decision whether to enter into an Agreement with a Proposer(s).

GENERAL CONDITIONS

CONTACT

After the issuance of any Request for Proposal, prospective proposers shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposal with the Board of County Commissioners, and any employee of Polk County, other than the Procurement Director or as directed in the cover page of the Request for Proposal. This prohibition begins with the issuance of any Request for Proposal and ends upon completion execution of a contract. Such communications initiated by a proposer shall be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal.

INSURANCE REQUIREMENTS

The selected firm, if any, shall maintain, at all times, the following minimum levels of insurance and; shall, without in any way altering their liability, obtain, pay for and maintain insurance for the coverages and amounts of coverage not less than those set forth below. Provide to the County original Certificates of Insurance satisfactory to the County to evidence such coverage before any work commences. Polk County, a political subdivision of the State of Florida, shall be an additional named insured on all policies related to the project; excluding workers' compensation and professional liability. The Workers' Compensation and General Liability policies shall contain a waiver of subrogation in favor of Polk County. All insurance coverage shall be written with a company having an A.M. Best Rating of at least the "A" category and size category of VIII. The firm's self-insured retention or deductible per line of coverage shall not exceed \$25,000 without the permission of the County. In the event of any failure by the firm to comply with the provisions; the County may, at its option, on notice to the firm suspend the project for cause until there is full compliance. Alternatively, the County may purchase such insurance at the firm's expense, provided that the County shall have no obligation to do so and if the County shall do so, the firm shall not be relieved of or excused from the obligation to obtain and maintain such insurance amounts and coverages.

Worker's Compensation and Employer's Liability Insurance providing statutory benefits, including those that may be required by any applicable federal statute:

Admitted in Florida	Yes
Employer's Liability	\$100,000
All States Endorsement	Statutory
Voluntary Compensation	Statutory

Commercial General Liability Insurance. \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including the following coverages:

Premises and Operations and Products/Completed Operations;

Broad Form Commercial General Liability Endorsement to include blanket contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm); Personal Injury (with employment and contractual exclusions deleted) and Broad Form Property Damage coverages;

Independent Contractors; Policy must include Separation of Insureds Clause.

Comprehensive Automobile Liability Insurance. \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including all owned, hired and non-owned vehicles.

Professional Liability Insurance. \$2,000,000 for design errors and omissions, inclusive of defense costs. Selected firm shall be required to provide continuing Professional Liability Insurance to cover the project for a period of two (2) years after the projects are completed.

INDEMNIFICATION

To the maximum extent permitted by law, the Consultant shall indemnify, protect and hold the County, and its officers, employees and agents, harmless from and against any and all, claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses, and expenses whatsoever (including, without limitation, reasonable attorneys' fees, costs, and expenses incurred during negotiation, through litigation and all appeals therefrom) including, without limitation, those pertaining to the death of or injury to any person, or damage to any property, to the extent arising out of or resulting from (i) the failure of Consultant to comply with applicable laws, rules or regulations, (ii) the breach by Consultant of its obligations under this Agreement, (iii) any claim for trademark, patent, or copyright infringement arising out of the scope of Consultant's performance or nonperformance of this Agreement, or (iv) the negligent acts, errors or omissions, or intentional or willful misconduct, of Consultant or any persons or entities employed or utilized by Consultant in the performance of this Agreement. The obligations imposed by this Section shall survive the expiration or earlier termination of the Agreement.

PUBLIC ENTITY CRIMES STATEMENT

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or proposal on a contract to provide any goods or services to a public entity, may not submit a bid or proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submitting this proposal, the proposer hereby certifies that they have complied with said statute.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

The County is an equal opportunity/affirmative action employer. The County is committed to equal opportunity employment effort; and expects firms that do business with the County to have a vigorous affirmative action program.

WOMEN/MINORITY BUSINESS ENTERPRISE OUTREACH

The County hereby notifies all Proposers that W/MBEs are to be afforded a full opportunity to participate in any request for proposal by the County and will not be subject to discrimination on the basis of race, color, sex or national origin.

AFFIRMATION

By submitting their proposal, the Proposer affirms that the proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; the Proposer has not directly or indirectly induced or solicited any other person to submit a false or sham proposal; the Proposer has not solicited or induced any person, firm or corporation to refrain from submitting a proposal; and the Proposer has not sought by collusion to obtain for him/herself any advantage over other persons or over the County.

DEVELOPMENT COSTS

Neither the County nor its representative(s) shall be liable for any expenses incurred in connection with preparation of a response to the RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the RFP.

ADDENDA

The County may record its responses to inquiries and any supplemental instructions in the form of written addenda. The addenda will be posted on the County's website at <https://www.polk-county.net/procurement-bids>. It is the sole responsibility of the proposers to check the website to ensure that all available information has been received prior to submitting a proposal.

CODE OF ETHICS

If any proposer violates or is a party to a violation of the code of ethics of Polk County or the State of Florida, with respect to this proposal, such proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from bidding on any future proposals for work, goods, or services for the County.

DRUG FREE WORKPLACE

Preference shall be given to businesses with Drug Free Workplace (DFW) programs. Whenever two or more proposals, which are equal with respect to price, quality and service, are received by the County for the procurement of commodities or contractual services, a proposal received from a business that has provided a statement that it is a DFW shall be given preference in the award process.

APPLICABLE LAWS AND COURTS

This RFP and any resulting agreements shall be governed in all respects by the laws of the State of Florida and any litigation with respect thereto shall be brought only in the courts of Polk County, Florida or the United States District Court, Middle District of Florida, located in Hillsborough County, Florida. The proposer shall comply with all applicable federal, state and local laws and regulations.

CONTRACTUAL MATTERS

A contract in substantially the same form as attached here to as Attachment "A" (Master Consulting Agreement) will be executed between the County and the successful Proposer(s).

All contracts are subject to final approval of the Polk County Board of County Commissioners. Persons or firms who incur expenses or change position in anticipation of a contract prior to the Board's approval do so at their own risk.

PROPOSAL ACCEPTANCE PERIOD

A proposal shall be binding upon the offeror and irrevocable by it for one hundred and twenty (120) calendar days following the proposal opening date. Any proposal in which offeror shortens the acceptance period may be rejected.

ADDITION/DELETION

The County reserves the right to add to or delete any item from this proposal or resulting agreements when deemed to be in the best interest of the County.

PROPRIETARY INFORMATION

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Request for Proposals and the responses thereto are in the public domain. However, the proposers are required to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. Proposers should provide a redacted copy of proposal with submittal, or must provide within thirty (30) days from the Proposal due date.

All proposals received from proposers in response to this Request for Proposal will become the property of the County and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the County.

REVIEW OF PROPOSAL FILES

In accordance with Chapter 119.071 of the Florida Statutes, the responses received for this Request for Proposal are exempt from review for thirty (30) days after the Bid Opening Date or at Recommendation of Award, whichever event occurs first.

Should the RFP be cancelled and re-solicited for any reason, proposal responses shall remain exempt from disclosure for a period not to exceed twelve (12) months or at Recommendation of Award of the subsequent solicitation.

RFP PROTEST: Any proposer desiring to file a protest, with respect to a recommended award of any RFP, shall do so by filing a written protest. The written protest must be in the possession of the Procurement Division within three (3) working days of the Notice of Recommended Award mailing date. All proposers who submitted a proposal will be sent a Notice of Recommended Award, unless only one proposal was received.

A copy of the protest procedures may be obtained from the Polk County Procurement Division or can be downloaded from the County's website at <https://www.polk-county.net/procurement/protest-procedures>.

FAILURE TO FOLLOW PROTEST PROCEDURE REQUIREMENTS WITHIN THE TIME FRAMES PRESCRIBED HEREIN AS ESTABLISHED BY POLK COUNTY, FLORIDA, SHALL CONSTITUTE A WAIVER OF THE PROPOSER'S RIGHT TO PROTEST AND ANY RESULTING CLAIM.

UNAUTHORIZED ALIEN(S) The Consultant agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, the successful consultant will complete and submit the form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

EMPLOYMENT ELIGIBILITY VERIFICATION (E-Verify)

A. Unless otherwise defined herein, terms used in this Section which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

B. Pursuant to Section 448.095(5), Florida Statutes, the contractor hereto, and any subcontractor thereof, must register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. The contractor acknowledges and agrees that (i) the County and the contractor may not enter into this Agreement, and the contractor may not enter into any subcontracts hereunder, unless each party to this Agreement, and each party to any subcontracts hereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of this Agreement, and the County may treat a failure to comply as a material breach of this Agreement.

C. By entering into this Agreement, the contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and

requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of this Agreement. Failure to comply will lead to termination of this Agreement, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If this Agreement is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of Section 448.095, Fla. Stat., by the contractor, the contractor may not be awarded a public contract for a period of 1 year after the date of termination. The contractor shall be liable for any additional costs incurred by the County as a result of the termination of this Agreement. Nothing in this Section shall be construed to allow intentional discrimination of any class protected by law.

LIMITATIONS

This request does not commit Polk County to award a contract. Proposers will assume all costs incurred in the preparation of their response to this RFP. The County reserves the right to: 1) accept or reject qualifications and/or proposals in part or in whole; 2) request additional qualification information; 3) limit and determine the actual contract services to be included in a contract; 4) obtain information for use in evaluating submittals from any source and 5) reject all submittals.

ATTORNEY'S FEES AND COSTS: Each party shall be responsible for its own legal and attorney's fees, costs and expenses incurred in connection with any dispute or any litigation arising out of, or relating to this Agreement, including attorney's fees, costs and expenses incurred for any appellate or bankruptcy proceedings.

PUBLIC RECORD LAWS

(a) The Consultant acknowledges the County's obligations under Article I, Section 24, of the Florida Constitution and under Chapter 119, Florida Statutes, to release public records to members of the public upon request and comply in the handling of the materials created under this Agreement. The Consultant further acknowledges that the constitutional and statutory provisions control over the terms of this Agreement. In association with its performance pursuant to this Agreement, the Consultant shall not release or otherwise disclose the content of any documents or information that is specifically exempt from disclosure pursuant to all applicable laws.

(b) Without in any manner limiting the generality of the foregoing, to the extent applicable, the Consultant acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

(1) keep and maintain public records required by the County to perform the services required under this Agreement;

(2) upon request from the County's Custodian of Public Records or his/her designee, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(3)ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of this Agreement if the Consultant does not transfer the records to the County; and

(4)upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the service. If the Consultant transfers all public records to the County upon completion of this Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's Custodian of Public Records, in a format that is compatible with the information technology systems of the County.

(c) IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT:

RECORDS MANAGEMENT LIAISON OFFICER

POLK COUNTY

330 WEST CHURCH ST

BARTOW, FL 33830

TELEPHONE: (863) 534-7527

EMAIL: RMLO@POLK-COUNTY.NET

Scrutinized Companies and Business Operations Certification; Termination.

A. Certification(s).

- i. By its execution of this Agreement, the Vendor hereby certifies to the County that the Vendor is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, nor is the Vendor engaged in a boycott of Israel, nor was the Vendor on such List or engaged in such a boycott at the time it submitted its bid, proposal, quote, or other form of offer, as applicable, to the County with respect to this Agreement.
- ii. Additionally, if the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000), then the Vendor further certifies to the County as follows:
 - a) the Vendor is not on the Scrutinized Companies with Activities in Sudan List, created pursuant to Section 215.473, Florida Statutes; and
 - b) the Vendor is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; and

- c) the Vendor is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and
 - d) the Vendor was not on any of the Lists referenced in this subsection A(ii), nor engaged in business operations in Cuba or Syria when it submitted its proposal to the County concerning the subject of this Agreement.
 - iii. The Vendor hereby acknowledges that it is fully aware of the penalties that may be imposed upon the Vendor for submitting a false certification to the County regarding the foregoing matters.
- B. Termination. In addition to any other termination rights stated herein, the County may immediately terminate this Agreement upon the occurrence of any of the following events:
 - i. The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(i) above, or the Vendor is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.
 - ii. The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(ii) above, or the Vendor is found to have been placed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, and the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000).

Proposers Incorporation Information

(Submittal Page)

The following section should be completed by all bidders and submitted with their bid submittal:

Company Name: _____

DBA/Fictitious Name (if applicable): _____

TIN #: _____

Address: _____

City: _____

State: _____

Zip Code: _____

County: _____

Note: Company name must match legal name assigned to the TIN number. A current W9 should be submitted with your bid submittal.

Contact Person: _____

Phone Number: _____

Cell Phone Number: _____

Email Address: _____

Type of Organization (select one type)

- Sole Proprietorship
- Partnership
- Non-Profit
- Sub Chapter
- Joint Venture
- Corporation
- LLC
- LLP
- Publicly Traded
- Employee Owned

State of Incorporation: _____

The Successful vendor must complete and submit this form prior to award. The Successful vendor must invoice using the company name listed above.

EXHIBIT 1

DETAILED INSTRUCTIONS ON HOW TO PREPARE AND SEND PERFORMANCE SURVEYS

The objective of this process is to identify the past performance of the Contractor submitting a proposal package. This is accomplished by sending survey forms to past customers. The customers should return the forms directly to the Contractor. The Contractor is to include all surveys in their proposal package.

Sending the Survey

The surveys shall be sent to all clients for whom the Contractor has identified under Tab 3. Surveys should correlate to all projects identified under Tab 3.

If more surveys are included, then Procurement will only use those identified under Tab 3.

1. The Contractor shall complete the following information for each customer that a survey will be sent

CLIENT NAME	Name of the company that the work was performed for (i.e. Hillsborough County).
FIRST NAME	First name of the person who will answer customer satisfaction questions.
LAST NAME	Last name of the person who will answer customer satisfaction questions.
PHONE NUMBER	Current phone number for the reference (including area code).
EMAIL ADDRESS	Current email address for the reference.
PROJECT NAME	Name of the project (Professional Engineering Services for Hillsborough County Fire Station), Etc.
COST OF SERVICES	Cost of services (\$3,000,000)
DATE COMPLETE	Date when the services were completed. (i.e. 5/31/2020)

2. The Contractor is responsible for verifying that their information is accurate prior to submission for references.

3. The survey must contain different services/projects. You cannot have multiple people evaluating the same job. However, one person may evaluate several different jobs.

4. The past projects can be either completed or on-going.

5. The past client/owner must evaluate and complete the survey.

Preparing the Surveys

1. The Contractor is responsible for sending out a performance survey to the clients that have been identified under Tab 3. The survey can be found on the next page.
2. The Contractor should enter the past clients' contact information, and project information on each survey form for each reference. The Contractor should also enter their name as the Contractor being surveyed.
3. The Contractor is responsible for ensuring all references/surveys are included in their submittal under Tab 7
4. Polk County Procurement may contact the reference for additional information or to clarify survey data. If the reference cannot be contacted, there will be no credit given for that reference.

Survey Questionnaire – Polk County

RFP 23-448, Utilities Design Services & Regulatory Services

To: _____ (Name of Person completing survey)

_____ (Name of Client Company/Contractor)

Phone Number: _____ Email: _____

Subject: Past Performance Survey of Similar work:

Project name: _____

Name of Vendor being surveyed: _____

Cost of Services: Original Cost: _____ Ending Cost: _____

Contract Start Date: _____ Contract End Date: _____

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	
3	Quality of workmanship	(1-10)	
4	Professionalism and ability to manage	(1-10)	
5	Close out process	(1-10)	
6	Ability to communicate with Client's staff	(1-10)	
7	Ability to resolve issues promptly	(1-10)	
8	Ability to follow protocol	(1-10)	
9	Ability to maintain proper documentation	(1-10)	
10	Appropriate application of technology	(1-10)	
11	Overall Client satisfaction and comfort level in hiring	(1-10)	
12	Ability to offer solid recommendations	(1-10)	
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	

Printed Name of Evaluator _____

Signature of Evaluator: _____

Please fax or email the completed survey to: _____

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT (“INA”).

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature: _____

Title: _____

Date: _____

State of: _____

County of: _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 20____, by _____ (*name*) as _____ (*title of officer*) of _____ (*entity name*), on behalf of the company, who is personally known to me or has produced _____ as identification.

Notary Public Signature: _____

Printed Name of Notary Public: _____

Notary Commission Number and Expiration: _____

(AFFIX NOTARY SEAL)

EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION

(Florida Statutes, Section 448.095)

RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

The undersigned, as an authorized officer of the Consultant identified below (the “**Consultant**”), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the “**County**”), by and on behalf of the Consultant in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Consultant and the County on or about the date hereof, whereby the Consultant will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the “**Contract**”), as follows:

1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

2. Pursuant to Section 448.095(5), Florida Statutes, the Consultant, and any subconsultant under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Consultant or subconsultant. The Consultant acknowledges and agrees that (i) the County and the Consultant may not enter into the Contract, and the Consultant may not enter into any subcontracts thereunder, unless each party to the Contract, and each party to any subcontracts thereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security’s E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of the Contract, and the County may treat a failure to comply as a material breach of the Contract.

3. By entering into the Contract, the Consultant becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subconsultants to provide an affidavit attesting that the subconsultant does not employ, contract with, or subcontract with, an unauthorized alien. The Consultant shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subconsultant knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Consultant, the Consultant may not be awarded a public contract for a period of 1 year after the date of termination. The Consultant shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

Executed this _____ day of _____, 2023.

ATTEST:

CONSULTANT:

By: _____
PRINTED NAME: _____
Its: _____

By: _____
PRINTED NAME: _____
Its: _____

June 27, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 1
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Ari Goldstein, CPP

Ari Goldstein

Senior Procurement Analyst
Procurement Division

This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.

Signature _____

Printed Name: _____

Title: _____

Company: _____

RFP 23-448, Utilities Design Services and Regulatory Services

ADDENDUM # 1

QUESTIONS AND ANSWERS

Question 1: Can you please provide the sign-in sheets from the pre-proposal meeting held on June 20, 2023?

Answer 1: The Pre-Proposal Meeting Attendance list was posted on our website and can be found here: <https://www.polk-county.net/procurement/bids/bid-details/utilities-design-services-regulatory-support-services>.

Question 2: Who are the firms that are currently under contract with the County for these services?

Answer 2: Black & Veatch, Carollo Engineers, CHA Consulting, CivilSurv Design Group, Dewberry Engineers, Hazen & Sawyer, Jones Edmunds & Associates, Pennoni Associates, Tetra Tech, Wood Environmental & Infrastructure Solutions, Wright-Pierce, and WSP USA.

Question 3: We have recently responded to a few Polk County proposals. Would the County consider allowing us to use Survey Questionnaires from previous submissions?

Answer 3: Yes, so long as the questions are the same on both surveys and refer to projects that are referenced under Tab 3, Experience, Expertise, Personnel and Technical Resources.

Question 4: Which Tab number would the County like us to include the proposal forms (Proposer's Incorporation Information, Affidavit Certification Immigration Laws, Employment Eligibility Verification)?

Answer 4: These documents can be submitted under Tab 1, Introduction, after the items submitted under Tab 1, Items a-e.

Question 5: On page 7 of the RFP package, it states "Proposers must have in-house, multi-disciplinary capabilities in at least ten (10) of these fields..." Does that include subcontractors that may perform work on behalf of the prime proposers?

Answer 5: The prime proposers submitting proposals must be able to perform a minimum of 10 of the listed capabilities found on pages 7 and 8 of the RFP package. There may be projects that require a prime proposer use subcontractors to complete a scope of work, but the intent of this solicitation is to award to prime proposers that can perform the multi-disciplinary capabilities listed in the RFP package.

Question 6: Does the County prefer the proposals be delivered either as a sealed parcel or an electronic submittal?

Answer 6: The County offers both options and does not have a preferred method of delivery for the proposals.

Question 7: Have there been issues in the past when proposers tried to submit their proposals electronically?

Answer 7: The County has extended receiving/due dates one week in the past when there was a temporary issue with the Kiteworks application website on a receiving date. This was an isolated incident only.

July 3, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 2
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Correction: The email address listed on page 1 of the RFP package to submit questions to is incorrect. Please email all questions to arigoldstein@polk-county.net. All questions must be received by 4:00 p.m., Friday, July 7, 2023.

To receive a copy of **Attachment “A”, Sample Master Consulting Agreement**, please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevendor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder **“RFP 23-448 Utilities Design Services and Regulatory Services.zip”**, select “Open” or “Save As” to download the sample agreement. If you need assistance accessing this website due to ADA or any other reason, please email Ari Goldstein at arigoldstein@polk-county.net.

Ari Goldstein, CPP

Ari Goldstein

Senior Procurement Analyst
Procurement Division

This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.

Signature _____

Printed Name: _____

Title: _____

Company: _____

RFP 23-448, Utilities Design Services and Regulatory Services ADDENDUM # 2

QUESTIONS AND ANSWERS

Question 1: Are we allowed to submit project references/reference surveys for Polk County projects?

Answer 1: Yes.

Question 2: Will points be awarded in Tab 5 for a subconsultant that is a certified Service-Disabled Veteran-Owned Small Business (SDVOSB)?

Answer 2: No. Points are awarded only to certified Women and Minority Business Entities under Tab 5.

Question 3: Can Polk County disclose the selection committee members for this RFP?

Answer 3: The anticipated selection committee members include Tamara Richardson, James Tully, Krystal Azzarella, Jason Jennings, and Sharon Mathis.

Question 4: If the intent of the RFP is to select more than one consultant, is it necessary for the County to conduct proposer interviews per the selection process (Elevation Level 3 – Proposer Interview)?

Answer 4: Yes. Interviews are necessary and shall take place in accordance with Florida Statute 287.055(4)(b).

Question 5: On page 21, the RFP states, “A contract in substantially the same form as attached here to as Attachment ‘A’ (Master Consulting Agreement) will be executed between the County and the successful Proposer(s).” Where can one find the Attachment “A” that includes the Master Consulting Agreement?

Answer 5: Attachment “A”, Sample Master Consulting Agreement is available to on the County’s FTP site for download. Refer to page 1 of this addendum for directions on how to download Attachment “A”.

July 11, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 3
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Ari Goldstein, CPP

Ari Goldstein

Senior Procurement Analyst
Procurement Division

This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.

Signature

Printed Name:

Title:

Company:

RFP 23-448, Utilities Design Services and Regulatory Services

ADDENDUM # 3

QUESTIONS AND ANSWERS

Question 1: Can you please clarify whether items d and e in tab 1 count toward the two-page limit?

Answer 1: Items d) and e) under Tab 1, Executive Summary, do not count towards the two-page limit. Only items a) – c) count towards to the two-page maximum limit.

Question 2: How are categories left blank on the performance survey questionnaire handled when averaging the survey scores?

Answer 2: If questions are not answered on the performance surveys, the questions left blank will not be taken into consideration when calculating the overall score average when awarding points under Tab 7, Surveys of Past Performance.

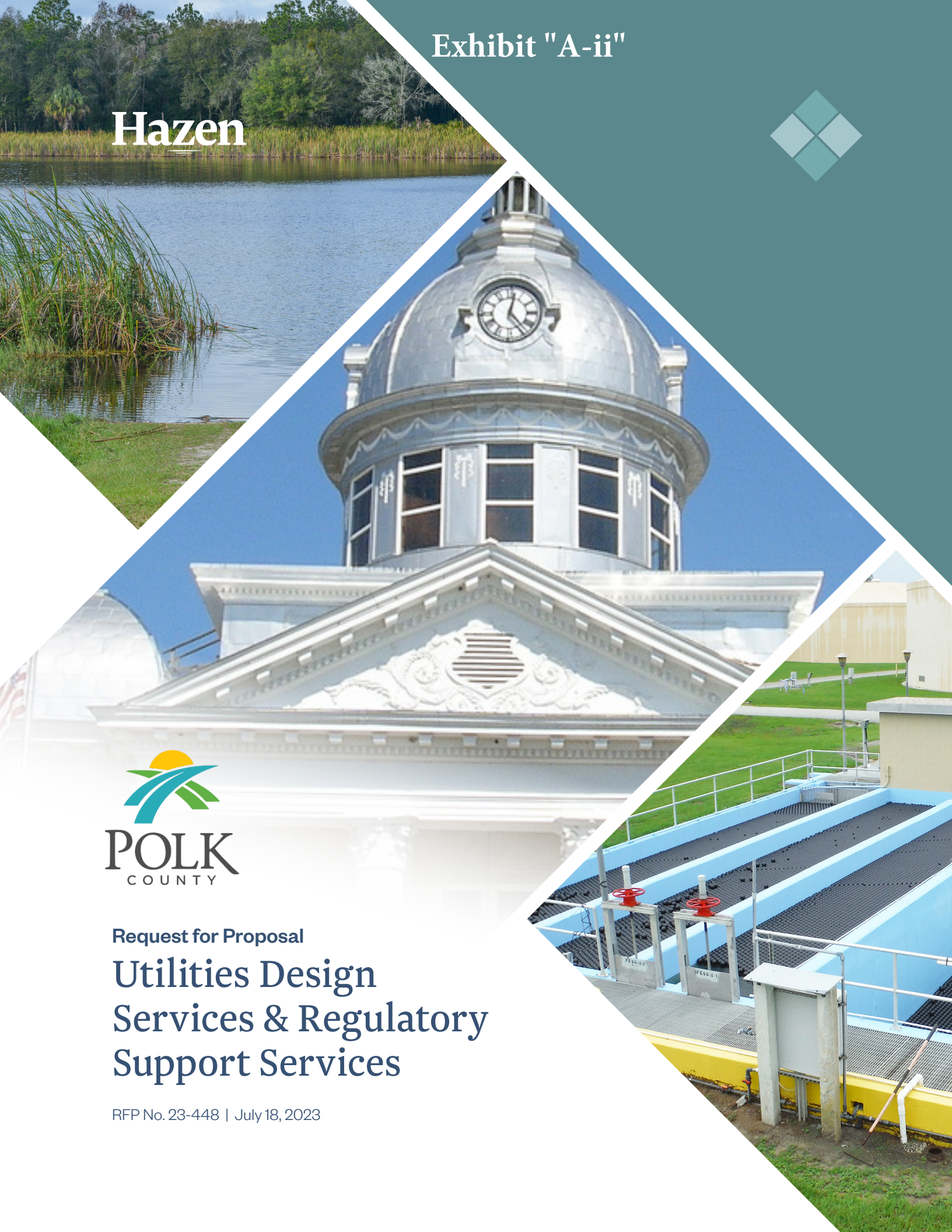
Question 3: Can front and back cover as well as dividers be included when submitting electronically via Kiteworks?

Answer 3: Yes.

Question 4: The FDOT no longer participates in client surveys and refers consultants to an online grading system (scaled 1 to 5 based on quality, scheduling, and management) that is updated on an annual basis. Would a screenshot of the online evaluation be an acceptable replacement for the required performance survey that accompanies projects write ups?

Answer 4: No. The Survey Questionnaire on page 29 of the RFP package must be used and submitted by a proposer under Tab 7, Surveys of Past Performances so that each proposal is scored the same using the criteria outlined in the RFP package.

Hazen



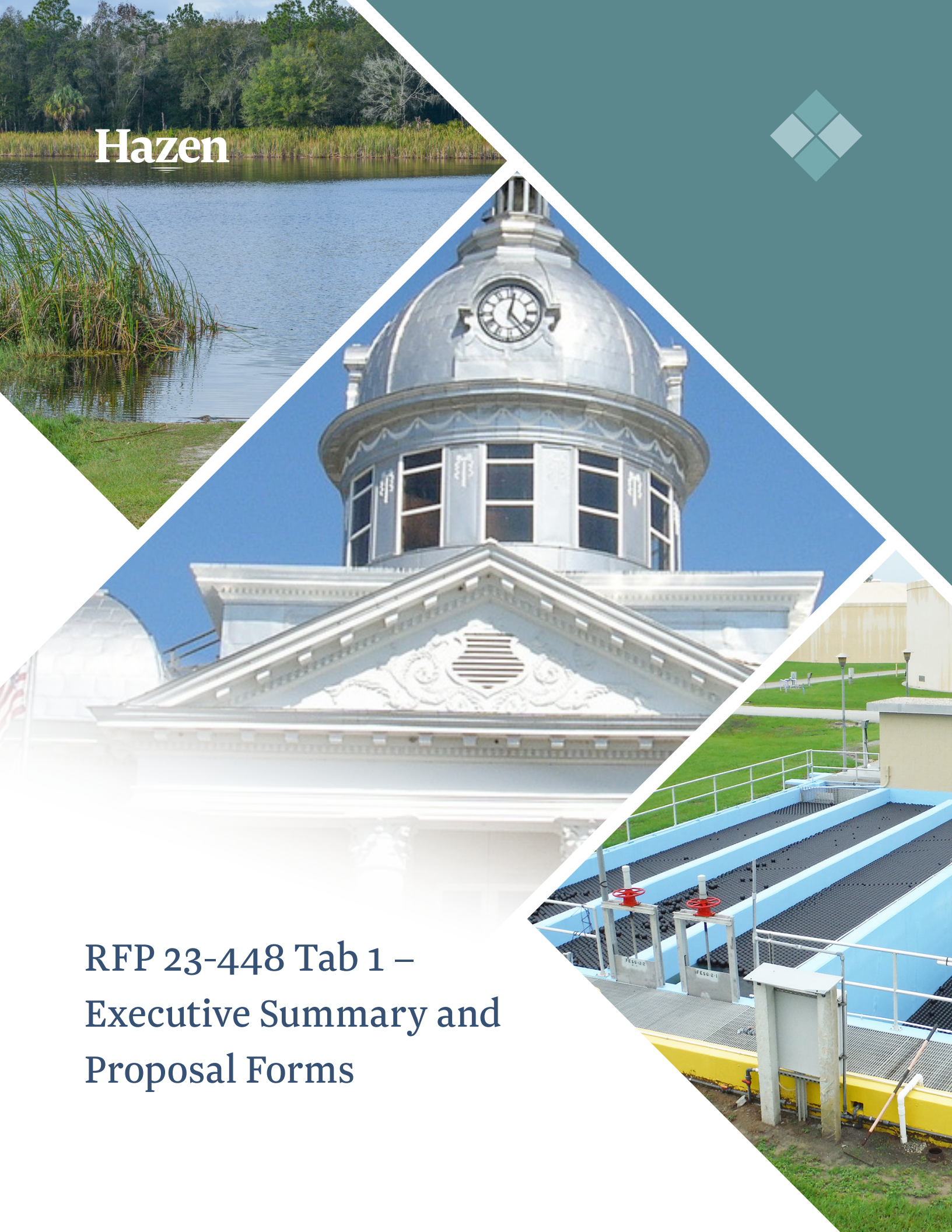
Request for Proposal
**Utilities Design
Services & Regulatory
Support Services**

RFP No. 23-448 | July 18, 2023

Table of Contents

- Tab 1 Executive Summary and Proposal Forms
- Tab 2 Approach to the Project
- Tab 3 Experience, Expertise,
Personnel, and Resources
- Tab 4 Polk County Entity
- Tab 5 Certified Woman or Minority
Business Enterprise
- Tab 6 Interactions with County and
Regulatory Agency Staff
- Tab 7 Surveys of Past Performance

Hazen



**RFP 23-448 Tab 1 –
Executive Summary and
Proposal Forms**

Tab No. 1 Executive Summary

Dear Selection Committee:

Hazen and Sawyer (Hazen) is pleased to submit our professional qualifications for RFP No. 23-448 Utilities Design Services & Regulatory Support Services. Our team consists of highly qualified professionals with the technical expertise needed for this contract and strong working relationships with Polk County Utilities (PCU) staff.

The firm’s roots go back **over 100 years** to the accomplishments of Allen Hazen, one of the pioneers of modern water supply engineering and co-developer of the Hazen-Williams formula for fluid flow in pipes in 1903. Hazen and Sawyer was established by Hazen’s son Richard and Alfred W. Sawyer in 1951, and is owned entirely by its employees. **In 1978, the firm was incorporated as a Professional Corporation.** Hazen has a multi-disciplinary staff including the foremost experts in their fields providing engineering services including planning, design, permitting, construction phase engineering, evaluation, and modeling, on a variety of facilities including water, wastewater, and reclaimed water facilities, among others. **Hazen is highly qualified to support PCU with professional engineering services and regulatory support** with our deep bench of multi-disciplinary capabilities from master planning to detailed engineering design.

Hazen has 62 offices nationwide with nine office locations in Florida. Our Tampa office is the prime office location that will be delivering projects under this contract. Our multi-disciplinary internal team is supported by local and minority subconsultants for a complete suite of services.

72 years in business

1590
Full-Time Staff

100%
of work devoted to water

Hazen and Sawyer’s Tampa Office Location:
1000 N. Ashley Drive,
Suite 1000
Tampa, FL 33602
Phone: 813.630.4498

Hazen’s Proposed Subconsultants

Firm	Responsibility	Location	Qualifications
Madrid Engineering Group, Inc.	Geotechnical	Bartow, FL	<ul style="list-style-type: none"> Polk County-based firm with County experience Certified W/MBE
Pickett & Associates	Survey	Lakeland, FL	<ul style="list-style-type: none"> Located Central to Polk County and has provided similar services throughout Polk County
Straughn Trout Architects	Architectural	Lakeland, FL	<ul style="list-style-type: none"> Architectural expertise is woven into the landscape of Polk County
Pritchett Steinbeck Group (PSG)	Environmental Services	Tampa, FL	<ul style="list-style-type: none"> Certified W/MBE Providing environmental services on Hazen projects in the region
RH Landscape Architecture	Landscape Architecture	Orlando, FL	<ul style="list-style-type: none"> Certified W/MBE Currently working with Hazen on Polk County projects

1021-600

PCU Master Consulting Agreement Leadership

Benefits to Polk County



HISTORY - Familiarity with PCU infrastructure, staff, and Consultant Services Authorization (CSA) process



FUNDING - Dedicated staff for American Rescue Plan Act funding assistance and compliance



RESOURCES - Large, local team supported by national specialists and additional resources as needed



EXPERTISE - Ability to do any or all of the projects under this RFP in-house



Holly Kremers, PE, ENV SP
Principal-in-Charge

Contact Info:

1000 Ashley Drive, Suite 1000
Tampa, FL 33602

813.682.1226

hkremers@hazenandsawyer.com



Daniel Schmidt, PE
Project Manager

Contact Info:

1000 Ashley Drive, Suite 1000
Tampa, FL 33602

813.549.2119

dschmidt@hazenandsawyer.com

Hazen has included documentation on the following pages showing proof of incorporation by the Secretary of State and our applicable certification from the State of Florida allowing us to provide the services outlined in the scope of services as well as compliance with F.S. 287.055.

We sincerely appreciate the opportunity to present our team's qualifications and look forward to consideration for the Utilities Design Services and Regulatory Support Services contract. Please feel free to call to discuss any aspect of our submittal.

Very truly yours,

HAZEN AND SAWYER

Holly Kremers, PE, ENV SP
Principal-in-Charge and Associate Vice President

Daniel Schmidt, PE
Senior Associate

Hazen possesses all the licenses required to perform work in the State of Florida. Copies of Hazen’s authorization to conduct business in the State of Florida appear below.

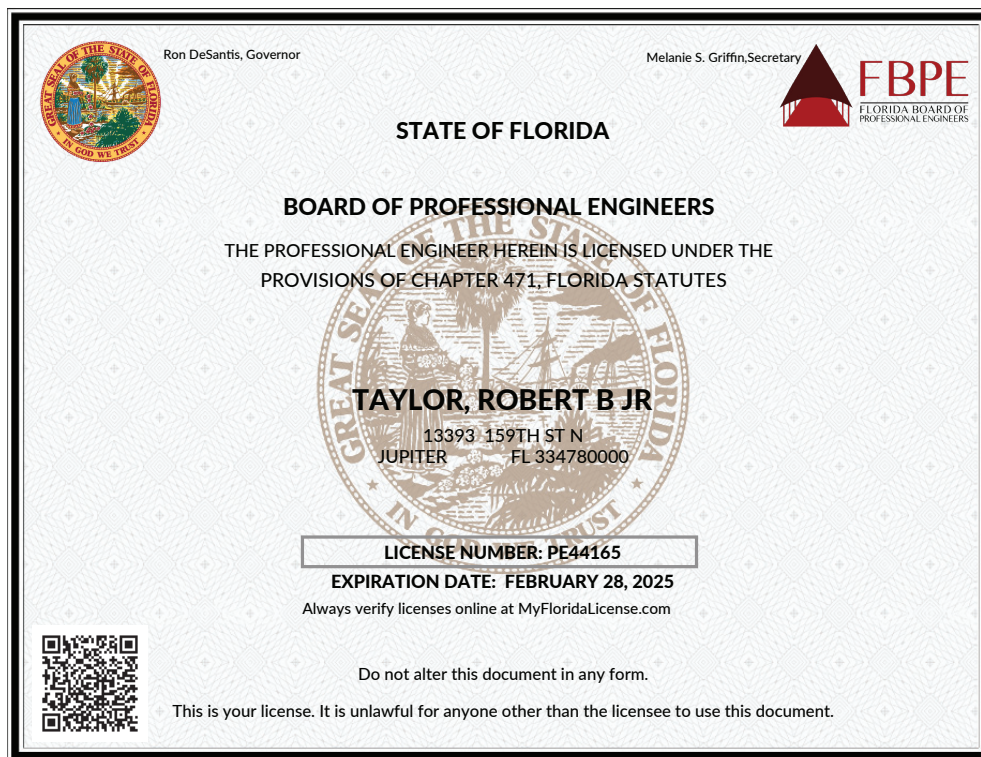
Print

Licensee

Name:	HAZEN AND SAWYER, P.C.	License Number:	2771
Rank:	Registry	License Expiration Date:	
Primary Status:	Current	Original License Date:	11/08/1978

Related License Information

License Number	Status	Related Party	Relationship Type	Relation Effective Date	Rank	Expiration Date
44165	Current, Active	TAYLOR, ROBERT B JR	Registry	04/27/2017	Professional Engineer	02/28/2025



State of Florida Department of State

I certify from the records of this office that HAZEN AND SAWYER, P.C. is a New York corporation authorized to transact business in the State of Florida, qualified on October 18, 1978.


The document number of this corporation is 841657.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on January 24, 2023, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-fourth day of January,
2023




Secretary of State

Tracking Number: 7419634520CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

Proposers Incorporation Information

(Submittal Page)

The following section should be completed by all bidders and submitted with their bid submittal:

Company Name: Hazen and Sawyer, PC

DBA/Fictitious Name (if applicable): Hazen and Sawyer

TIN #: 13-2904652

Address: 1000 N. Ashley Drive, Suite 1000

City: Tampa

State: Florida

Zip Code: 33602

County: Hillsborough County

Note: Company name must match legal name assigned to the TIN number. A current W9 should be submitted with your bid submittal.

Contact Person: Holly Kremers, PE, ENV SP

Phone Number: 813.682.1226

Cell Phone Number: 813.404.3958

Email Address: hkremers@hazenandsawyer.com

Type of Organization (select one type)

- Sole Proprietorship
- Partnership
- Non-Profit
- Sub Chapter
- Joint Venture
- Corporation
- LLC
- LLP
- Publicly Traded
- Employee Owned

State of Incorporation: _____

The Successful vendor must complete and submit this form prior to award. The Successful vendor must invoice using the company name listed above.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
-				-					
or									
Employer identification number									
-									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 07-18-2023
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends or interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: Hazen and Sawyer, P.C.

Signature: 

Title: Vice President

Date: July 18, 2023

State of: Florida

County of: Hillsborough

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 18th day of July, 2023, by Andre Dieffenthaller, PE (name) as Vice President (title of officer) of Hazen and Sawyer, P.C. (entity name), on behalf of the company, who is personally known to me or has produced _____ as identification.

Notary Public Signature: 

Printed Name of Notary Public: Shelby Luedtke

Notary Commission Number and Expiration: HH 280763 Exp. 6/26/2026

(AFFIX NOTARY SEAL)



EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION

(Florida Statutes, Section 448.095)

RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

The undersigned, as an authorized officer of the Consultant identified below (the “**Consultant**”), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the “**County**”), by and on behalf of the Consultant in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Consultant and the County on or about the date hereof, whereby the Consultant will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the “**Contract**”), as follows:


1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

2. Pursuant to Section 448.095(5), Florida Statutes, the Consultant, and any subconsultant under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Consultant or subconsultant. The Consultant acknowledges and agrees that (i) the County and the Consultant may not enter into the Contract, and the Consultant may not enter into any subcontracts thereunder, unless each party to the Contract, and each party to any subcontracts thereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security’s E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of the Contract, and the County may treat a failure to comply as a material breach of the Contract.

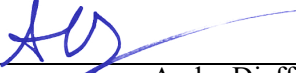
3. By entering into the Contract, the Consultant becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subconsultants to provide an affidavit attesting that the subconsultant does not employ, contract with, or subcontract with, an unauthorized alien. The Consultant shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subconsultant knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Consultant, the Consultant may not be awarded a public contract for a period of 1 year after the date of termination. The Consultant shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

Executed this 18th day of July, 2023.

ATTEST:

By: 
PRINTED NAME: Robert B. Taylor Jr., PE
Its: Senior Vice President

CONSULTANT:

By: 
PRINTED NAME: Andre Dieffenthaler, PE
Its: Vice President



Hazen and Sawyer
498 Seventh Avenue, 11th Floor
New York, NY 10018 • 212.539.7000

July 18, 2023

Drug- and Alcohol-Free Workplace Program

Hazen and Sawyer have a Drug and Alcohol-Free Workplace Policy that is contained in our Employee Manual and reviewed with each new employee during their New Hire Orientation. Each employee must sign an acknowledgement that they understand and will comply with our policies and procedures.

As a private, professional services firm, Hazen and Sawyer does not conduct pre-employment or other drug testing. Our employee population is not considered to be in a safety-sensitive occupation. If drug testing is required for an employee to work on a client’s site or is mandated by the client’s regulatory provisions, we will perform drug testing in those circumstances. This generally applies to Hazen and Sawyer engineers, field inspectors, and field coordinators.

Drug- and Alcohol-Free Workplace Policy

All employees are expected and required to report to work on time and in an appropriate mental and physical condition. It is our intent and obligation to provide a drug - and - alcohol - free, safe, and secure work environment. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on company premises or while conducting company business off company premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

Please do not hesitate to contact me if you need additional information.

Very truly yours,

HAZEN AND SAWYER

Denise A.M. Townsend
Chief Human Resources Officer

Job no

June 27, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 1
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.


Contained within this addendum: Questions Received and Answers.

Ari Goldstein, CPP

Ari Goldstein

Senior Procurement Analyst
Procurement Division

This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.

Signature 
Printed Name: Holly Kremers, PE, ENV SP
Title: Associate Vice President
Company: Hazen and Sawyer

July 3, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 2
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Correction: The email address listed on page 1 of the RFP package to submit questions to is incorrect. Please email all questions to arigoldstein@polk-county.net. All questions must be received by 4:00 p.m., Friday, July 7, 2023.

To receive a copy of **Attachment “A”, Sample Master Consulting Agreement**, please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevendor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder **“RFP 23-448 Utilities Design Services and Regulatory Services.zip”**, select “Open” or “Save As” to download the sample agreement. If you need assistance accessing this website due to ADA or any other reason, please email Ari Goldstein at arigoldstein@polk-county.net.

Ari Goldstein, CPP

Ari Goldstein

Senior Procurement Analyst
Procurement Division

This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.

Signature



Printed Name: Holly Kremers, PE, ENV SP

Title: Associate Vice President

Company: Hazen and Sawyer

July 11, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 3
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Ari Goldstein, CPP

Ari Goldstein

Senior Procurement Analyst
Procurement Division

This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.

Signature



Printed Name: Holly Kremers, PE, ENV SP

Title: Associate Vice President

Company: Hazen and Sawyer

Hazen



RFP 23-448 Tab 2 –
Approach to the Project

Tab No. 2

Approach to the Project

Hazen understands the specific needs to respond to the projects under this RFP, providing engineering services under design, permitting, and construction phases in conjunction with Polk County Utilities’ Community Investment Program (CIP).

As a full-service engineering firm focused solely on planning, designing, and delivering water and wastewater projects, we have assembled our team to provide services required for projects in the County’s CIP. The Hazen team has the technical know-how and extensive relevant experience to provide PCU with successful solutions to your challenges. Hazen is one of Florida’s leading engineering firms focused exclusively on water and wastewater engineering services.

PCU will benefit from Hazen’s dedicated personnel knowledgeable about utility design and regulatory challenges also familiar with PCU facilities and processes. Not only will PCU have a local firm dedicated to address their needs, but our local team is back by national resources available to provide expertise as needed.

The Hazen team is willing and able to assist with any project type described in this RFP. We understand the regulatory challenges that many of our clients face and take pride in mitigating those challenges by applying our expertise to provide solutions. **Below is a list of our in-house capabilities:**

- Civil engineering
- Utility master planning and hydraulic modeling
- Water quality master plans and water conservation plans
- Water quality engineering, modeling, and evaluation
- Wastewater engineering, treatment, and evaluation
- Biosolids management design and operation
- Regulatory compliance and permitting for water and wastewater facilities
- Utility environmental affairs
- Land surveying
- Hydrology and surface water modeling
- Hydrogeologic modeling and evaluation of water quality data
- Well construction and abandonment
- Well head protection, water quality and environmental assessments
- Feasibility studies for developing, improving and maintaining water, wastewater and reclaim water systems
- Geotechnical engineering
- Utility acquisition and evaluation
- Right-of-way and easement acquisition services
- Structural engineering as related to water, wastewater and reclaim water facilities
- Electrical engineering as related to water, wastewater and reclaim water facilities
- Mechanical engineering related to water, wastewater and reclaim water facilities
- Constructability plan review/value engineering
- Construction administration and construction observation-related engineering services for water, wastewater, and reclaim water facilities
- Green Engineering Practices
- Instrumentation and controls engineering and programming for SCADA systems
- Water, wastewater, and reclaim water facilities operational experience
- Public involvement services, including technical assistance for preparation of public information brochures
- Water conservation education and/or enforcement
- Subsurface utility engineering and locating Architectural services
- GIS Analysis, SDE Management and GIS database maintenance and support capabilities
- CADD design capabilities
- Database & Information system development related to utility systems and management
- Energy audits

1021-600

General Approach

Upon award, Hazen will initiate meetings with PCU to discuss potential task assignments that align with Hazen’s expertise. Our team will work closely with PCU staff to ensure clear understanding of expectations and develop deliverables and specific milestones to easily track progress and changes. We will also develop a detailed proposed budget to ensure PCU needs are met while staying within any budget constraints.

Hazen’s Principal-in-Charge, **Holly Kremers, PE, ENV SP**, will be overseeing the assignments received, working closely with Project Manager, **Dan Schmidt, PE**. Both Ms. Kremers and Mr. Schmidt understand that the projects delivered under this contract will involve work to be completed in conjunction with PCU’s Community Investment Program (CIP) including expansion and renewal and replacement, as well as other utility sections including environmental permitting, operations and maintenance, and customer service, while following PCU’s code.

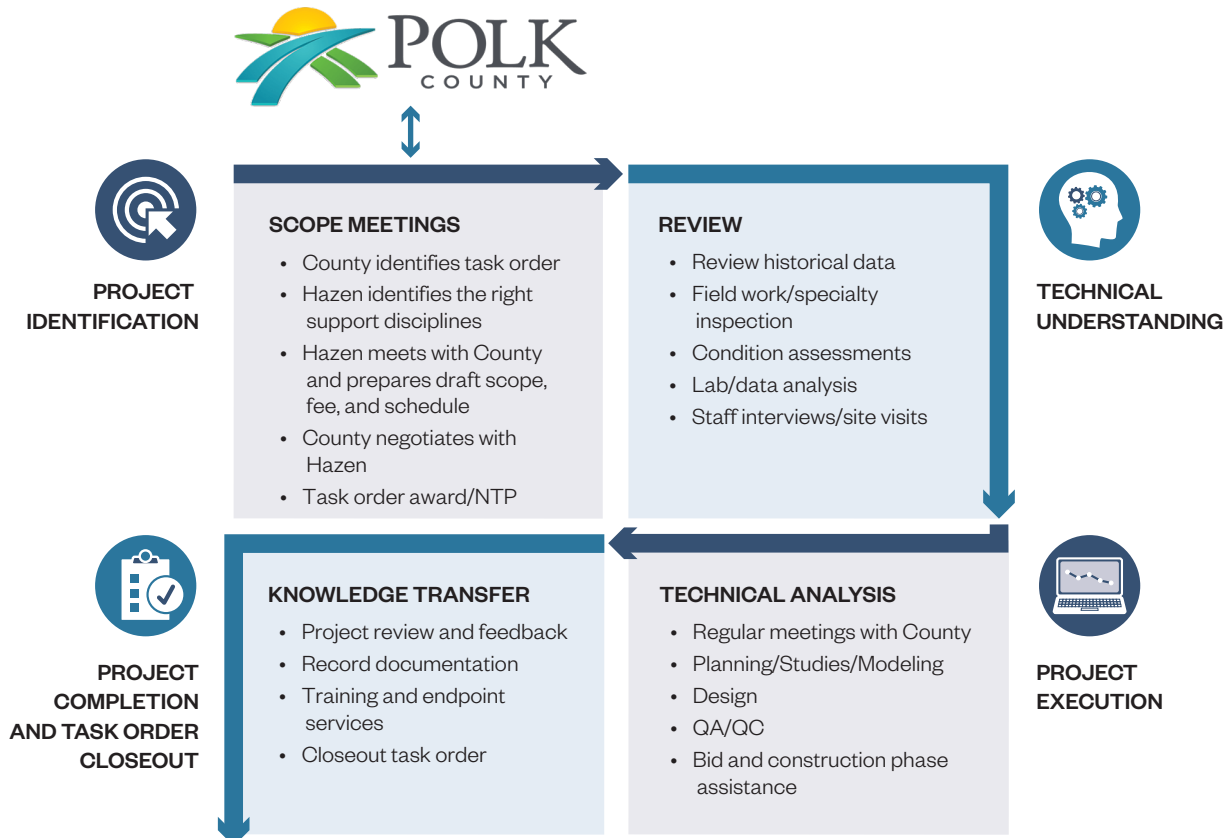
In general, each assignment under this contract may include a variety of tasks, identified and developed in close consultation with PCU staff. The development of tasks will be determined during the initial meetings with PCU to assure the assignment is segmented efficiently to allow for intermittent submittal so progress can be tracked and input can be provided by PCU staff.

Hazen’s philosophy for completing each task is to consider ourselves as **part of PCU’s team.**

The **Hazen** Team



Our team is readily available to provide planning, design, permitting, and construction phase engineering services for PCU.



Project Management Approach

Our Project Manager, **Dan Schmidt, PE**, will be responsible for assigning staff for each project, assuring PCU that the most qualified staff are involved and that each person has the available time to commit to the project. **Workload is projected for the duration of the project, updated monthly, and reviewed in weekly staff meetings to ensure the project team has sufficient time reserved to complete each project.** With our team set up, the Project Manager will develop a Project Management Plan (PMP). The PMP identifies all team members and their contact information, defines each team member’s responsibilities and budget assignments, includes a copy of the scope of work to define expectations, and provides a date-specific timeline for milestones and deliverable deadlines.

Mr. Schmidt will be in responsible for day-to-day administration and will maintain contact with PCU’s Project Manager for each project assigned. He will maintain and provide budget and schedule reports and provide PCU with monthly status reports for all projects assigned. He will provide direction to the project team and coordinate and monitor the activities of the support disciplines.



Mr. Schmidt will lead the team throughout the term of the contract and will be responsible for the following:

- ✓ Workload planning projections
- ✓ Review of all work
- ✓ Approval of all work
- ✓ Program administration for contract compliance
- ✓ Interpretation of scope
- ✓ Project budget
- ✓ Coordination with PCU utility staff
- ✓ Application and adherence to QA/QC Plan

QA/QC Approach

One of the most important aspects of our project approach is our Project Quality Assurance/Quality Control (QA/QC) Plan. Hazen has a corporate QA/QC plan, which is implemented on all projects. This plan involves discipline and inter-discipline review by senior professionals at the conceptual, preliminary, draft, and final design stages. Our Project Manager is responsible for the successful and meaningful implementation of all quality control reviews and quality assurance. She will develop a quality control plan as part of the initial project work plan. The project review team will be made aware of review target dates and documents to expect. All deliverable documents will receive a thorough review by the Project Manager and our review team members. With our QA/QC plan and our team’s resources, the County can be assured that our final deliverables will be of the highest quality.

Quality Control Approach



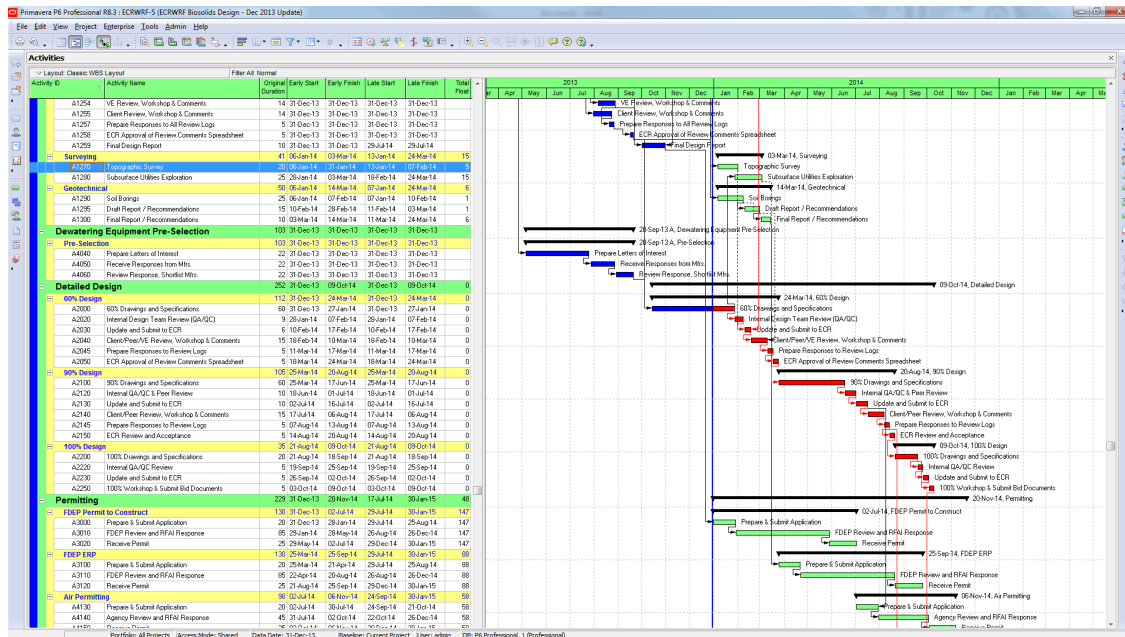
1021-600

Commitment to Meet Schedule and Budget

Hazen is committed to successfully completing projects on schedule and within PCU's budgetary requirements. **Regardless of project size, all projects will be completed with the same high level of professional service.** Over the years, Hazen has come to believe that our project management success is directly attributable to certain key aspects of our corporate culture. Our company's principal staff has remained directly involved in the basic business of the firm. **The most experienced individuals lead our projects, which results in efficient and timely project development, implementation, and completion.** The firm's culture avoids the creation of unnecessary management, administration, and marketing layers, minimizing excessive overhead costs. Controlled overhead is a key element in overall cost control.



Our Project Manager will be responsible for ensuring that the overall schedule for each assignment is met. Hazen subscribes to a strong project manager approach where all lines of communication are via the Project Manager. The Project Manager is responsible for maintaining full knowledge of all aspects of the project. **This approach is designed to provide one person answerable to PCU at all times.**



Hazen will work closely with PCU to help ensure that **all schedules and budgets are met.**

We know that task assignments come in various shapes and sizes, and we adapt our delivery approach accordingly. All PCU projects will get the same focus and attention to detail.

The graphic above is an example of a typical design project schedule developed in Primavera.

1021-600



Hazen



**RFP 23-448 Tab 3 –
Experience, Expertise,
Personnel, and
Technical Resources**

Tab No. 3

Project Experience, Expertise, Personnel, and Technical Resources

Hazen’s combined experience, expertise, and resources are unmatched. Our deep bench of over 1,500 personnel nationwide is comprised of highly-qualified professionals and our work is most often characterized by the superior technical expertise we provide clients to achieve their water quality goals.

We have provided comprehensive engineering services for numerous facilities in a wide range of capacities and have crafted our proposed team with considerable experience working with public entities, including PCU.

Hazen can assure that our proposed team and technical resources will fully support PCU’s goals under the Master Consulting Agreement with in-house specialists available to provide utilities design services and regulatory support services as PCU’s trusted partner. We will use a wide-angle lens to address PCU’s challenges as well as any unarticulated needs we may uncover as work progresses.

We take pride in the technical know-how of our personnel and the knowledge gained from our broad range of experience working on a variety of facilities, including water, wastewater, and reclaimed water facilities.

Water Treatment Plant Experience



Designed more than
1 BILLION
gallons per day
of plant upgrades
over the last
15 years

Hazen has worked at more than 37 water treatment plants in Florida, including surface water, membrane, and lime softening plants.

The experience gained in the successful execution of these projects is of direct value to our clients.

Wastewater Treatment Plant Experience



Designed more than
1 BILLION
gallons per day
of WW plant upgrades
over the last
10 years

Hazen has performed planning and / or design for over 40 wastewater treatment plants in Florida.

In addition, Hazen has been designing basic collection system elements for over six decades in the United States and overseas.

Reclaimed Water Experience

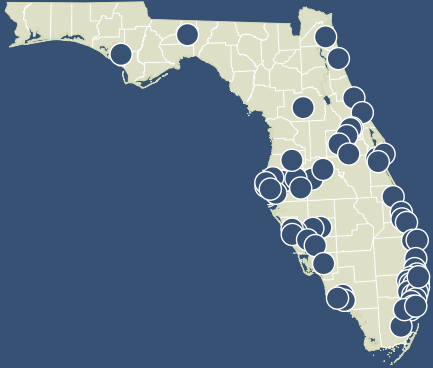


24 reclaimed water projects, over
400 MILLION
gallons per day
in capacity

Reclaimed water is a core business of Hazen.

We are a leader in the planning and implementation of effluent reclaimed water programs and projects in Florida.

General Consulting Experience



Hazen has served as general consultant for more than 60 utilities in Florida. Many of these utilities have retained us for multiple continuing contracts and are long-standing, repeat assignments. The following pages provide an overview of our experience, with specific project examples.

Our in-house, multi-disciplinary capabilities are far reaching. Our experience includes water, wastewater, and reclaimed water facilities with services consisting of, but not limited to general, civil, I&C, and wastewater engineering, master planning, evaluations, biosolids management, utility environmental affairs, feasibility studies, pilots, and regulatory compliance and permitting. Below are just a few statistics showcasing our experience in Florida.

Pumping Systems

Designed new or upgraded **more than 150 pump stations** throughout Florida



Wastewater Collection

Provided I/I flow reduction and rehabilitation for **6,740+ miles of sewer**

Resiliency

Assisted many coastal communities with **planning for sea level rise and stormwater impacts**



Water Distribution

Designed **more than 3.2 million linear feet** of water pipe larger than 6 inches

Water Supply

Led the design and permitting of **more than 50 facilities in Florida** with an installed capacity of over **1.5 billion gallons per day**



Hydraulic Modeling

Modeling expertise includes **2,000+ sewer lift stations** and **4,000+ miles of water and force mains**

Construction Management

Oversaw construction of **more than \$2.5 billion in water infrastructure** over the past decade



Asset Management

Physically assessed **more than 10,000 assets** and **20 treatment plants** throughout Florida

Reclaimed Water

Worked on reclaimed water projects at **24 facilities in Florida** and involved in Florida's regulation process for direct and indirect potable reuse.



Effluent Disposal

Designed and overseeing construction of **deep injection wells along the Gulf Coast.**

Wastewater Treatment

Designed **1+ billion gallons per day of plant upgrades** in the last **10 years** (cumulative capacity)



Water Treatment

Designed **1+ billion gallons per day of plant upgrades** over the last 15 years (cumulative capacity)



San Carlos Pump Station

City of Tampa, Florida

Hazen teamed with Garney Construction for the Design-Build project to rehabilitate the San Carlos Pump Station (SCPS). The SCPS was originally placed into service in 1981.

Several of the station’s components are original and have reached the end of their useful life. The original design of the station used three pumps and discharges through a 48-inch force main that connects directly to the Howard F. Curren Advanced Wastewater Treatment Plant (HFC AWTP). The rehabilitation of the station includes replacement of all pumps, motors, pump discharge valves, sluice gates (with alternative isolation), electrical and control components, flow meters, and other equipment needed to restore the station’s reliability and improve operations.

The services include the installation of new equipment to improve pumping efficiency and control by providing three new 900-hp dry pit pumps to achieve the peak wet weather flow condition of 55 mgd, and three new 150-hp submersible pumps to provide efficient pumping during normal dry weather flows as well as other improvements and replacements.

Building additions and other improvements were included to provide a suitable environment for selected equipment and to improve the aesthetic appearance of the building that is located in a residential neighborhood. Building additions included reconfiguring of stairs to accommodate new equipment and maintain staff access, new platforms to access new and existing equipment impacted by the additions, extension of the electrical room to accommodate extra equipment, accommodations to the HVAC system to account for the addition of new screening equipment, modifications to the north wall to provide more room and better access to the new components and more height to accommodate the new bridge cranes, etc.

CLIENT REFERENCE

Cassidy Barrett
Project Engineer
City of Tampa Wastewater Dept.
306 E Jackson Street
Tampa, FL 33602
813.247.8890
cassidy.barrett@tampagov.net

FIRM RESPONSIBILITY

Lead designer on the Garney Construction design-build team to rehabilitate the San Carlos Pump Station.

COMPLETION DATE

12/2021 (actual)

PROJECT SIZE AND COST

Three new 900 HP dry pit pumps to achieve the peak wet weather flow condition of 55 MGD, and three new 150 HP submersible pumps to provide efficient pumping.

\$1,644,569 (design fee)
\$25,077,000 (construction)

CHANGE ORDERS

None

TIME EXTENSIONS

67-day time extension to add permanent odor control and roof fan noise abatement wall.

KEY STAFF

Jacob Porter, PE,
Project Manager

Dan Schmidt, PE
I&C Engineer

Crystal Broadbent, PE
Hydraulic Modeling

Nestor Sotelo, PE
Civil Engineer



WWRF Influent Pumping and Headworks Improvements

City of Largo, Florida

After Hazen completed the master plan of the facility, Hazen was retained by the City to design the Facility Master Plan’s recommended complete replacement of the two existing influent pump stations and three existing headworks at the facility.

Headworks Replacement: The three existing headworks presented difficult flow split issues and included equipment that was not adequately sized for the increased flows. The new headworks for the WRF included the following design features: two center-flow band screens, including screenings compactor / washer systems; two stacked, multiple-tray, free vortex grit chambers (Head-cell), including cyclone separators and grit washers; a common screenings and grit dumpster room; biofiltration odor control system for preliminary treatment; and field testing to determine grit and odor quantities and characteristics. Test data was used to ensure correct sizing criteria for selected grit and odor removal systems. All equipment was designed to handle the increased peak flow of 43 mgd.

Influent Pump Station Replacement: , The two existing influent pump stations at the WWRF utilized below grade dry pit centrifugal pumps. The systems were very old, presented numerous operational problems and safety issues, and were not adequate for the expected peak flow. These stations were replaced by a new submersible pump station that included the following: a course screen ahead of the pumps; dual wetwell chambers; dual discharge pipes to handle wide range of flows; and a 6-pump, VFD driven submersible pump system. The new pump station was sized to handle the increased peak flow of 43 mgd.

CLIENT REFERENCE

Chuck Mura, PE
Project Manager
City of Largo
201 Highland Ave, Largo, FL 33779
727.518.3080
cmura@largo.com

FIRM RESPONSIBILITY

Prime. Provided design and construction services for the complete replacement of the 18-mgd WWRF’s three existing headworks structures and two existing dry pit influent pump stations.

COMPLETION DATE

06/2015 (actual, design)
07/2018 (actual, construction)

PROJECT SIZE AND COST

18-mgd AADF, high-rate, three-stage biological nutrient removal wastewater plant
\$3 million (fee)
\$24.1 million (construction)

CHANGE ORDERS

One final change order for \$450,000. Change conditions were not due to design issues.

TIME EXTENSIONS

102 additional days approved.

KEY STAFF

Jacob Porter, PE, BCEE
Lead Engineer

Nestor Sotelo, PE, BCEE
Project Engineer

Daniel Schmidt, PE
Project Manager

Andrew Coleman, PE
Odor Control

Robert Bolesta
Construction Inspection



Little Road WTP Pump Station Upgrades

Pasco County, Florida

Hazen is responsible for the design of the replacement of the existing 20-mgd pump station and chemical feed facility by constructing a new pump station facility built to FEMA wind load standards.

Pasco County owns and operates the Little Road Water Treatment Plant to serve its customers on the west side of the County. The water source for this facility is Tampa Bay Water’s regional system. The WTP currently has an average flow of 9 mgd with a total capacity of 20 mgd. The site has three above ground storage tanks and a chemical feed facility.

Both structures were built prior to the Florida Building Code was enacted. Based on the location of these facilities, a 151-mph wind load requirement is now required. Pasco County wants the facility to be used as an emergency operation center during storm weather conditions. Given the size, and construction specifications used to build the existing facility, it was too costly to harden the existing structure and still provide a high level of service.

Therefore, Pasco County decided to build a new pump station facility with an operating room and other much needed amenities. Prior to design services, Hazen performed an assessment of the existing facility and provided an alternative evaluation of proposed improvements. Pasco County is moving forward with Hazen’s recommendation to build a new pump station facility, which will include an operation room and other amenities to better serve Plant staff.

The replacement electrical system will include dual power company transformers feeding a kirk key split main switchgear lineup that provides protection against single source points of failure in the electrical system. This new facility will serve as a central hub for the County to provide reliable potable water service.

CLIENT REFERENCE

Ivan Martinez, PE
 Engineer II, Utilities Engineering and Contract Management
 Pasco County
 19420 Central Boulevard
 Land O’ Lakes, FL 34637
 813.235.6189
 imartinez@pascocountyfl.net

FIRM RESPONSIBILITY

Prime. Performed assessment of the existing facility and provided an alternative evaluation of proposed improvements. Provided design of the replacement of the existing 20-mgd pump station and chemical feed facility and construction services for a new pump station facility built to FEMA wind load standards.

COMPLETION DATE

This project is ongoing.
 Estimated completion date: 02/2024

PROJECT SIZE AND COST

20-mgd Pump Station
 \$710,635 (fee)
 \$9.1 million (est. construction)

CHANGE ORDERS

N/A, construction ongoing.

TIME EXTENSIONS

N/A, construction ongoing.

KEY STAFF

Nestor Sotelo, PE
 Project Engineer

Daniel Schmidt, PE
 I&O Engineer



McIntosh Park Integrated Water Management Plan - One Water Demonstration Facility

Plant City, Florida

The City of Plant City selected Hazen to design, construct, and operate an advanced treatment demonstration facility and evaluate the feasibility of potable reuse. The pilot system includes membrane filtration, reverse osmosis, and UV advanced oxidation. The system is designed to evaluate the feasibility, costs, and benefits of direct and indirect potable reuse under current and potential future regulatory conditions.

Plant City is evaluating alternatives to address projected water supply deficits, surface water discharge limitations, and stormwater management challenges. One element of the potential integrated solution is the advanced treatment of at least 1.5 mgd of reclaimed water to augment drinking water supplies via aquifer recharge or direct potable reuse. This demonstration facility will verify treatment, monitoring, and control requirements through pilot testing to simulate full-scale treatment.

This pilot study is a component of the McIntosh Park Integrated Water Management Plan, which is collaborative City project between Parks & Recreation and Utilities to enhance park recreational opportunities and provide water supply and flood protection to a dynamically changing region of Plant City. Over 350 acres of park lands provide a unique opportunity for the City to increase public access to the preserve and to restore hydrologically impacted wetlands, improve flooding conditions, and beneficially reuse high-quality reclaimed water. These efforts also enable optimization of previous public investments through the expansion of wetlands to increase the storage capacity and provide additional water quality improvements to downstream receiving systems.

The project scope also includes groundwater modeling to simulate aquifer recharge, UIC permitting assessment, public information assistance, and assessment of the technical, financial, and regulatory feasibility of a full-scale system.

CLIENT REFERENCE

Lynn Spivey
 Director, Utilities Department
 City of Plant City
 1500 Victoria St.
 Plant City, FL 33563
 813.757.9190
 lspivey@plantcitygov.com

FIRM RESPONSIBILITY

Hazen led potable reuse pilot test and feasibility study, UIC permitting assessment, public information assistance, and technical, financial, and regulatory feasibility of full-scale system.

COMPLETION DATE

Ongoing study; anticipated completion date is September 2023

PROJECT SIZE AND COST

20 gpm (28,800 gpd)
 \$1,178,900 (engineering fee; does not include the cost of pilot equipment).

CHANGE ORDERS

Client Requested extension of pilot and increased regulatory engagement increased cost by \$578,900

TIME EXTENSIONS

Extended pilot by 6 months

KEY STAFF

Paul Biscardi, PhD, PE
Technical Advisor

Stephanie Ishii, PhD, PE, ENV SP
Technical Advisor

Andre Dieffenthaler, PE
Project Manager

Carlyn Higgins, PhD, PE
Lead Pilot Operator

Chris Owen
Regulatory Expert



Biosolids Dewatering Alternatives

Polk County, Florida

Hazen was selected from the County’s continuing services contract to provide guidance for future dewatering needs at the County’s four regional wastewater treatment facilities (NWRWWTF, NERWWTF, SWRWWTF, and Sunray WWTF). In 2006 through 2010, Hazen had provided a similar report followed by designs at these facilities for a permanent screw press dewatering facility at the NERWWTF and the purchase of two mobile dewatering centrifuges for use at the other three facilities. These systems have served the County for over 10 years but with increased population and age of the mobile dewatering units, the County was ready for permanent facilities at all four plants.

Hazen compared screw press, centrifuge, belt press, and rotary press dewatering processes for use at each of the facilities. Using side by side, pilot study results performed for several other clients in recent years, Hazen was able to provide the County with recommendations for their facilities without the need for setting up a similar pilot study specific for Polk County.

Recommendations included converting the screw press facility at the NERWWTF to a centrifuge dewatering system (utilizing the existing building), utilizing the two existing screw presses from the NERWWTF to be refurbished and used at the NWRWWTF within a new structure, construction of a new centrifuge dewatering system at the SWRWWTF, purchase of new mobile dewatering centrifuge unit, and construction of a mobile dewatering unit shelter and continued use of mobile dewatering at the Sunray WWTF. Hazen was then selected and is currently working on the design of the centrifuge conversion at the NERWWTF and purchase documents for the new mobile dewatering centrifuge.

CLIENT REFERENCE

James Tully
 Project Manager
 Polk County Utilities
 330 W Church Street, suite 6005
 Bartow, FL 33830
 863.534.4000
 jamesully@polk-county.net

FIRM RESPONSIBILITY

Hazen provided recommendations to the County for their future biosolids dewatering needs

COMPLETION DATE

December 2022

PROJECT SIZE AND COST

Planning Study

Fee: \$49,600

CHANGE ORDERS

N/A

TIME EXTENSIONS

N/A

KEY STAFF

Andre Dieffenthaler, PE
Project Director

Holly Kremers, PE, ENV SP
Project Manager

Daniel Schmidt, PE
Lead Engineer

Jacob Porter, PE
QA/QC



Septage Receiving Station Feasibility Study

Polk County, Florida

In 2010, Polk County retained Hazen to provide the investigations to identify existing practices used by similar utilities in Florida, characterize the quantity and type of septage that would potentially be sent to a receiving station, define the recommended type of station that would be required for accepting and treating the characterized septage (along with identifying the final destination of the treated material and recommended rate in dollars per gallon to charge for dumping), and make recommendations as to the feasibility of constructing such a facility, including an economic analysis of the expected capital and operational costs versus the potential revenue gained. At the time, the County decided to table the need for this public service until it became more feasible.

By 2021, with new legislation in place and increased population, the need for a public alternative for septage and FOG receiving became more urgent. The County asked Hazen to update the 2010 report to provide updated recommendations for these new conditions. The updated report included recommendations for the capacity and features of septage and FOG receiving stations at the NERWWTF, NWRWWTF, and SWRWWTF. The report update was completed on time and within the budget,

Under a separate project, Hazen has since completed process modeling at the three facilities to gauge actual impact on these facilities for receipt of septage and FOG and then provided pre-design reports for a septage receiving station at the County’s landfill site located between the NWRWWTF and the SWRWWTF and a septage receiving station at the NERWWTF.

CLIENT REFERENCE

Holden Wright
Capital Project Manager
Polk County Utilities
330 W Church Street, suite 6005
Bartow, FL 33830
863.534.4000
holdenwright@polk-county.net

FIRM RESPONSIBILITY

Hazen’s work was an update to recommendations provided in the past, due to changing conditions..

COMPLETION DATE

October 2021

PROJECT SIZE AND COST

Fee: \$32,400

CHANGE ORDERS

N/A

TIME EXTENSIONS

N/A

KEY STAFF

Andre Dieffenthaler, PE
Project Director

Holly Kremers, PE, ENV SP
Project Manager

Daniel Schmidt, PE
Lead Engineer

Josefin Hirst PE
Project Engineer

Organizational Chart

Hazen prides itself on the long-term experience of our key personnel. We have curated a team that brings unparalleled experience with Polk County Utilities (PCU), having worked with PCU since 2006. We understand PCU's needs and offer extensive knowledge of the scope of work required for this contract. The key staff shown on the organizational chart will be the staff utilized on this contract.





Holly Kremers, PE, ENV SP

Principal-in-Charge

Ms. Kremers has more than 24 years of experience in an array of water resources planning and design projects, including water and wastewater collection, transmission and treatment, stormwater, resiliency and sea level rise mitigation.

TITLE

Associate Vice President

EDUCATION

BS, Environmental Engineering,
Michigan Technological
University, 1999

BS, Biological Sciences,
Michigan Technological
University, 1999

CERTIFICATION/LICENSE

Professional Engineer: FL, MI

Envision Sustainability
Professional (ENV SP)

AREAS OF EXPERTISE

- Water resources planning and design
- Design-build
- Project and design management
- Resiliency
- Climate change

EXPERIENCE

- 24 total years
- 2 years with Hazen

PROFESSIONAL ACTIVITIES

American Water Works
Association

Water Environment Federation

Florida Stormwater Association

Tampa Bay Regional Resiliency
Coalition

She has designed, managed, and provided technical advisement fo projects of varied size, complexity, and delivery methods. In a project director role, Ms. Kremers' strong organizational skills and attention to detail lead the team in ensuring client expectations are met throughout the project.

Biosolids Dewatering Alternatives, Polk County Utilities, FL

Project Manager. Providing guidance for future dewatering needs at the County's four regional wastewater treatment facilities. Compared screw press, centrifuge, belt press, and rotary press dewatering processes for use at each of the facilities and recommended converting the screw press facility at the NERWWTF to a centrifuge dewatering system (utilizing the existing building), the two existing screw presses from the NERWWTF to be refurbished and used at the NWRWWTF within a new structure, construction of a new centrifuge dewatering system at the SWRWWTF, purchase of new mobile dewatering centrifuge unit, and construction of a mobile dewatering unit shelter and continued use of mobile dewatering at the Sunray WWTF. Fee: \$49,600

Babson Park WTP No. 1 Improvements, Polk County, FL

Babson Park WTP No. 1 is one of several Polk County water treatment facilities, and includes a production well, GAC filters, and a hydropneumatic tank. Increased water quality concerns from disinfection byproduct (DBP) formation in the Babson Park distribution system drove the need for additional treatment at the facility. The improvements project included addition of a ground storage tank with multi-pass recirculating tray aeration and a high service pump station. Fee: \$350,000

South Cross Bayou Water Reclamation Facility (WRF) North Train Aeration Improvements, Pinellas County, FL

Project Director. The project included replacement of the four existing centrifugal blowers with three turbo blowers to provide more efficient air transfer at a lower annual cost. The new 400-hp turbo blower system is fed from new low-voltage (480-volt) main power, which required replacement of the existing transformer and switchgear in a phased manner to allow the existing blowers to remain in operation. The project also included installation of new DO and ORP meters, and a new process control system. Fee: \$193,000



Daniel Schmidt, PE

Project Manager

Mr. Schmidt's 45 years of project experience uniquely qualifies him to provide project management for Polk County's Utilities Design Services and Regulatory Support Services Master Consulting Agreement.

TITLE

Senior Associate

EDUCATION

BS, Chemical Engineering,
University of Florida, 1985

CERTIFICATION/LICENSE

Professional Engineer: FL

AREAS OF EXPERTISE

- Pump Station Design
- Instrumentation and Control Systems

EXPERIENCE

- 45 total years
- 18 years with Hazen

PROFESSIONAL ACTIVITIES

Water Environment Federation
American Institute of Chemical
Engineers

Florida Engineering Society
Instrument Society of America

Dan has extensive experience including projects for Polk County Utilities for over 20 years. He is thoroughly familiar with the PCU's existing facilities and standards.

Pollard Road WTP, Polk County, FL

I&C Engineer. A new 5-mgd water treatment plant with new supply well, telemetry to a remote supply well, ground storage tank, hypochlorite disinfection system, high-service pumping, and emergency backup power. Fee: \$356,633

Northeast Regional WWTP Dewatering, Polk County, FL

Project Manager. New screw press dewatering structure including a unique operator interface system for controls. Allen Bradley PLCs and VFDs, VTS-CADA HMI. Fee: \$400,000

WRF Influent Pumping and Headworks Improvements, City of Largo, FL

Project Manager and I&C Engineer. Complete replacement of this 18-mgd plant's two existing raw sewage influent pump stations and three headworks structures. Project also included conversion to a facultative digestion control system. Allen Bradley PLCs and VFDs, Wonderware HMI. Fee \$3 million

San Carlos Pump Station, Screening and Odor Control, City of Tampa, FL

I&C Engineer. Hazen designed improvements to the pump station that feeds directly to the Howard F. Curren AWTP. Improvements include six new variable frequency driven, large horsepower pumps to convey a range of flows from a low of 5 mgd to a peak of 55-mgd, as well as other upgrades. Fee: \$1,644,569

Dewatering Facilities, Polk County Utilities, FL

Lead Engineer. Design, permitting, and construction oversight of biosolids facilities as part of the implementation of Polk County's Biosolids Management Plan. The facilities consisted of improvements to four wastewater treatment facilities to accommodate mobile dewatering centrifuges, assistance with the procurement of trailer-mounted centrifuge units, and a permanent screw press dewatering facility at the County's 6-mgd NERW-WTF Fee: \$49,600



Andre Dieffenthaler, PE

QA/QC

Mr. Dieffenthaler has over 32 years of experience in planning, design, permitting, and construction management of water and wastewater treatment improvements.

TITLE

Vice President

EDUCATION

MS, Rutgers University, 1993,
Civil Engineering

BS, Princeton University, 1990,
Civil Engineering

CERTIFICATION/LICENSE

Professional Engineer: FL

AREAS OF EXPERTISE

- Water Treatment Plant Design
- Process Evaluations
- Master Planning
- Condition Assessments
- Project Management

EXPERIENCE

- 32 total years
- 11 years with Hazen

PROFESSIONAL ACTIVITIES

American Water Works Association

Water Environment Federation

SEDA

General Consulting Services, City of Tampa, FL

QA/QC. Providing work as part of the Miscellaneous Services Contract since 2002 at both water and wastewater systems. Projects tasks include: design, permitting, and construction administration for a variety of water system projects. Fee: \$775,000

General Water and Wastewater Engineering Services, Hillsborough County, FL

QA/QC. The County's general water and wastewater engineering services on-call engineering contract included: AWIA Compliance; Wastewater Plant and Collection System Valve Replacement Project, which included replacement of large-diameter valves at the major WWTPs and within the collection system. Fee: Varies per assignment

General Consulting, Sarasota County, FL

Project Director. Numerous projects under various engineering library and continuing services agreements. Services include providing funding and regulatory assistance for water treatment plants and water supply wells; demonstration of four log virus removal; capacity evaluation; construction management; hydraulic modeling; and regulatory and planning assistance. Fee: Varies per assignment

Headworks Rehabilitation and Facility Master Plan, City of Largo, FL

Provided technical assistance with the facility master plan update (including capital improvement plan) for the replacement of the three existing headworks structures with a single structure, grit removal, odor control, flow splitting to the three existing process streams; pipelines and pumping facilities; and modifications to the power distribution and SCADA system. Work included the development of a sequence of construction and temporary bypass pumping/piping. Fee: \$24.1M

McIntosh Indirect Potable Reuse Study and Design, City of Plant City, FL

Project Manager. Pilot testing of an RO based system including microfiltration, reverse osmosis and UV, and permitting of an injection well for aquifer recharge with the goal of obtaining water supply credits to supplement the City's water supply. Fee: \$1.1M



Curtis Kunihiro, PE, BCEE

QA/QC

Mr. Kunihiro has over 46 years of experience with the evaluation, design, pilot testing, construction, and operations of water and wastewater treatment facilities, with thorough knowledge and experience with QC review.

TITLE

Senior Associate

EDUCATION

BS, Chemical Engineering, Case Western Reserve University, 1977

CERTIFICATION/LICENSE

Professional Engineer: FL, CA, GA

AREAS OF EXPERTISE

- Wastewater Treatment Plant Equipment including In-Plant Lift Stations
- Wastewater Pump Stations and Force Mains
- Odor Control
- Grit and Screenings Removal
- Process Design
- Activated Sludge
- Disinfection
- Biosolids Stabilization
- Biosolids Thickening and Dewatering
- Conventional, Design-Build, and CMAR Implementation

EXPERIENCE

- 46 total years
- 7 year with Hazen

PROFESSIONAL ACTIVITIES

Water Environment Federation

American Academy of Environmental Engineers and Scientists

His extensive expertise will be highly valued throughout this contract. It includes hydraulics, equipment evaluation and selection, cost estimating, plans and specifications, permitting, reviewing contract documents and shop drawings, compliance with HI guidelines, facility troubleshooting, operator training; and O&M manual preparation.

Westside WRF New Influent Pump Station and Headworks, City of Daytona Beach, FL

QC Reviewer. Preliminary design, design, and permitting for influent pumping additions and new headworks structure, constructed with design build delivery. Project included sequence of construction and MOPO planning, power distribution and controls, permitting, and SRF funding assistance. Fee: \$1.5M

9-NWRUSA ASR System, Polk County, FL

QA/QC Officer. Design, permitting, bidding, and construction services for the NWRUSA ASR System including a 2,944-foot deep aquifer storage and recovery well. Project included coordination with ASR specialists, design and bidding of the ASR pump, valves, and piping; and conversion from free chlorine disinfection to chloramination for DBP compliance. Fee: CONFIDENTIAL (Work completed with another firm).

Northeast Regional Wastewater Treatment Facility Improvements, Polk County, FL

Project Engineer. Design, permitting, and bidding of the expansion of the Northwest Regional WWTF's capacity from 1.5-mgd to 3.0-mgd through rehabilitating the treatment system, including adding an intermediate pump station, and rehabilitation improvements to the influent flow meter, grit unit, RAS pumps, clarifier splitter box, clarifiers, scum pumps, effluent filters, and reuse flow meter. Fee: \$400,000

Eastern Water Reclamation Facility - Phase V Improvements, Orange County, FL

Project Manager. Responsible for preliminary design services to provide expanded treatment capacity for this AWT facility from 19 to 24-mgd annual average daily flow (AADF) capacity including a new 24-mgd preliminary treatment structure. Fee: \$602,567



Samantha Lemaster, PE

Deputy Project Manager

Ms. Lemaster has 10 years of experience in the planning, designing, permitting, bidding, and construction management services for water and wastewater facilities as large as 350-mgd for both private and public municipalities.

TITLE

Senior Principal Engineer

EDUCATION

BS, University of Maryland,
Baltimore County, 2012,
Chemical Engineering

CERTIFICATION/LICENSE

Professional Engineer: FL, MD

AREAS OF EXPERTISE

- Wastewater Treatment Plant Design
- Dewatering
- Pumping Stations
- Permitting
- Construction Management

EXPERIENCE

- 10 total years
- 5 years with Hazen

PROFESSIONAL ACTIVITIES

Design Build Institute of America (DBIA)

American Society of Civil Engineers

Samantha's extensive experience with the permitting process with Florida DEP, Water Management District, and local municipalities will be beneficial for all permitting and regulatory aspects throughout the duration of the Master Consulting Agreement

David L. Tippin WTF Improvements, City of Tampa, FL

Project Engineer. Design, permitting, bidding, and construction services for improvements to the existing sludge processing facility. The plant is a 120 MGD maximum flow surface water treatment facility that produces a maximum of 31 DT/day of ferric residuals. Design includes replacement of belt filter presses with high-solids centrifuges, installation of new mixing tanks, conversion from a dry polymer system to emulsion, conveyance upgrades, and electrical and instrumentation upgrades. A basis of design report was prepared for the City to evaluate design considerations and options moving into the design phase. Fee: \$1,128,200

Northeast Water Reclamation Facility, City of St. Petersburg, FL

Project Engineer. Evaluation and assessment for replacement of the existing clarifier mechanism due to poor distribution of effluent flow to discharge from the clarifier. The replacement and improvements were based on historical flow data, clarifier performance, and consideration for future operations. This includes demolition of the existing mechanism and supporting appurtenances, rehabilitation, repair, and coating of the existing concrete clarifier, improvements to the effluent launders, weirs, and baffles, new return activated sludge (RAS) pumps and addition of a grinder, as well as electrical and control improvements. Fee: \$98,000

Wastewater Hydraulic Modeling and LS 3 Pump Sizing, City of Sarasota, FL

Project Engineer. Evaluation of an existing hydraulic model and the impact of tying together two existing force mains and pumping to the wastewater treatment plant. The effort included the incorporation of the proposed interconnect into the hydraulic model and evaluated different flow path conditions under wet weather conditions to help the City identify if the interconnect would be hydraulically beneficial to the existing system. Fee: \$44,000



Jacob Porter, PE, BCEE

Wastewater Task Lead

Mr. Porter has 23 years of experience in construction and environmental engineering in the areas of water and wastewater treatment. His responsibilities on engineering and environmental projects have included all aspects from conception and planning to design, permitting, construction, and performance assessment.

TITLE

Senior Associate

EDUCATION

MS, Environmental Engineering and Science, Clemson University, 2000

BS, Biosystems Engineering, Clemson University, 1997

CERTIFICATION/LICENSE

Professional Engineer: FL, SC

AREAS OF EXPERTISE

- Water and wastewater facility planning and design
- Water and wastewater conveyance system evaluations and design
- Biosolids management
- Construction administration and oversight
- Cost estimating

EXPERIENCE

- 23 total years
- 17 years with Hazen

PROFESSIONAL ACTIVITIES

American Water Works Association

Water Environment Federation

American Academy of Environmental Engineers

Biosolids Dewatering Facility, NERWWTF, Polk County, FL

Project Engineer. New screw press dewatering process for Polk County's NERWWTF. Fee: \$400,000

WRF Headworks and Influent Pump Station Replacement, City of Largo, FL

Lead Project Engineer for a new influent pump station with coarse screening and odor control; fine screening and grit removal, and features to allow equal flow split to the three existing process streams, new equalization, and modifications to the facility's existing power distribution and SCADA system for this 18-mgd WRF. Fee: \$3M

Falkenburg AWTP Expansion, Hillsborough County, FL

Project Engineer for the expansion design of an existing 9-mgd plant to a 12-mgd plant. The scope of work included headworks replacement; anoxic tank upgrades; aeration basin upgrades; RAS pumping additions; UV; reject water system storage and pumping; sludge handling system upgrade; new odor control systems; and associated revisions to the electrical and instrumentation system. Fee \$3.1M

NWWRF Influent Pump Station and Screening Replacement, City of St. Petersburg, FL

Project Manager for influent pumping additions and modifications to the headworks at the 20-mgd NWWRF. The scope of work includes new coarse screening and dry pit influent pump station consisting of six 85 HP pumps, new fine screening structure with two center flow band screens, chemical scrubber, odor control, power distribution and controls, permitting, public outreach program, and Envision Gold certification. Fee: \$2.3M

Howard F. Curren AWTP Master Plan Improvements, City of Tampa, FL

Design Manager of the progressive design-build for the Phase 1 improvements as identified in the 20-year Master Plan for this 96-mgd AWTP. This project consists of 48 individual improvements across all areas of the plant. Fee: \$25M



Paul Biscardi, PhD, PE

Potable Water Task Lead

Dr. Biscardi is an engineer specializing in drinking water quality and advanced treatment. He has led several pilot tests and a recently completed seawater desalination pilot for Tampa Bay Water.

TITLE

Associate

EDUCATION

PhD, Environmental Engineering, University of Central Florida, 2016

MS, Environmental Engineering, University of Central Florida, 2013

BS, Environmental Engineering, University of Central Florida, 2011

CERTIFICATION/LICENSE

Professional Engineer: FL

AREAS OF EXPERTISE

- Pilot Study Design, Operation, and Analysis
- Water Quality and Treatment
- Disinfection By-Products (DBPs)
- Water Treatment Process Design
- Membrane Processes
- Potable Reuse

EXPERIENCE

- 10 total years
- 5 years with Hazen

PROFESSIONAL ACTIVITIES

American Water Works Association

American Membrane Technology Association

Southeast Desalting Association

Potable Reuse Pilot, City of Plant City, FL

Technical Advisor. Plant City is conducting a pilot testing program to develop a 1.5-mgd indirect potable reuse system. Dr. Biscardi is leading the pilot test planning which will include membrane filtration, reverse osmosis, UV-and AOP. The pilot will be used to facilitate tours and public education of potable reuse and determine design criteria for the full-scale system. Fee: \$1.1M

West Melbourne WTP Pilot Test, City of West Melbourne, FL

Project Engineer. Hazen is developing a pilot testing program for a 2.5-mgd greenfield WTP for the City of West Melbourne. Dr. Biscardi is leading the pilot test planning which will include Reverse Osmosis membranes. Fee: \$430,000

Verna Wellfield Sand Filtration Pilot and Basis-of-Design, City of Sarasota, FL

Project Engineer. Dr. Biscardi assisted with the pilot testing and conceptual design of a pressure sand filter, which is being provided to treat the City of Sarasota's Verna groundwater supply. Dr. Biscardi was responsible for designing a pilot test that would evaluate the sand filter treatment performance for removing biological material using ATP and HPC analysis. During conceptual design, Dr. Biscardi interpreted the results from previous pilot studies and subsequently developed full-scale process design criteria including loading rate, empty bed contact time, pressure vessel selection, underdrain specifications etc. Fee: \$144,150

Dunedin Water Treatment Plant Pilot Plant, City of Dunedin, FL

Project Engineer. Dr. Biscardi assisted with the bench-scale and pilot-scale testing component, which included evaluation of ozone, chlorine dioxide, potassium permanganate, sodium hypochlorite, polymeric membrane filters, ceramic membranes, RO membranes, dual-media filters, greensand filters, and pyrolusite filters. Fee: \$730,000

Catskill/Delaware Filtration Plant Bench-Testing, New York City, NY

Project Engineer. As required under their Filtration Avoidance Determination (FAD), NYC Department of Environmental Protection (NYCDEP) is working with Hazen to develop a conceptual design for a 2-bgd treatment facility. Dr Biscardi led the bench testing of membrane treatment and is currently developing a follow-up pilot testing program. Fee: \$4.7M



John Schroeder, PE, BCEE

Conveyance Task Lead

Mr. Schroeder brings expertise in assessment, planning, design, and construction of stormwater, water, and wastewater systems. He is a nationally-recognized expert in pipeline assessment and rehabilitation.

TITLE

Associate Vice President

EDUCATION

BS, University of Cincinnati, Civil and Environmental Engineering, 1992

CERTIFICATION/LICENSE

Professional Engineer: FL, OH, NY

AREAS OF EXPERTISE

- Pipeline Assessment
- Pipeline Rehabilitation
- Asset Management
- Master Trainer of NASSCO PACP
- Trenchless Technologies
- Condition Assessments
- Project Management

EXPERIENCE

- 31 total years
- 4 years with Hazen

PROFESSIONAL ACTIVITIES

North American Society of Trenchless Technologies (NASTT)

National Association of Sewer Service Companies (NASSCO)

Water Environment Federation / Ohio Water Environment Association

Biosolids Dewatering Facility, NERWWTF, Polk County, FL

Project Engineer. New screw press dewatering process for Polk County's NERWWTF. Fee: \$400,000

WRF Headworks and Influent Pump Station Replacement, City of Largo, FL

Lead Project Engineer for a new influent pump station with coarse screening and odor control; fine screening and grit removal, and features to allow equal flow split to the three existing process streams, new equalization, and modifications to the facility's existing power distribution and SCADA system for this 18-mgd WRF. Fee: \$3M

Falkenburg AWTP Expansion, Hillsborough County, FL

Project Engineer for the expansion design of an existing 9-mgd plant to a 12-mgd plant. The scope of work included headworks replacement; anoxic tank upgrades; aeration basin upgrades; RAS pumping additions; UV; reject water system storage and pumping; sludge handling system upgrade; new odor control systems; and associated revisions to the electrical and instrumentation system. Fee \$3.1M

NWWRF Influent Pump Station and Screening Replacement, City of St. Petersburg, FL

Project Manager for influent pumping additions and modifications to the headworks at the 20-mgd NWWRF. The scope of work includes new coarse screening and dry pit influent pump station consisting of six 85 HP pumps, new fine screening structure with two center flow band screens, chemical scrubber, odor control, power distribution and controls, permitting, public outreach program, and Envision Gold certification. Fee: \$2.3M

Howard F. Curren AWTP Master Plan Improvements, City of Tampa, FL

Design Manager of the progressive design-build for the Phase 1 improvements as identified in the 20-year Master Plan for this 96-mgd AWTP. This project consists of 48 individual improvements across all areas of the plant. Fee: \$25M



Stephanie Ishii, PhD, PE, ENV SP

Reclaimed Water Task Lead

Dr. Ishii serves as the Water Reuse Practice Lead and Sustainability Services Lead for Hazen’s Southeast region. She focuses on water reclamation facility designs and effluent management strategies that acknowledge the market potential of resource recovery, implications of regulatory shifts, and importance of community acceptance.

TITLE

Associate

EDUCATION

PhD, University of Florida,
Environmental Engineering, 2015

ME, University of Florida,
Environmental Engineering, 2012

BS, University of Florida,
Environmental Engineering,
2009

CERTIFICATION/LICENSE

Professional Engineer: FL

Envision Sustainability
Professional (ENV SP)

AREAS OF EXPERTISE

- Water and Wastewater Treatment
- Water Reuse
- Nutrient Recovery
- Life Cycle Assessment
- Survey Construction and Public Perception

EXPERIENCE

- 9 total years
- 6 years with Hazen

PROFESSIONAL ACTIVITIES

American Water Works
Association

WaterReuse Association

Potable Reuse Pilot, City of Plant City, FL

Technical Advisor. Hazen is planning, constructing, and operating a potable reuse pilot system that includes membrane filtration, reverse osmosis, UV disinfection, and advanced oxidation. Dr. Ishii focuses on system design and operation in accordance with existing and proposed potable reuse regulations in Florida. Fee: \$1.1M

Long-term Master Water Plan Update, Tampa Bay Water, FL

Project Engineer. Tampa Bay Water estimates that new sources of supply will be needed by the 2028-2030 time frame. Dr. Ishii developed and refined multiple water supply configurations for consideration, spanning groundwater, surface water, and various configurations of water reuse. Dr. Ishii has continued to work toward a recommended configuration for construction, including refined cost estimates, regulatory discussions, public outreach, and additional water quality analyses. Fee: \$3.58M

Plan for the Elimination of Non-beneficial Surface Water Discharge in Response to Senate Bill 64, Pinellas County, FL

Project Manager. Collaborated with the County to develop a strategy for the elimination of non-beneficial surface water discharge from the South Cross Bayou Advanced Water Reclamation Facility. The strategy includes an action plan for the evaluation of existing receiving water impacts and alternatives strategies spanning increased public access reuse, aquifer recharge, deep well injection, and potable reuse. Fee: \$99,524

Disinfection Study for Partially Treated Surface Water Aquifer Storage and Recovery, Peace River Manasota Regional Water Supply Authority, FL

Project Manager. Developed and conducted a testing program involving disinfection via UV, chlorine, chlorine dioxide, chloramines and ozone to determine the feasibility of achieving groundwater recharge standards with partially treated surface water. Fee: \$99,976



Jeffrey Rosman, PE, CDT

Wastewater Team

Mr. Rosman is a water/wastewater engineer with eleven years of experience in planning, design, permitting, bid, procurement and construction phase services for municipal, environmental and industrial clients in both the public and private sectors.

TITLE

Senior Principal Engineer

EDUCATION

BS, Civil Engineering, State University of New York at Buffalo, 2011

CERTIFICATION/LICENSE

Professional Engineer: FL, PA, NY

AREAS OF EXPERTISE

- Water Treatment Plant Design
- Process Evaluations
- Master Planning
- Condition Assessments
- Project Management

EXPERIENCE

- 11 total years
- 2 years with Hazen

PROFESSIONAL ACTIVITIES

Water Environment Federation
 Florida Water Environment Association
 Construction Specifier Institute

PRMRWSA Regional Reservoir No. 3, DeSoto County, FL

Project Engineer. Conceptual and preliminary design of new 258-mgd river intake/pump station and a new 117-mgd reservoir intake/pump station that serves to transport water from the Authority's reservoir system to the head of the water treatment process. The project also included large- diameter (54- to 84-inch) steel water pipeline in connection with the design of the new above-grade 9-billion-gallon Reservoir No. 3 Fee: \$681,000

Tampa Bay Water Surface Water Treatment Plant Expansion Feasibility Study, Tampa, FL

Project Engineer. Study to evaluate the feasibility of increasing yield from the existing Surface Water Treatment Plant, including source water quantity and quality reliability modeling, bench- and full-scale performance testing, hydraulic evaluation, condition assessment, and conceptual engineering. Fee: \$695,000

Valrico AWWTF Biological Treatment Capacity Evaluation and Improvements, Hillsborough County, Florida

Project Manager for a project involving hydraulic modeling and detailed design of oxidation ditch mechanical surface aerator upgrades at the County's 12-mgd Valrico AWWTF. Improvements includes new upgraded mechanical surface aerators, rotating weir mechanisms, VFDs, and electrical improvements. Fee \$357,000

Howard F. Curren AWTP Master Plan Improvements, City of Tampa, FL

Project Engineer responsible for the development of a hydraulic model of the entire wastewater treatment plant for a progressive design-build project. Responsible for developing basis of design criteria for various improvements including dissolved air reactor (DAR) improvements aimed at improving nitrogen removal efficiency and high purity oxygen (HPO) reactor improvements. Fee: \$25M



Jorge Atoche, PE

Potable Water Team

Mr. Atoche has 23 years of water resources project engineering experience including wastewater planning and evaluation, wastewater collection and transmission design and wastewater treatment and reclamation facility design.

TITLE

Senior Associate

EDUCATION

MS, Civil Engineering, Louisiana State University, 2003

BS, Chemical Engineering, Universidad Autonoma De Yucatan, 2000

CERTIFICATION/LICENSE

Professional Engineer: FL, LA

AREAS OF EXPERTISE

- Membrane Desalination Technology
- Water Treatment Process Design
- Design of Advanced Treatment Processes for Water Reclamation
- Design and Construction Administration of Water Supply Facilities
- Design and Construction Administration of Water, Wastewater and Reclaimed Water Treatment Facilities
- Water Resources Engineering and Planning
-

EXPERIENCE

- 23 total years
- 17 years with Hazen

PROFESSIONAL ACTIVITIES

American Water Works Association

Water Environment Federation

American Membrane Technology Association

SEDA

Miami-Dade County South District Water Reclamation Facility, FL

Project Engineer. Design of the Water Reclamation Facility. Design services include a 25-mgd advanced reclaimed water facility for indirect potable reuse. The facility design includes microfiltration pre-treatment, reverse osmosis treatment, ion exchange, advanced oxidation treatment, post-treatment stabilization, chemical storage, feed facilities, water storage, and distribution facilities. Fee: \$5.8M

Jacksonville Electrical Authority (JEA) Nassau WRF, Nassau County, FL

Design Manager and Engineer of Record. New 4-mgd water reclamation facility. The project delivery method is CMAR. Mr. Atoche will be also part of the construction management team for the project and will coordinate the engineering services during construction. The new facility will be integrated to an existing 2-mgd MBR water reclamation facility. Fee: \$11M

City of Plantation Regional WWTP Water Reclamation Facilities, FL

Project Engineer for the preliminary design of the Regional WWTP water reclamation facilities. Design services include a 3.5-mgd reclaimed water expansion for spray irrigation of golf courses and treatment plant on site demands. Mr. Atoche performed the design of the reclaimed water treatment processes, storage and distribution facilities. Mr. Atoche also prepared a preliminary opinion of probable project cost and a preliminary project delivery schedule. Fee: \$9.3M

Plantation East and Central Water Treatment Plants Membrane Replacement Project, Plantation, FL

Project Engineer. Responsible for coordinating the membrane pilot testing, performing calculations for full-scale membrane performance projections, post-treatment stabilization modifications, and conducting present worth evaluations for the membrane manufacturer selection. He pilot tested 8-inch elements from two membrane manufacturers on a full-scale train to provide an alternative for replacement of the elements the plant had been using for many years. The membrane replacement resulted on energy savings of about 35-45% at the East and Central WTPs. Fee: \$2.5M



Andrew Coleman, PE

Conveyance Team Lead

Mr. Coleman has 19 years of experience in water and wastewater engineering, including work on alternative delivery projects across multiple delivery methods.

His experience includes planning and design of water and wastewater treatment systems, and associated permitting, and construction work. Potable water experience includes hydraulic modeling and alternative development, pipeline and flow control design, and pump station design. Wastewater experience includes hydraulic modeling and alternative assessment, capital project development and prioritization, conceptual review of process, and conveyance alternatives.

TITLE

Senior Associate

EDUCATION

BS, University of Florida,
Environmental Engineering,
2004

CERTIFICATION/LICENSE

Professional Engineer: FL

AREAS OF EXPERTISE

- Hydraulics and Pumping Systems
- Water and Wastewater Treatment Plant Design
- Chemical Storage and Feed Systems
- Construction Management

EXPERIENCE

- 19 total years
- 9 years with Hazen

PROFESSIONAL ACTIVITIES

American Water Works Association

- Oxygen for Ozone Generation Committee

Water Environment Federation

Second Force Main Under I-75, Venice, FL

Project Manager. Mr. Coleman is leading the design for a second force main to improve redundancy for the City's collection system in crossing I-75. The I-75 crossings will utilize Microtunnel technology and open cut pipe installation. Fee: \$195,000

Wastewater Hydraulic Model (EOR), City of Sarasota, FL

Project Manager. Led the development of a new wastewater hydraulic model for the City of Sarasota using Bentley Systems SewerGEMS and PCSWMM. Fee: \$162,000

South Gate Master Pump Station Improvements Preliminary Design, Sarasota County, FL

Project Engineer/Associate Project Manager. The first phase of the project consisted of alternative assessment, hydraulic review, PDR development, and design of interim improvements at the existing master pump station, which included new 250-hp submersible pumps, wet well modifications, yard piping improvements, and electrical and controls improvements. Fee: \$42,800

Lockwood Ridge Booster Pump Station, Sarasota County, FL

Project Manager. Led design of a new electrical driven booster pump station to provide required pressures for flow in the Lockwood Ridge force main to make it to the CCWRF during wet weather flows. Fee: \$147,000

Influent Pump Station and Headworks Improvements, City of Largo, FL

Design Engineer. Planning, design, and construction services for upgrades to the headworks, odor control, equalization, influent and equalization pump stations. Led the odor control and master pump station screening system design. Fee: \$3M



Lisa Krentz

Water Quality/Conservation

Ms. Krentz is a nationally recognized and respected expert in water demand planning and management, with over 20 years of experience helping clients make informed decisions about future needs and understanding the related uncertainties and risks.

TITLE

Associate

EDUCATION

BS, University of Washington, Biology: Conservation, Ecology and Evolution, 1999

CERTIFICATION/LICENSE

N/A

AREAS OF EXPERTISE

- Water demand planning and management
- Geospatial data management and processing
- Water efficiency planning, cost-benefit analysis
- Water demand forecasting
- Water use profiling
- Water resources policy

EXPERIENCE

- 22 total years
- 17 years with Hazen

PROFESSIONAL ACTIVITIES

American Water Works Association

Florida Section AWWA, Water Use Efficiency Division, Past Chair

Florida Section AWWA, Florida 2030, Conservation Task Force

Advisory Committee, Tampa Bay Water Regional Demand Management

Advisory Committee, Florida DEP, Conserve Florida Statewide, Water Conservation Program for Public Supply

Regional Water Demand Management Plan, Tampa Bay Water, FL

Project Manager. Responsible for technical and cost-benefit analyses aimed at identifying cost-effective opportunities to assess the impact of future water efficiency and reduce future water demand in new homes, existing homes, and CII establishments. Developed sectoral water demand profiles, water-use benchmarks, as well as goals and strategies to assist in monitoring and response to expected and observed changes in demand. Fee: \$1.3M

Polk Regional Water Cooperative, Water Conservation Meeting Facilitation, FL

Provided meeting facilitation and other technical services to assist the PRWC Water Conservation Team in the development of implementation strategies for a series of six SWFWMD Cooperative Funding Projects. Guidance on various project aspects was provided including application development, implementation approach, program targeting, participant tracking and savings evaluations. Fee: \$106,000

Long Range Water Resources Plan, Durham, NC

Project Manager. Responsible for the development of econometric demand projection models and forecasts and a demand management plan as part of overall water resources management plan. Projections account for variability in water demand based on association to socioeconomic explanatory variables and the alignment with regional planning models and land use development plans. Fee \$1.1M

NYC Department of Environmental Protection, Integrated Water Management Planning and Assessment, NY

Technical Lead responsible for development of econometric water and wastewater demand projection models and forecasts which seek to account for the impact of explanatory variables and water efficiency factors known to influence demands. Additionally, she oversaw the development of the project information system which links 3+ billion daily water use records to various external data sources including property appraiser and various other demographic and socio-economic data. Fee: \$850,000



Sharon Simington

Funding/Compliance

Ms. Simington works with local governments to fund infrastructure projects that better communities, providing planning, application, and administration for capital improvement projects while maintaining relationships with funding agencies, community members and leaders, and consulting engineers.

TITLE

Southeast Regional Funding Program Lead / Senior Administrator

EDUCATION

AA, University of South Florida, 2002

CERTIFICATION/LICENSE

N/A

AREAS OF EXPERTISE

- Funding Management
- Program Management
- Project Management

EXPERIENCE

- 19 total years
- 1 year with Hazen

PROFESSIONAL ACTIVITIES

N/A

Wiley M. Nash Wastewater Reclamation Facility, City of DeLand, FL

Provided assistance with Facility Planning efforts and grant applications for FDEP's Wastewater Grant Program. Design, permitting, and construction of treatment units to add 2.0-mgd of additional wastewater treatment capacity, and upgrading the entire facility to satisfy advanced wastewater treatment (AWT) limits of 5-5-3-1 for BOD-TSS, TN and TP, respectively. Fee: \$29.9M

Jackson Ave and Lori Laine SW Improvements, City of Satellite Beach, FL

Provided the planning, facility plan, coordinated gap funding, CWSRF loan application, compliance assistance, closeout. The project includes the construction of a dry retention area, a bioretention area, a baffle box, and a wet detention pond. Fee: \$932,000

Sanitary Sewer Collection and Treatment System, Town of Pierson, FL

Provided the design loan Request for Inclusion, loan agreement assistance, disbursement request, funding coordination. The project involves the construction of approximately 21,200 lineal feet of a new collection system, along with the construction of a 100K GPD wastewater facility. Fee \$743,000

Glen Sub-Regional Wastewater Treatment Plant (WWTP) Expansion, Hernando County, FL

Provide the loan application, agreement coordination, ARRA compliance assistance, monitoring, and financial reporting, and closeout. This WWTP expansion project increased the capacity of the facility from 2.0-mgd to 3.0-mgd. Fee: \$13.5M

Funding Analysis, Recommendation and Funding Management Hull Road Water System, DeSoto County, FL

Provided funding strategy, grant application, grant agreement coordination, grant administration, project closeout. The improvements on the DCU distribution line will net a savings of about 46 million gallons of flush water annually. Fee: \$2.5M



Crystal Broadbent, PE

Hydraulic Modeling

Ms. Broadbent specializes in hydraulic modeling, analysis, and design. Her experience includes model creation and calibration, surge modeling, diurnal demand pattern and geocoded demand calculations, demand projections, problem area identification, recommendations for improvements, and project prioritization.

TITLE

Senior Associate

EDUCATION

BSCE, University of North Carolina at Charlotte, 2001

CERTIFICATION/LICENSE

Professional Engineer: NC
Certificate in Geographic Information Systems (GIS)

AREAS OF EXPERTISE

- Hydrologic/Hydraulic Design and Analysis
- Geographical Information Systems (GIS)
- Surge Modeling
- Water Modeling
- Sewer Modeling
- Erosion Control Design
- Environmental Assessment

EXPERIENCE

- 22 total years
- 22 years with Hazen

PROFESSIONAL ACTIVITIES

American Water Works Association

Water Environment Federation
Water For People, 2009 & 2010 Chair

North Carolina American Water Works Association-Water Environment Association

- 2012-2013 Secretary of Board
- 2014 Treasurer of Board

Water Distribution System Master Plan, City of Plant FL

Distribution System Engineer. Over saw the development of a hydraulic model. City of Plant City water system supplies approximately 11,100 people covering 26 square miles and includes four water treatment plants, each supplied by well pumps. Tasks included updating GIS and then developing the model from GIS data using InfoWater software, distributing demands, calibrating to field fire flow test and hydraulic grade test, and developing diurnal pattern. C-Factor test were also performed. The calibrated model was used to assess current day conditions for fire flow, peak hour pressures and water age. Future demands will then be added to the model and future conditions will be assessed. CIP projects will be determined to provide hydraulic support, adequate pressures and fire flow. Fee: \$335,900

Water Modeling, Hudson Water Works, Hudson, FL

Distribution System Engineer. Developed a hydraulic model to assist the projected growth of the area. The model was developed in InfoWater from the GIS that Hazen had developed from the AutoCAD files, and was populated with demand from customer billing and calibrated to fire flow and hydraulic grade test. A diurnal pattern was developed from the water treatment plant meter and Tank SCADA. The model was utilized to evaluate proposed developments available fire flow. Fee: \$45,000

On-Call Modeling, City of Sarasota, FL

Project Engineer. Assisted in several on-call modeling services, including updating model based new construction projects and proposed projects, develop field work plan to identify issues within distribution system, evaluate proposed demands and other miscellaneous tasks. Fee \$118,700

Water System Hydraulic Modeling, City of Arcadia, FL

Distribution System Engineer. Developed a hydraulic model to assist the City in receiving the Southwest Florida Management District Cooperative Funding Grant. Model was built from GIS in InfoWater. Fee: \$25,000



Nestor Sotelo, PE, BCEE

Civil/Site

Mr. Sotelo provides water resource services, design phase services and construction phase services for large and small-scale water, wastewater, and stormwater management projects throughout the Tampa Bay and Central Florida area.

TITLE

Senior Civil Engineer

EDUCATION

MS, University of South Florida, Current, Civil Engineering

BS, University of South Florida, 2000, Civil Engineering

CERTIFICATION/LICENSE

Professional Engineer: FL

AREAS OF EXPERTISE

- Water and Wastewater Facilities
- Stormwater Management Facilities
- Construction Phase Services
- Hydrologic and Hydraulic Modeling
- Preparation of Watershed Management Plans

EXPERIENCE

- 24 total years
- 6 years with Hazen

PROFESSIONAL ACTIVITIES

Water Environment Federation
Florida Engineering Society

San Carlos Pump Station Rehabilitation Design-Build, City of Tampa, FL

Project Engineer for the rehab an existing master pump station for City of Tampa. A wet weather flow condition of 55-mgd was provided with a average flow condition of 12-mgd. A two-pump strategy was developed which required innovation to install proposed pumping in the existing footprint. Efforts included course screening, backup power, electrical improvements, odor control, and architectural improvements of the structure. Fee: \$1,644,569

Rouse Road Water Main and Force Main Utility Relocation, Orange County, FL

Project Engineer. Provided a route feasibility study, permitting and design service for relocation of water and wastewater utilities along Rouse Road corridor between University Blvd. and Lake Underhill Rd. Responsibilities included coordination with the transportation engineer and roadway plans/specifications, design of 20,000 lf of 24-inch water main, 9,100 lf of 20-inch force main, and 2,000 lf of 8-, 12-, and 30-inch sewer mains. This project included 38 tie-ins to the existing distribution system without interruption of service, and two trenchless pipeline installations through FDOT road. Fee: \$1.6M

Little Road WTP Pumping Station Upgrades, Pasco County, FL

Project Manager. Completed the hydraulic analysis and alternative evaluation for the improvements of an existing 20-mgd potable water booster station. Project involved evaluating the existing master pumping system and providing a cost to benefit analysis to upgrade the existing pumping system or build a new master pump station within the WTP property premises. Efforts included a facility evaluation of existing storage tank mixing and water quality, pump station control system, power system, site improvements, existing building hardening/strengthening improvements and detailed hydraulic analysis. Fee: \$710,635

Drainage Lift Station No. 2 SCBWRF, Pinellas County, FL

Project Engineer. Completed the hydraulic analysis, and rehabilitation design of a 3.7-mgd triplex lift station located within the South Cross Bayou Water Reclamation Facility. The design also included bringing the facility to current County standards. Fee: \$35,000

Proposed Subconsultants

Hazen has selected specialty subconsultants for this Master Consulting Agreement to provide PCU with the best team possible and offer the opportunity to utilize certified W/MBE firms as well as Polk County Businesses.

Madrid Engineering Group, Inc.

Madrid Engineering Group, Inc., (Madrid CPWG) is a Polk County-based engineering company established in 1992 and located in Bartow for 25 years. The firm's specific expertise includes full-service professional geotechnical engineering along with construction materials testing, and construction engineering inspection (CEI) services. In addition, the firm has specialty service departments such as drilling services, laboratory testing, and other support services. **Madrid CPWG is a certified MBE by the State of Florida** with other small, minority and/or disadvantaged business certifications from entities such as the FDOT, Federal SBA, as well as several county and city governments. The firm is also self-certified as a Small Disadvantaged Business (SDB) on SAMS.

ROLE

Geotechnical



Qualifications to Perform the Intended Services

Madrid CPWG's expertise is based on the technical knowledge and experience of its employees, whose diverse backgrounds include the specialties of geotechnical engineering, structural engineering, materials science and geology. The firm's professional staff is complemented by soils and construction field and lab technicians; a versatile fleet of company-owned drill rigs and CPT rig; a full-service geotechnical laboratory and a full-service construction materials testing (CMT) laboratory. Madrid CPWG has completed nearly 10,000 projects throughout Florida, most drilled using in-house drilling services. The firm performs a full suite of strength, compressibility, permeability and index tests for a wide variety of materials including soil, aggregate, rock, concrete and asphalt. Field testing capabilities include field density testing by nuclear, drive sleeve and sand cone method, in-place moisture content, concrete slump, air content and temperature. The firm has four technical departments: Geotechnical; Construction Materials Testing and Inspection; Geology; and Structural Engineering.

Benefits to Polk County

- Polk County-based firm with 25 years of experience in geotechnical engineering.
- The firm has the equipment, manpower, and experience to respond to emergency and planned projects and has experience coordinating with many agencies.
- Madrid CPWG's geotechnical and CMT laboratories and tests performed are certified under AASHTO R18 and accredited by the Construction Materials Engineering Council (CMEC).

Experience with Polk County

For well over a decade, Madrid CPWG has worked on multiple Polk County Continuing Services Contracts, both as the prime and on multiple teams as a specialty subcontractor. Over this period, the firm has completed scores of task work orders including geotechnical engineering, forensic engineering, construction materials testing and emergency services for things like sinkholes or structural integrity concerns. A few recent and relevant projects demonstrating Polk County work experience include the following: Johnson Avenue Sinkhole; Sheriff’s Processing Center; Gibson Oaks Pipeline and Storage Tank; Mourning Dove WTP Materials Testing; Consulting Services for Bartow WWTP; Lake Alfred WTP #2; Haines City WWTP Process Improvements; and FGUA Village Water WWTP.

Team Member Bios

Andre Kniazeff, PE



13
Years

Mr. Kniazeff is the Geotechnical Engineering Division Leader and has 13 years’ experience providing geotechnical engineering, materials testing, environmental, and consulting services. These services include planning/ coordinating subsurface exploration and laboratory testing programs, geotechnical engineering analyses and providing recommendations relating to the design and construction of roadways, structures, earthwork projects, and sinkhole investigations. Additional responsibilities include maintaining project budgets, timelines, overseeing field crews, and client consultations throughout the project durations.

John Delashaw, PE, MAT



33
Years

Mr. Delashaw currently serves as Vice-President and is the project principal and/or technical lead for most of the company’s geotechnical projects. Much of his 33+ years of geotechnical engineering experience has been gained from working on projects in the areas of: dam design and evaluation; shallow and deep foundation systems; earthworks and site development; soil improvement techniques; specialty soil sampling; sinkhole investigation, evaluation and stabilization, and roadway soil.

His primary experience includes project management, contract management, technical direction of geotechnical engineering projects, geotechnical field investigations, and analyses for numerous public and private sector clients. He is responsible for staffing and resource management and reviewing engineering evaluations for geotechnical investigations in addition to numerous subsidence investigations. He often provides expert witness testimony on forensic projects and is in responsible charge of numerous soil stabilization projects

Pickett & Associates, LLC

Pickett and Associates, LLC (Pickett) is headquartered out of Tampa, Florida with a local office in Lakeland. Pickett offers a team of highly experienced and diversified professionals that focus on providing personal service and attention to detail in every aspect of our work. Their professionals have been providing surveying and mapping services for a variety of state, local and federal clients throughout Florida ranging from the various cities and counties, United States Fish & Wildlife Service, United States Department of Agriculture, Florida Department of Environmental Protection, and various State of Florida Water Management Districts for more than 20 years. They underpin these integrated service offerings with project management and quality. This exclusive combination of engineering, surveying, mapping, and light detection and ranging LiDAR services provides efficient opportunities for our clients.

ROLE

Surveying and Aerial Mapping



Qualifications to Perform the Intended Services

Since 1963, Pickett has provided a wide range of specialized surveying services by embracing leading edge technologies. Pickett offers turnkey surveying and mapping services on land, air, and water by seasoned professionals. Their field crews are experienced in the latest surveying techniques and deliver thorough field surveys that translate smoothly into a final map product. Their survey deliverables include: ordinary high water level (OHWL) surveys, laser scanning, boundary surveys, American Land Title Association (ALTA)/ American Congress on Surveying and Mapping (ACSM) surveys, topographic surveys, corridor surveys, hydrographic surveys, route surveys, as-built surveys, GPS control surveys, quantity/volume surveys, control surveys, construction staking, subdivision platting, legal descriptions, and expert witness testimony.

Benefits to Polk County

Pickett takes the safety of personnel and the public seriously, and gives it the attention it deserves. They instill a safety culture across the organization by adopting practices such as daily tailgate safety meetings and adhering to clients' internal safety policies. Their crews are trained and certified in multiple safety related standards and procedures.

Experience with Polk County

- North Central Landfill
- NCLF Annual Mapping
- North Central Landfill Mapping 2019, 2020, 2021, 2022
- NCLF 2019
- North Central Landfill 2023
- West Central Watershed Project at Tenoroc
- Forestview Estates Drainage Improvements
- Amtrack Culvert Design
- Silver Sand Road
- Live Oak
- Marigold Avenue
- Marigold and CR 580 Widening
- Bartow Airport T-Hangars

Team Member Bios

Greg Prather, PSM



42
Years

Mr. Prather is a Vice President and manages the daily operations of Pickett’s Surveying Division and the Company Safety Program. He has been involved in surveying and mapping since 1980 and is experienced in boundary and topographic surveys, wetland surveys, land reclamation surveys, ALTA/ACSM title surveys, right-of-way surveys, route surveys, construction “as-built” surveys and hydrographic surveys. He is experienced in, and supervises construction staking, geodetic control surveys, DTM creation, volume computation, and conventional data collection using Trimble total stations with data collectors. He is in charge of GPS surveys and has field and office experience with Trimble GPS software, receivers and data collectors and has extensive experience in Ordinary High Water Line Determination.

Craig Emerick, PSM



29
Years

Mr. Emrick is a native Floridian and has been involved in surveying since 1993 in both the public and private sectors. A 2002 graduate of the University of Florida’s Geomatics Program, he is a licensed surveyor in the States of Florida and Alabama. Mr. Emerick is the Vice President of Geospatial Services with Pickett, where he is responsible for the management, execution and quality control of various aerial surveying projects throughout the US and the Caribbean.

Straughn Trout Architects

Straughn Trout Architects, LLC (STA) is centrally located in Lakeland, Florida. Their project portfolio is varied, ranging in scale and complexity from government facilities, water and wastewater facilities, campus master plans, multi-purpose community centers, higher education facilities, and residential and commercial buildings. In 2023, Straughn Trout Architects celebrates its 67th year of continual practice in Lakeland. Founded in 1956 under the leadership of the late A. Ernest Straughn, AIA, the firm has implemented consensus design strategies to develop iconic projects throughout Florida and the United States.

ROLE

Architect



Qualifications to Perform the Intended Services

STA’s rich history can be told as a story of many milestones and pivotal moments, many of which are depicted through successful design projects and ongoing relationships with repeat clients. **Their history of serving the local community dates back to our inception, including our most recent collaboration with Polk County on the Northeast Polk County Government Center in Lake Alfred.** Over time, they have completed projects of all shapes and sizes in the Lakeland and Central Florida area, including the design and construction of cultural arts facilities, education centers, public facilities, utilities, and more. They have built and developed trusted relationships with clients throughout the area, maintaining continuing contracts with the Polk County

Board of County Commissioners, the City of Winter Haven, the City of Lakeland, the City of Haines City, the City of Bartow, the City of Lake Wales, Hillsborough County Schools, Polk State College, The University of Florida, and Florida Polytechnic University. STA also has a history of successful projects with the State of Florida, the City of Auburndale, the Polk County School Board, Florida Southern College, Southeastern University, the Polk Museum of Art, Lakeland Christian School, the First United Methodist Church, and other similar organizations.

Benefits to Polk County

- Familiarity with Polk County Board of County Commissioners
- Maintains continuing contracts with Polk County
- Affiliated with National Council of Architectural Registration Boards (NCARB), American Institute for Architects (AIA), the United States Green Building Council (USGBC), and others.

Experience with Polk County

STA has established a trusted relationship with PCU. They have a history of successful projects with PCU and maintain continuing contracts with the Polk county Board of County Commissioners. STA performed work on behalf of Polk county for the new Northeast Government Center and Bartow BoCC Parking Garage, and supervised the Elections Due Diligence Survey

Team Member Bio

Timothy Hoeft, AIA, LID, LEED AP



As STA’s Managing Principal, Mr. Hoeft enjoys the ability to participate in all areas of the practice. He is often heavily involved in the early conceptual design stages of projects and remains connected with each project team through the completion of construction and interior finishes & furnishings. As LEED AP, Mr. Hoeft oversees the firm’s sustainability efforts in all projects. He prioritizes “hands-on” time within each project via direct interactions with clients, stakeholders, and Design Team members - ensuring successful project outcomes. In 2019, he was named the recipient of the AIA Tampa Bay’s Garcia Award for Design Excellence. This prestigious honor recognized his talent, passion, and dedication to his craft. In 2021, he was named a recipient of the University of Florida Alumni Association’s “40 Gators Under 40” Outstanding Young Alumni Award.

Pritchett Steinbeck Group (PSG)

PSG is a professional services firm that offers planning, environmental, and geospatial services for a variety of public and private sector clients. PSG works with clients to evaluate alternatives and potential impacts, make sound decisions, then implement programs and projects to achieve their vision. They service clients from their headquarters in Tampa, Florida, and our office in Chapel Hill, North Carolina. **The firm is certified by multiple entities as a Disadvantaged Business Enterprise and Small Business Enterprise because of our woman-owned status.**

ROLE

Environmental Services



Qualifications to Perform the Intended Services

PSG is qualified to provide wetland delineation and threatened species services

Benefits to Polk County

PCU will benefit from PSG’s expertise and strength in diverse capabilities including environmental monitoring, biological assessment, and planning and permitting.

Experience with Polk County

PSG has worked directly with public sector clients as a prime consultant and private consulting firms to lead specialized tasks on large projects. While they have no direct experience working with PCU, they have performed work for district-wide contracts throughout the state including:

- FDOT District 6 – Air and Noise Contract (2018-2023) & Districtwide Environmental Data and Report Consultant (ongoing)
- FDOT District 5 – CSC General Planning Contract (GPC) BDI
- City of Northport – On Call Planning
- FDOT District 1 – Districtwide GIS Contract, CSC EMO Support, & GEC
- Pinellas County – On Call Planning
- Forward Pinellas – On Call Planning
- Tampa Bay Water – On Call Environmental

Team Member Bios

Cynthia Grizzle, PWS, CFM



20
Years

Ms. Grizzle has 20 years of experience leading environmental assessments. Her broad range of knowledge and experience allows her to guide projects from the feasibility stage, through planning, design, permitting, and construction. She has applied her technical expertise to complete feasibility studies, monitoring reports, environmental permitting, NEPA studies, and construction oversight in environmentally sensitive areas.

Cynthia is a Professional Wetland Scientist, Certified Floodplain Manager, and authorized Gopher Tortoise Agent. She has also been recognized several times by her peers as a leader in her profession. She was named Environmental Professional of the Year by the Tampa Bay Association of Environmental Professionals and now serves on the Board of Directors.

Martha Gruber



20
Years

Ms. Gruber has 20 years of experience leading environmental assessments. She is a Principal Scientist with PSG and has expertise in wetland delineation and assessment using UMAM. Her experience includes two years working for the SWFWMD as a Project Administrator for the SWFWMD’s FDOT Mitigation Program, as well as experience working in the non-profit sector for Tampa Bay Watch, managing several restoration and living shorelines projects.

RH Landscape Architecture and Urban Design, LLC

Based in Orlando since 2002, Ruth Hamberg Landscape Architecture and Urban Design has worked with a variety of clients including City of Orlando and Orange County. **This small woman-owned firm** provides professional planning consulting services to help design great places, naturally, beautifully, sustainably. Principal Landscape Architect Ruth Hamberg assists communities in Florida who want to create or protect their unique character, provide amenities, strengthen neighborhoods, create vital, mixed use downtowns and entice new business investments.

ROLE

Landscape Architecture



Qualifications to Perform the Intended Services

With 30+ years of experience in landscape architecture and urban planning, Ruth Hamberg Landscape Architecture & Urban Design LLC has the knowledge and expertise to bring your project into reality. Founded by licensed Florida Landscape Architect (FL LA000273) Ruth Hamberg PLA ASLA AICP CNU-a, we serve a variety of clients including architects, engineers, planning firms as well as local governments.

- Florida Professional Landscape Architect license 0001273
- Accredited Urbanist, Congress for New Urbanism
- American Institute of Certified Planners
- American Planning Association

Benefits to Polk County

RH Landscape Architecture provides many benefits to Polk County, including decades of professional experience providing urban design, landscape architecture and planning services grounded in the principles of urbanism and environmental sustainability to communities and clients in Florida.

Experience with Polk County

RH Landscape Architecture provided landscape design services for Hazen on PCU’s Pollard Road WPF and is familiar with the County’s land development requirements.

Team Member Bio

Ruth Hamberg, PLA, ASLA, AICP, CNU-A



42
Years

Ruth Hamberg provides professional urban design, landscape architecture and land planning services to create clean, green, healthy and beautiful places to live, work and play. Ruth Hamberg is a registered Florida Landscape Architect 0001273, AICP Certified Urban Planner and CNU-A accredited Urban Designer with over 35 years of experience in both the public and private sectors. Ms. Hamberg’s services include landscape architecture, project management, community planning, urban design and site master planning, new/ old urbanism, health impact assessments, Main Street consulting as well as public involvement facilitation. Ms. Hamberg considers the interrelationships between the environment, economic development, healthy communities, civic life, social opportunity, transportation mobility, urban form, landscape and livability indicators to create livable sustainable cities.



Hazen



RFP 23-448 Tab 4 –
Polk County Entity

Tab No. 4

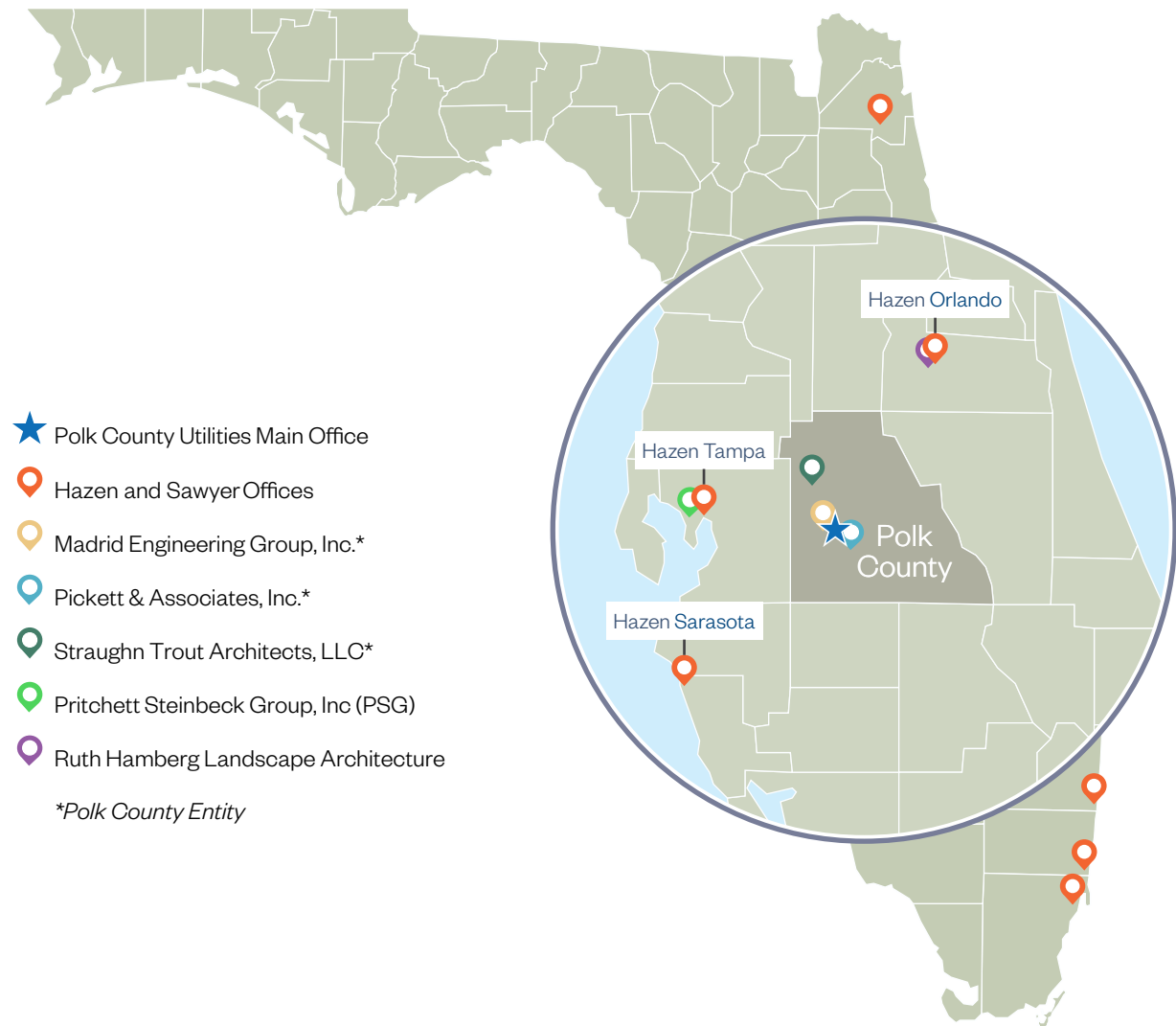
Polk County Entity

Hazen does not qualify as a “Polk County Entity.” We support PCU’s desire to encourage local participation in capital improvement projects by incorporation of local subconsultants to complete our team.

We have included firms that are “Polk County Entities.” These include Madrid Engineering Group, Inc. with offices in Bartow; and Pickett and Associates, Inc. and Straughn Trout Architects, LLC, both with offices in Lakeland.

Hazen’s Tampa office was opened in 2000 and currently has 48 professionals to serve PCU, supported by over 20 professional staff in our Orlando office. Our Project Manager lives in Valrico, just minutes from the Polk County line, has immediate family in Polk County, and has successfully served PCU on projects for the last 17 years.

Our team’s offices in the Central Florida area are depicted below, each with excellent resources located in and around Polk County and who have served PCU on numerous assignments in recent years.



Team Member	Headquarters Address	Local Address	Years at Local Location	Number of Employees at Local Location
Hazen and Sawyer	498 Seventh Avenue 11th Floor New York, NY, 10018	1000 N. Ashley Drive, Suite 1000 Tampa, FL 33602	In Tampa 23 years, at current address 5 years	48
Madrid Engineering Group, Inc.*	2030 State Road 60 East Bartow, FL 33830	2030 State Road 60 East Bartow, FL 33830	25 years	37
Pickett & Associates, Inc.*	5010 West Nassau Street Tampa, FL 33607	3710 Airport Commerce Drive, Suite 10 Lakeland, FL 33811	1 year (Previously located in Bartow since 1963)	40
Straughn Trout Architects, LLC*	2005 E. Edgewood Drive, Lakeland, FL 33803	2005 E. Edgewood Drive, Lakeland, FL 33803	45 years	15
PSG	2202 N Westshore Blvd, Suite 200 Tampa, FL 33607	2202 N Westshore Blvd, Suite 200 Tampa, FL 33607	20+ years	4
RH Landscape Architecture	1573 George Street Orlando, FL 32806	1573 George Street Orlando, FL 32806	21 years	21

*Polk County Entity

Note: Additional business tax receipts will be provided upon request to verify that all "Polk County Entities" have maintained their local office for at least 12 months.

POLK COUNTY LOCAL BUSINESS TAX RECEIPT
ACCOUNT NO. 1289 CLASS: B+ EXPIRES: 09/30/2023


OWNER NAME	LOCATION
LARRY DEAN MADRID	2030 HWY 60 E BARTOW

BUSINESS NAME AND MAILING ADDRESS	CODE	ACTIVITY TYPE
MADRID ENGINEERING GROUP MADRID ENGINEERING GROUP MADRID CPWG 2030 HWY 60 E BARTOW, FL 338304268	540190	PROFESSIONAL ENGINEER PROFESSIONAL LICENSE (IF APPLICABLE)

OFFICE OF JOE G. TEDDER, CFC * TAX COLLECTOR

THIS POLK COUNTY LOCAL BUSINESS TAX RECEIPT MUST BE CONSPICUOUSLY DISPLAYED AT THE BUSINESS LOCATION

PAID - 829272 07/12/2022 QPY OLP 57.75 MADRID ENGINEERING GROUP



TC301F-22

Polk County LOCAL BUSINESS TAX RECEIPT

ACCOUNT NO. 2593 CLASS: B+ PAYMENT DUE BY: 09/30/2023

OWNER NAME	LOCATION
MICHAEL SCHNELL	3710 AIRPORT COMMERCE DR, STE 10 LAKELAND

BUSINESS NAME AND MAILING ADDRESS
PICKETT & ASSOCIATES LLC
 PICKETT & ASSOCIATES LLC
 3710 AIRPORT COMMERCE DR, STE 10
 LAKELAND, FL, 33811

CODE ACTIVITY TYPE
 540250 SURVEYOR MAPPER

PROFESSIONAL LICENSE (IF APPLICABLE)

SIGN HERE
ACCOUNT INFORMATION NEEDED TO RENEW (PRINT HERE): _____

SIGNATURE INDICATES APPLICANT READ AND UNDERSTANDS THE APPLICATION AFFIDAVIT ON THE BACK OF THE FORM AND AFFIRMS THE INFORMATION PROVIDED IS TRUE AND CORRECT.	AMOUNT DUE: \$57.75
--	---------------------

0000005775 2023 00000002593 6

POLK COUNTY LOCAL BUSINESS TAX RECEIPT
 ACCOUNT NO. 77 CLASS: B+ EXPIRES: 09/30/2023

OWNER NAME	LOCATION
TIMOTHY JOHN HOEFT	2005 E EDGEWOOD DR LAKELAND

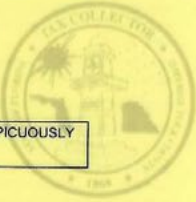
BUSINESS NAME AND MAILING ADDRESS
STRAUGHN TROUT ARCHITECTS LLC
 STRAUGHN TROUT ARCHITECTS, LLC
 2005 E EDGEWOOD DR
 LAKELAND, FL 338033601

CODE ACTIVITY TYPE
 540010 ARCHITECT

PROFESSIONAL LICENSE (IF APPLICABLE)
 -

OFFICE OF JOE G. TEDDER, CFC * TAX COLLECTOR	THIS POLK COUNTY LOCAL BUSINESS TAX RECEIPT MUST BE CONSPICUOUSLY DISPLAYED AT THE BUSINESS LOCATION
--	--

PAID - 900808 08/25/2022 HSP TP 57.75 STRAUGHN TROUT ARCHITECTS LLC



TC301F-2

Hazen



**RFP 23-448 Tab 5 –
Certified Woman or Minority
Business Enterprise**

Tab No. 5

Certified Woman or Minority Business Enterprise

Hazen is not a “Certified Women or Minority Business Enterprise.” We support PCU’s desire to encourage minority participation in capital improvement projects by including W/MBE firms as subconsultants.

Below is a list of our proposed subconsultants who hold their W/MBE certificates with the State of Florida, followed by proof of W/MBE credentials included within this section.

Firm	Responsibility	Location	Qualifications
Madrid Engineering Group, Inc.	Geotechnical	Bartow, FL	• Certified W/MBE
PSG	Environmental Services	Tampa, FL	• Certified W/MBE
RH Landscape Architecture	Landscape Architecture	Orlando, FL	• Certified W/MBE

The screenshot displays a search results page for 'MADRID ENGINEERING GROUP'. At the top, there are filters for 'VENDOR', 'IS W/MBE' (checked), 'VETERAN', and 'DISABLED VETERAN'. Below the filters, there are tabs for 'Contact Information', 'Addresses', and 'Commodities'. The results are presented in five boxes, each containing contact information for a specific individual:

- Marketing MEG:** Name: Marketing MEG, Phone: 863-533-9007, Email: MARKETING@MADRIDCPWG.COM
- KEVIN HILL:** Name: KEVIN HILL, Phone: 863-533-9007, Email: KEVIN.HILL@MADRIDCPWG.COM
- Brian K Murphy:** Name: Brian K Murphy, Phone: 863-533-9007, Email: MARKETING@MADRIDENGINEERING.COM
- JOHN DELASHAW:** Name: JOHN DELASHAW, Phone: 863-533-9007, Email: JDELASHAW@MADRIDCPWG.COM
- Ranay Richards:** Name: Ranay Richards, Phone: (blank), Email: Ranay.Richards@madridcpwg.com

At the bottom of the page, it shows 'Showing 1 to 1 of 1 results', 'Page Size: 20', and a pagination control with the number '1' highlighted.

1021-600



**Board of County Commissioners
Economic Development Department
Minority and Disadvantaged Business Development**

Minority/Woman Business Certification

Pritchett Steinbeck Group Inc

HC-2739/22

Valid from May 18, 2022 - May 18, 2024


Approved Lines of Business:

NEPA/Project Development and Environment (PD&E) studies, Roadway design, Environmental planning and permitting



**Theresa Kempa
Minority and Disadvantaged Business Manager
Economic Development Department**

https://vendor.myfloridamarketplace.com/search/vendor/30045707
MFMP MFMP for Vendors



[View Vendor Detail](#)

General Vendor Information

Vendor Status:	Active /	Vendor 1099 Name:	Ruth C Hamberg Landscape Architecture & Urban Design (NOT CONTESTED)
Vendor Name:	Ruth Hamberg Landscape Architecture & Urban Design	W9 Status:	Valid W-9 on file
Short Name (Doing business as):	Ruth Hamberg	DFS W9 Last Update Date:	Feb 10, 2015
Dun and Bradstreet Number (DUNS):	841860096	Business Designation:	Sole Proprietorship/Self-Employed
Website:	http://www.greentownplan.com	Primary Place of Business:	FL

Certified Business Enterprise (CBE)

Minority-Owned Business Designation: Non-Minority Owned	Woman-Owned Designation: Woman-Owned	Veteran-Owned Designation: Non-Veteran Owned
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Solicitation Selection

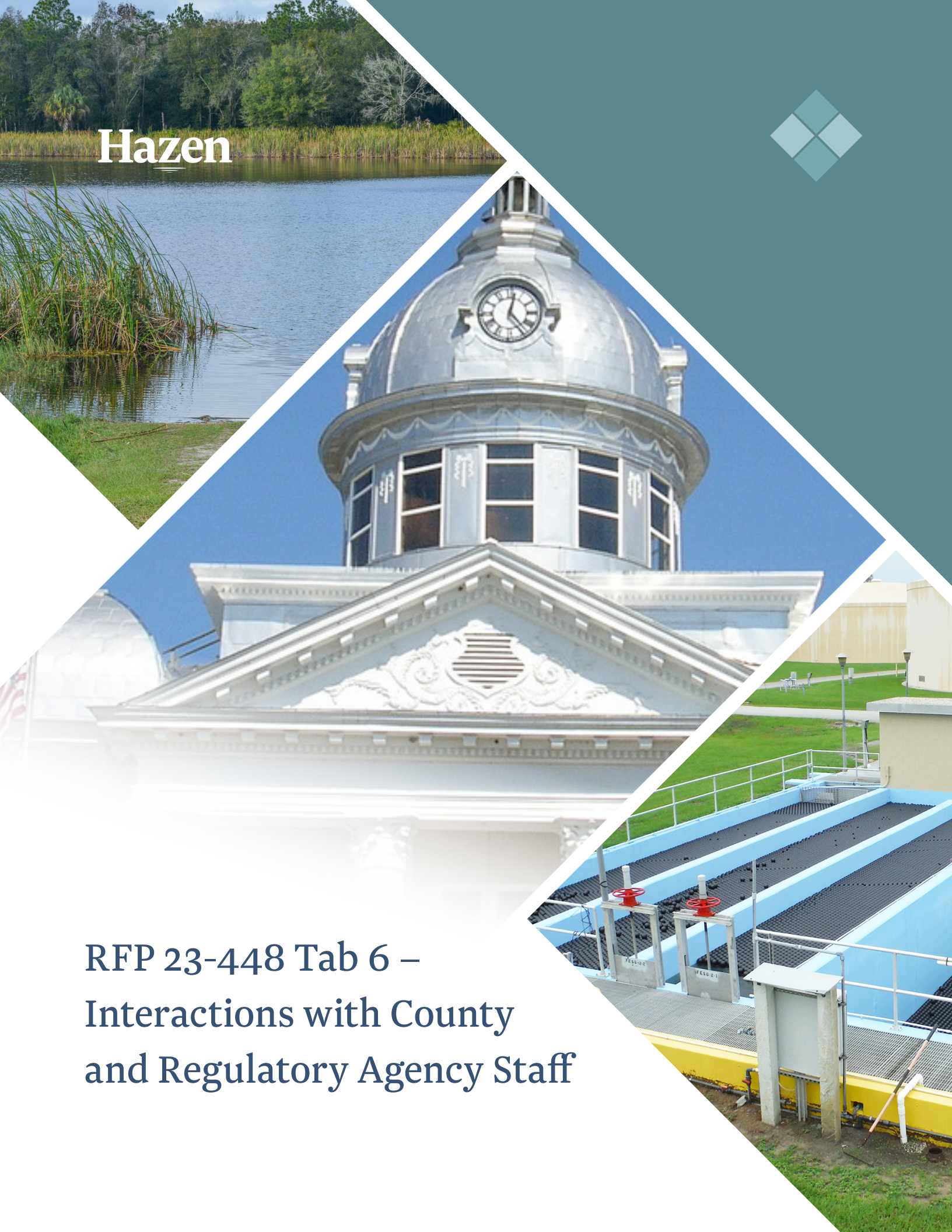
Registered to receive electronic solicitations: **Yes**

Florida Terms of Use

Accepted: 03/29/2012 by Ruth Hamberg

1021-600

Hazen



**RFP 23-448 Tab 6 –
Interactions with County
and Regulatory Agency Staff**

Tab No. 6

Interactions with County and Regulatory Agency Staff

Hazen has a long-standing presence in Florida and Polk County and our experience has led to establishing working relationships with the agencies, local governments, and key decision makers, which will be crucial to making each project successful under the Master Consulting Agreement throughout the five-year contract duration.

Experience with Regulatory Agencies

The project team members listed in the organizational chart have obtained numerous permits from similar agencies that will be involved in this contract. A few examples of where permits have been successfully obtained by our proposed team members for recent projects include Polk County, Orlando, Hillsborough County, Tampa, Lee County, Sarasota County, Arcadia, Charlotte County, and Melbourne, covering a wide range of projects throughout Central Florida. We recently demonstrated this on the Pollard Road Water Production Facility Project, where we worked with multiple local regulatory permitting agencies and successfully obtained the following permits:

- Polk County Growth Management Department Development Review Committee (DRC) Level 2 and Level 4 permits
- Polk County Transportation Division Right-of-Way Encroachment Permit
- Polk County Building Department
- FDEP/PCDOH Public Water System Construction Permit
- FDEP/Wastewater System Construction Permit
- SJRWMD Environmental Resource Permit
- SWFWMD Individual Water Use Permit
- SWFWMD Well Construction Permit

Working with Polk County Utilities Staff

Our Team's experience working with PCU over the past several years demonstrates our commitment to providing exceptional quality engineering services on time and within budget. Our Project Manager, Daniel Schmidt, PE, has served in the same capacity for several of the projects we have performed for PCU in recent years. Previous successful projects, such as the Pollard Road WTP and the NERWWTF Biosolids Facility, demonstrate our ability to satisfy the needs of the County's Utility, Procurement, and Code Enforcement Divisions. We haven't needed to interface with the County Attorney's office.

We have a proven track record with PCU for responsiveness, excellence in delivering quality designs on time and within budget, and ability to obtain the necessary permits in a timely manner.



Our key team members have extensive experience working with permitting and regulatory agencies.

Julie Karleskint, PE, has provided permitting services for local government, FDEP, and water management districts throughout Florida and has an excellent track record in securing federal and state funding for many clients in Florida.

Jamie Leonard, has provided permitting services for utilities throughout Florida, including cities of Arcadia, Lakeland, Ocala, Venice, Miami Beach, and the Town of Davie.

Josefin Hirst, PE, served as Lead Engineer for the recently completed multi-year comprehensive Florida Department of Health On-site Sewage Nitrogen Reduction Strategies project, a multi-faceted study of nitrogen from on-site wastewater treatment systems. The project won a national Engineering Excellence Award from the American Council of Engineering Companies (ACEC).

Hazen



RFP 23-448 Tab 7 –
Surveys of Past Performance

Tab No. 7

Surveys of Past Performance

Hazen is pleased to provide PCU with reference surveys from past clients for the projects we have included in Tab 3. It was confirmed in Addendum 1 that surveys completed for previous proposals, could be used in this proposal. Any surveys that were completed as part of previous proposals will be indicated with a note as such. Please find the surveys on the following pages for your review.

Survey Questionnaire – Polk County
RFP 22-067, Professional Engineering Services for Water and Wastewater
Improvement Projects – Utilities

To: Cassidy Barrett (Name of Person completing survey)
City of Tampa Wastewater Dept. (Name of Client Company/Consultant)
 Phone Number: 813-247-8890 Email: cassidy.barrett@tampagov.net

Subject: Past Performance Survey of Similar work:

Project name: San Carlos Pumping Station Rehabilitation

Name of Consultant being surveyed:

Hazen and Sawyer

Cost of Services: Original Cost: \$1,644,569 Ending Cost: \$1,644,569

Contract Start Date: August 2017 Contract End Date: December 2021

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Cassidy Barrett

Signature of Evaluator: 

Please fax or email the completed survey to: rraffo@hazenandsawyer.com

Survey Questionnaire – Polk County

RFP 22-067, Professional Engineering Services for Water and Wastewater Improvement Projects – Utilities

To: Chuck Mura, PE (Name of Person completing survey)

City of Largo (Name of Client Company/Consultant)

Phone Number: 727.518.3080 Email: cmura@largo.com

Subject: Past Performance Survey of Similar work:

Project name: WRF Influent Pumping and Headworks Improvements

Name of Consultant being surveyed:

Hazen and Sawyer

Cost of Services: Original Cost: \$24.1 million (construction) Ending Cost: \$24.1 million (construction)

Contract Start Date: 03/2013 Contract End Date: 07/2018 (construction)

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	9
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	9
3	Quality of workmanship	(1-10)	9
4	Professionalism and ability to manage	(1-10)	9
5	Close out process	(1-10)	9
6	Ability to communicate with Client's staff	(1-10)	9
7	Ability to resolve issues promptly	(1-10)	9
8	Ability to follow protocol	(1-10)	9
9	Ability to maintain proper documentation	(1-10)	9
10	Appropriate application of technology	(1-10)	9
11	Overall Client satisfaction and comfort level in hiring	(1-10)	9
12	Ability to offer solid recommendations	(1-10)	9
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	9

Printed Name of Evaluator Chuck Mura, P.E.

Signature of Evaluator: *Chuck Mura, P.E.*

Please fax or email the completed survey to: _____

Survey Questionnaire – Polk County

RFP 22-067, Professional Engineering Services for Water and Wastewater Improvement Projects – Utilities

To: Ivan Martinez, PE (Name of Person completing survey)
Pasco County (Name of Client Company/Consultant)
 Phone Number: (813) 235-6189 Email: imartinez@pascocountyfl.net

Subject: Past Performance Survey of Similar work:

Project name: Little Road Water Treatment Plant Pump Station Upgrades

Name of Consultant being surveyed:

Hazen and Sawyer


Cost of Services: Original Cost: \$710,635 Ending Cost: \$710,635

Contract Start Date: November 27, 2018 Contract End Date: This contract is ongoing

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Ivan Martinez

Signature of Evaluator: 

Please fax or email the completed survey to: nsotelo@hazenandsawyer.com

Survey Questionnaire – Polk County

RFP 23-448, Utilities Design Services & Regulatory Services

To: Lynn Spivey (Name of Person completing survey)

City of Plant City Utilities Department (Name of Client Company/Contractor)

Phone Number: 813-757-9190 Email: lspivey@plantcitygov.com

Subject: Past Performance Survey of Similar work:

Project name: McIntosh Park Integrated Water Management Plan - One Water Demonstration Facility

Name of Vendor being surveyed: Hazen and Sawyer

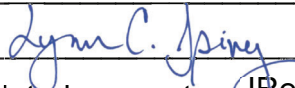
Cost of Services: Original Cost: \$600,000 Ending Cost: \$1,178,900

Contract Start Date: May 2020 Contract End Date: September 2023 (anticipated)

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	na
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Lynn Spivey

Signature of Evaluator: 

Please fax or email the completed survey to: JReilly@hazenandsawyer.com

Survey Questionnaire – Polk County

RFP 23-448, Utilities Design Services & Regulatory Services

To: Holden Wright (Name of Person completing survey)
Polk County Utilities (Name of Client Company/Contractor)
 Phone Number: (853)534-4000 Email: holdenwright@polk-county.net

Subject: Past Performance Survey of Similar work:

Project name: Biosolids Dewatering Alternatives

Name of Vendor being surveyed: Hazen and Sawyer

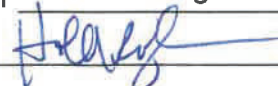
Cost of Services: Original Cost: \$49,600 Ending Cost: \$49,600

Contract Start Date: Nov, 2021 Contract End Date: Dec, 2022

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Holden Wright

Signature of Evaluator: 

Please fax or email the completed survey to: JReilly@hazenandsawyer.com

Survey Questionnaire – Polk County

RFP 23-448, Utilities Design Services & Regulatory Services

To: Holden Wright (Name of Person completing survey)
Polk County Utilities (Name of Client Company/Contractor)
 Phone Number: (853)534-4000 Email: holdenwright@polk-county.net

Subject: Past Performance Survey of Similar work:

Project name: Septage Receiving Station Feasibility Study

Name of Vendor being surveyed: Hazen and Sawyer


Cost of Services: Original Cost: \$32,400 Ending Cost: \$32,400

Contract Start Date: Feb, 2021 Contract End Date: Oct, 2021

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator: Holden Wright

Signature of Evaluator: 

Please fax or email the completed survey to: JReilly@hazenandsawyer.com



Hazen

Hazen and Sawyer
1000 N. Ashley Drive, Suite 1000 • Tampa, FL 33602

Exhibit "B"



Hazen and Sawyer
1000 N. Ashley Dr, Suite 1000
Tampa, FL 33602 • 813.630.4498

November 7, 2023

Eric Phillips
Polk County Utilities
1011 Jim Keene Blvd.
Winter Haven, FL 33880

Re: RFP 23-448, Utilities Design Services & Regulatory Support Services

Dear Eric,

The following are Hazen and Sawyer’s proposed rates for the 2023-2024 fiscal year for the referenced contract:

Labor Category	Raw Rate Range	Billing Rate Range
Vice President	\$98 - \$108	\$298.90 - \$329.40
Associate Vice President	\$95 - \$105	\$289.75 - \$320.25
Senior Associate	\$72 - \$95	\$219.60 - \$289.75
Associate	\$60 - \$76	\$183.00 - \$231.80
Senior Principal Engineer/Scientist	\$40 - \$68	\$122.00 - \$207.40
Principal Engineer/Scientist	\$42 - \$56	\$128.10 - \$170.80
Engineer/Scientist	\$41 - \$51	\$125.05 - \$155.55
Assistant Engineer II/Scientist	\$37 - \$48	\$112.85 - \$146.40
Assistant Engineer I	\$30 - \$40	\$91.50 - \$122.00
Senior Field Coordinator	\$40 - \$58	\$122.00 - \$176.90
Field Coordinator	\$30 - \$40	\$91.50 - \$122.00
Senior Principal Designer	\$54 - \$65	\$164.70 - \$198.25
Principal Designer	\$45 - \$55	\$137.25 - \$167.75
Senior Designer	\$38 - \$48	\$115.90 - \$146.40
Designer	\$30 - \$40	\$91.50 - \$122.00
Administrative Assistant	\$25 - \$35	\$76.25 - \$106.75

The billing rates use a multiplier of 3.05 based on the following calculation:

Direct labor	100.0%
Fringe	62.8%
Overhead	<u>130.2%</u>
Subtotal	293%
Profit @ 2.4%	7%
Direct Contract Costs	<u>5%</u>
Total	<u><u>305%</u></u>

Detailed descriptions of the various labor categories are provided in Attachment A.

If you have any questions, please feel free to contact me. We look forward to working with you on this contract.

Sincerely,



Holly Kremers, PE, ENV SP
Associate Vice President

Enclosure

Utility Management Track	Funding Specialist Track	Cost Estimator Track	Operations Assistance Track	Communications Coordinator Track	Administration Track
Business Analyst	Assistant Funding Specialist	Assistant Cost Estimator	Assistant Operations Specialist	Assistant Communications Coordinator	Administrative Assistant
Business Analyst	Funding Specialist	Cost Estimator	Operations Specialist	Communications Coordinator	Administrator
Principal Business Analyst	Principal Funding Specialist	Principal Cost Estimator	Principal Operations Specialist	Principal Communications Coordinator	Principal Administrator
Senior Principal Business Analyst	Senior Principal Funding Specialist	Senior Principal Cost Estimator	Senior Principal Operations Specialist	Senior Principal Communications Coordinator	Senior Principal Administrator
Associate	Associate	Associate	Associate	Associate	
Senior Associate	Senior Associate	Senior Associate	Senior Associate	Senior Associate	

Human Resources Track		Information Technology Track	Proposal Development Track		
Human Resources Coordinator	Human Resources Coordinator	Assistant IT Specialist	Assistant Proposal Coordinator		
Human Resources Generalist	Human Resources Specialist	IT Specialist	Proposal Coordinator	Proposal Writer	Graphic Designer
Senior Human Resources Generalist	Senior Human Resources Specialist	Principal IT Specialist	Principal Proposal Coordinator	Principal Proposal Writer	Principal Graphic Designer
Human Resources Manager	Human Resources Manager	Senior Principal IT Specialist	Senior Principal Proposal Coordinator	Senior Principal Proposal Writer	Senior Principal Graphic Designer
		Associate	Associate	Associate	Associate
		Senior Associate	Senior Associate	Senior Associate	Senior Associate

The following classifications are intended to be used as a general guide to employee classifications. They are not meant to be an exact or comprehensive job description for any particular classification.

ENGINEERS

Assistant Engineer I: BS in engineering required. EIT certification desirable. This position performs work which involves tasks such as assessments, engineering calculations, modeling, planning, mapping, design and construction oversight for facilities and infrastructure. Assisted by other technicians/engineers, supervises and direct work of drafters, designers, and technicians.

Assistant Engineer II: Must meet the requirements of the Assistant Engineer I and demonstrate leadership and professionalism required to perform at the higher classification. EIT certification strongly encouraged. Must be performing high quality work and have at least two years of relevant engineering experience beyond educational experience that is applicable towards the Professional Engineer's license requirements.

Engineer: Must meet the requirements of the Assistant Engineer II and demonstrate leadership and professionalism required to perform at the higher classification. Title will be designated upon confirmation that the Assistant Engineer II has received their Professional Engineer's license in their home office state or state representing the majority of their work assignments. Plans, schedules, conducts, and coordinates detailed phases of engineering work. Supervises and coordinates the work of engineers, drafters, designers, technicians, and others. Possesses communication and management skills.

Principal Engineer: Must meet the requirements of the Engineer and demonstrate leadership and professionalism required to perform at the higher classification. At least five (5) years of full-time, directly related experience beyond bachelor's degree. Advanced degree a plus. Prior experiential learning experience may be considered for graduate degrees (up to 12 months for Masters degree and up to 12 additional months for a PhD) and internships/coops (up to 6 months) if full-time and directly related. Plans, develops, coordinates, and directs small projects or parts of large projects. Supervises, coordinates, and reviews the work of a small staff of engineers and technicians. Estimates manpower needs and schedules.

Senior Principal Engineer: Must meet the requirements of the Principal Engineer and demonstrate leadership and professionalism required to perform at the higher classification. Plans, develops, coordinates, and directs at least one large project and/or several smaller projects simultaneously. Plans, organizes, and supervises staff of engineers and technicians on projects. Evaluates progress of the staff and results obtained and recommends changes to achieve overall objective.

Associate: Must meet the requirements of the Senior Principal Engineer and demonstrate leadership and professionalism required to perform at the higher classification. Extensive related experience. Full technical responsibility for interpreting, organizing, executing and coordinating assignments on large projects. Maintains liaison with staff and clients with responsibility for acting independently on technical matters. Directs subordinate supervisors and evaluates progress of staff and results obtained. May have office or group management responsibility.

Senior Associate: Must meet the requirements of the Associate and demonstrate leadership and professionalism required to perform at the higher classification. High level of client contact. Responsible for business development, contract negotiation, technical and administrative project management.

SCIENTISTS

Assistant Scientist: BS in science or engineering is required. This position performs work which involves plans, studies, surveys, processes, or evaluations. Assisted by other technicians/scientists, supervises and direct work of technicians.

Scientist: Must meet the requirements of the Assistant Scientist and demonstrate leadership and professionalism required to perform at the higher classification. Plans, schedules, conducts, and coordinates detailed phases of work. Supervises and coordinates the work of scientists, technicians, and others. Possesses writing and management skills.

Principal Scientist: Must meet the requirements of the Scientist and demonstrate leadership and professionalism required to perform at the higher classification. At least five (5) years of full time, directly related experience beyond bachelor's degree. Advanced degree a plus. Prior experiential learning experience may be considered for graduate degrees (up to 12 months) and internships/coops (up to 6 months) if full-time and directly related. Broad knowledge in specialty area and good knowledge of practices in related specialties. Plans, develops, coordinates, and directs small projects or parts of larger projects. Supervises, coordinated, and reviews the work of a small staff of scientists and technicians.

Senior Principal Scientist: Must meet the requirements of the Principal Scientist and demonstrate leadership and professionalism required to perform at the higher classification. Broad knowledge in specialty area and good knowledge of practices in related specialties. Plans, develops, coordinates, and directs at least one large project and/or several smaller projects simultaneously. Consultant in technical specialty assisting project managers. Plans, organizes, and supervises staff of scientists and technicians. Evaluates progress of the staff and results obtained and recommends major changes to achieve overall objective.

Associate: Must meet the requirements of the Senior Principal Scientist and demonstrate leadership and professionalism required to perform at the higher classification. Extensive related experience in specialty area. Carries out complex assignments requiring the development of new or improved techniques and procedures. Directs subordinate scientists and technicians and evaluates progress of staff and results obtained.

Senior Associate: Must meet the requirements of the Associate and demonstrate leadership and professionalism required to perform at the higher classification. Responsible for technical and administrative management of technical specialty departments.

ARCHITECTS

Assistant Architect: BS in architecture is required. This position performs work which involves plans, studies surveys, structures, or equipment. Assisted by other technicians/architects, supervises and direct work of drafters/technicians.

Architect: Must meet the requirements of the Assistant Architect and demonstrate leadership and professionalism required to perform at the higher classification. Title will be designated upon confirmation that the Assistant Architect received their Professional Architect's license in their home office state. Plans, schedules, conducts, and coordinates detailed phases of work. Supervises and coordinates the work of architects, technicians, and others. Possesses writing and management skills.

Principal Architect: Must meet the requirements of the Architect and demonstrate leadership and professionalism required to perform at the higher classification. At least five (5) years of full time, directly related experience beyond bachelor's degree. Advanced degree a plus. Prior experiential learning experience may be considered for graduate degrees (up to 12 months) and internships/coops (up to 6 months) if full-time and directly related. Broad knowledge in specialty area and good knowledge of practices in related specialties. Plans, develops, coordinates, and directs small projects or parts of larger projects. Supervises, coordinates, and reviews the work of a small staff of Architects and technicians. Estimates manpower needs and schedules.

Senior Principal Architect: Must meet the requirements of the Principal Architect and demonstrate leadership and professionalism required to perform at the higher classification. Broad knowledge in specialty area and good knowledge of practices in related specialties. Plans, develops, coordinates, and directs at least one large project and/or several smaller projects simultaneously. Consultant in technical specialty assisting project managers. Plans, organizes, and supervises staff of architects and technicians. Evaluates progress of the staff and results obtained and recommends major changes to achieve overall objective.

Associate: Must meet the requirements of the Senior Principal Architect and demonstrate leadership and professionalism required to perform at the higher classification. Extensive related experience in specialty area. Carries out complex assignments requiring the development of new or improved techniques and procedures. Directs subordinate architects and technicians and evaluates progress of staff and results obtained.

Senior Associate: Must meet the requirements of the Associate and demonstrate leadership and professionalism required to perform at the higher classification. Responsible for technical and administrative management of technical specialty departments.

PROGRAM/CONSTRUCTION MANAGEMENT (PMCM)

Field Coordinator: BS in engineering or construction management preferred but may be substituted by relevant experience; Engineer In Training (EIT) or Construction Manager In Training (CMIT - Construction Manager Certification Institute/CMCI) certification desirable. With supervision, perform limited portions of broader assignments; performs work which involves office or field construction services.

Senior Field Coordinator: Must meet the requirements of the Field Coordinator and demonstrate leadership and professionalism required to perform at the higher classification. Must be capable of performing assigned office and/or field tasks without daily supervision. Able to review construction work onsite to ensure compliance with Contract Drawings and Specifications. Facilitates coordination and communication between Owner and Contractor to ensure construction activities do not impact Owner operations. Assists with construction administration documentation: RFI's, RFC's, field orders, claims, submittal/schedule review, meetings, payment applications, etc. May supervise and train Field Coordinators.

Program Manager / Construction Manager: Must meet the requirements of the Senior Field Coordinator and demonstrate leadership and professionalism required to perform at the higher classification. Must have at least five (5) *years* of full-time PMCM experience. Understands and is proficient with standard construction contract language, risk and claims management. Has a firm grasp of all technical disciplines, water and wastewater treatment and conveyance. Can independently coordinate small to mid-sized projects, or portions of larger projects. Able to supervise and train Field/Senior Field Coordinators. Able to serve as official point of contact for written notice of claims for additional time or compensation, and able to issue the Engineer's Final decision or Owner's contract specific equivalent.

Senior Program Manager / Senior Construction Manager: Must meet the requirements of the Program Manager / Construction Manager and demonstrate leadership and professionalism required to perform at the higher classification. Title requires confirmation that the individual has received their Certified Construction Manager (CCM) designation, Project Management Professional (PMP - Project Management Institute/PMI) certification, or other acceptable specialty certification. Plans, organizes, and supervises execution of all field and office services during construction, including directing engineers, technicians, schedulers, and field coordinators, and/or coordinating with contractors. Able to manage multiple projects at one time if necessary. Evaluates progress of the staff and results obtained and recommends changes to achieve overall objective.

Associate: Must meet the requirements of the Senior Program Manager / Senior Construction Manager and demonstrate leadership and professionalism required to perform at the

higher classification. Full technical responsibility for interpreting, organizing, executing, and coordinating assignments on large projects and/or multiple projects. Maintains liaison with staff and clients with responsibility for acting independently on project/program matters. Directs subordinate supervisors and evaluates progress of staff and results obtained. May have office management responsibilities.

Senior Associate: Must meet the requirements of the Associate and demonstrate leadership and professionalism required to perform at the higher classification. High level of client contact. Responsible for contract negotiation, technical and administrative project/program management.

CAD/BIM DESIGNERS

CAD/BIM Designer: Relevant Bachelor's degree or Associate degree/ technical certification required. Demonstrates knowledge in one or more design software's including Revit, Civil 3D, Plant 3D, In-Roads and Micro station. Follows project CAD/BIM standards, discipline guidelines, and standard work methods with specific instruction. Prepares layouts and models from sketches prepared by others, verbal instructions from engineers and/ or designer staff, and field conditions and measurements.

Senior CAD/BIM Designer: Must meet the requirements of the CAD/BIM Designer and demonstrate leadership and professionalism required to perform at the higher classification. Bachelor's degree and 3 years of experience or Associate degree/technical certification and 4 years of experience. Can work independently and demonstrates a working knowledge in one or more CAD-BIM applications including Revit, Civil 3D, Plant 3D, In-Roads and MicroStation. Performs non-routine and complex design and modeling assignments and demonstrates understanding of equipment and facility layout/design. Coordinates with other CAD/BIM disciplines and project engineers.

Principal CAD/BIM Designer: Must meet the requirements of the Senior CAD/BIM Designer and demonstrate leadership and professionalism required to perform at the higher classification. Relevant Bachelor's degree and 5 years of experience — or an Associate degree/technical certification and 6 years of experience. Demonstrates proficiency in one or more CAD-BIM applications and competency for implementing discipline specific design elements. Serves as CAD-BIM Discipline Lead or Coordinator for small to medium size projects, coordinates with other CAD-BIM disciplines and directs less experienced CAD/BIM staff on projects. Coordinates with other discipline designers and provides solutions to conflicts. Communicates effectively with project manager to follow the design schedule and anticipated level of CAD/BIM effort.

Senior Principal CAD/BIM Designer: Must meet the requirements of the Principal CAD/BIM Designer and demonstrate leadership and professionalism required to perform at the higher classification. Demonstrates advanced proficiency in one or more CAD/BIM applications and possess a strong knowledge of discipline specific codes and standards. Serves as a CAD/BIM Discipline Lead or Coordinator for large size projects, coordinates with engineering disciplines and designers providing solutions to conflicts and supervises junior staff on projects. Responsible for performing Discipline specific QA and clash detection on projects. Participates in work sharing and manages CAD-BIM staff for a project or office. Reviews and updates CAD/BIM standards with CAD-BIM regional leads.

Associate: Must meet the requirements of the Senior Principal Designer and demonstrate leadership and professionalism required to perform at the higher classification. Serves as

CAD/BIM lead on several large projects and responsible for all CAD designs for a region or regional design center. High level of contact with project managers to ensure compliance of CAD/BIM Discipline standards with subconsultants and partners. Directs, develops, and evaluates staff progress and performance for an office or Region. Some degree of client interaction.

Senior Associate: Must meet the requirements of the Associate and demonstrate leadership and professionalism required to perform at the higher classification. High level of contact with Regional Manager and Operations Managers and serves to ensure compliance with Hazen's and our client's CAD/BIM standards. Responsible for assigning CAD/BIM staff on projects within their region and across regions. Responsible for managing, hiring, performance, training, and development of all CAD/BIM design staff in a region.

GIS ANALYSTS

GIS Analyst: Associate degree or GIS software training certificate required. Under direction, performs portions of broader assignments. Learns and follows corporate and project GIS standards, discipline guidelines and instructions from engineers and/or other GIS staff to produce GIS exhibits, edit and maintain GIS data, and support development of project deliverables. Performs field data collection using mobile GIS, GPS, and data collection tools.

Senior GIS Analyst: Must meet the requirements of the GIS Analyst and demonstrate leadership and professionalism required to perform at the higher classification. Requires Bachelor's degree and at least 2 years of experience - or an Associate degree/technical certification and at least 3 years of experience. A certified geographic information system professional (GISP) is desired, but not required at this level. Can work independently and demonstrates proficiency in ArcGIS Map (Desktop) and Microsoft Excel and using ESRI file geodatabases and other standard GIS data sources. Demonstrates working knowledge in one or more of ArcGIS Desktop Extensions, Model Builder, and basic Python functions. Prepares GIS exhibits and data from verbal instructions from engineers and/or GIS staff and supports development of project deliverables. Communicates effectively with project managers to follow the project schedules and anticipated level of GIS effort. Coordinates GIS needs with other disciplines and project engineers. Performs field data collection using mobile GIS, GPS, and data collection tools.

Principal GIS Analyst: Must meet the requirements of the GIS Analyst and demonstrate leadership and professionalism required to perform at the higher classification. Bachelor's degree required and 5 years of experience - or relevant Associate degree/technical certification and 6 years of experience. A certified geographic information system professional (GISP) is desired, but not required at this level. Demonstrates proficiency in specialized GIS technologies or practices that help drive project delivery or business development, including the use and development of web GIS applications in ArcGIS Online or Enterprise Portal. Directly contributes to pursuits, scope development and project management for GIS services within their Region. Serves as GIS coordinator for large size projects, coordinates with engineering disciplines and designers providing solutions to conflicts and supervises junior staff on projects. Responsible for performing QA on GIS deliverable for projects. Participates in work sharing and manages GIS staff for a project or office. Reviews and updates GIS standards with GIS Regional Leads. Mentors GIS staff within their Region through project execution and direct interaction.

Senior Principal GIS Analyst: Must meet requirements of the Principal GIS Analyst and demonstrate leadership and professionalism required to perform at the higher classification. A certified geographic information system professional (GISP) is required. Demonstrates proficiency in specialized GIS technologies or practices that help drive project delivery or business development.

Directly contributes to pursuits, scope development and project management for GIS services. Works closely with Project Managers and operations leaders on strategic GIS staffing needs and skills development within their Region and with corporate GIS efforts. Mentors GIS staff through project execution and direct interaction.

Associate: Must meet all the requirements of the Senior Principal GIS Analyst and demonstrate leadership and professionalism required to perform at the higher classification. Serves as key technical resource for project teams and Practice Groups companywide. High level of contact with project managers to identify opportunities to improve efficiency and quality using technology and innovation. Works closely with clients during projects and strategic endeavors to implement solutions. Demonstrates in-depth knowledge of GIS, Data Analytics, and Data Visualization technology and contributes as a leader in implementing technology solutions.

Senior Associate: Must meet all the requirements of the Associate and demonstrate leadership and professionalism required to perform at the higher classification. High level of client contact. Maintains functional knowledge of GIS, Data Analytics, and Data Visualization technology and demonstrates experience with a wide range of IT systems. High level of contact with Regional Manager and Operations Managers and serves to develop companywide technology strategies, business development strategies and marketing/service communication.

UTILITY MANAGEMENT

Business Analyst: Relevant Bachelor's degree required. Relevant software, training certificate or other appropriate coursework in combination with Associate's degree may be substituted for four-year degree. Under direction, performs limited portions of broader assignments. Learns and follows corporate and project financial standards, data management, risk management, and instructions from engineers and/or other staff to produce financial and risk management exhibits, analyze data, and support development of project deliverables. A certified risk management professional may be desired, but not required at this level. Demonstrates proficiency in Microsoft Excel, using and managing databases and using business intelligence tools such as Power BI or other related tools. Demonstrates working knowledge of data management techniques and best practices. Follows project standards, discipline guidelines, and standard work methods with specific instruction.

Senior Business Analyst: Must meet the requirements of the Business Analyst and demonstrate leadership and professionalism required to perform at the higher classification. Must have at least 2 years of experience. Follows corporate and project financial standards, data management, risk management, and instructions from engineers and/or other staff to independently develop financial and risk management exhibits, analyze data, and support development of project deliverables. Develops and presents reports as the subject matter expert on project teams providing related cost analysis, financial, and business modeling. Can work independently and demonstrates proficiency in Microsoft Excel, using and managing databases and using business intelligence tools such as Power BI or other related tools. Demonstrates working knowledge of data management techniques and best practices. Demonstrates working knowledge in one or more of the following: problem-solving achieved through analyzing data and identifying patterns, basic coding such as Python or Java, artificial intelligence, and machine learning. Communicates effectively with project managers to follow the project schedules and develop deliverables. Coordinates with other disciplines and project engineers.

Principal Business Analyst: Must meet the requirements of the Senior Business Analyst and demonstrate leadership and professionalism required to perform at the higher classification. Must have 5 years of directly related experience. Demonstrates proficiency in specialized modeling, technologies, or practices that help drive project delivery or business development. Directly contributes to pursuits, scope development and project management for UMS services within their Region. Serves as project manager for large-size projects, coordinates with engineering disciplines and designers providing solutions to conflicts and supervises junior staff on projects. Responsible for performing QA on deliverables for projects. Participates in work sharing and manages UMS staff for a project or office. Reviews and updates standards with Regional Leads. Mentors staff within their Region through project execution and direct interaction.

Senior Principal Business Analyst: Must meet the requirements of the Principal Business Analyst and demonstrate leadership and professionalism required to perform at the higher classification. MBA is desired at this level. Demonstrates proficiency in specialized modeling, technologies, or practices that help drive project delivery or business development. Directly contributes to pursuits, scope development and project management for UMS services. Works closely with Project Managers and operations leaders on strategic staffing needs and skills development within their Region and with corporate efforts. Mentors UMS staff through project execution and direct interaction.

Associate: Must meet all Senior Principal Business Analyst requirements and demonstrate leadership and professionalism required to perform at the higher classification. MBA is desired at this level. Serves as key technical resource for project teams and Practice/Service Groups companywide. High level of contact with project managers to identify opportunities to improve efficiency and quality using technology and innovation. Works closely with clients during projects and strategic endeavors to implement solutions. Maintains high-level relationships with clients and leads business development efforts. Demonstrates in-depth knowledge of financial modeling, data analytics, and business intelligence technology and contributes as a leader in implementing utility management solutions.

Senior Associate: Must meet all Associate requirements and demonstrate leadership and professionalism required to perform at the higher classification. MBA is desired at this level. High level of client contact. Maintains functional knowledge of financial modeling and data analytics and demonstrates experience with a wide range of and software applications. High level of contact with Regional Manager and Office Managers and serves to develop companywide UMS strategies, business development strategies, and marketing/service communication.

FUNDING SPECIALIST

Assistant Funding Specialist: Bachelor's degree in engineering, science, accounting, business administration, finance, public administration, or related degree. Relevant software, training certificate or other appropriate coursework in combination with Associate's degree may be substituted for four-year degree. Under direction, performs limited portions of broader assignments. Learns and follows corporate and project financial standards, data management, risk management, and instructions from funding specialist, engineers and/or other staff to produce funding and financial exhibits, analyze data, and support development of project deliverables. Demonstrates proficiency in Microsoft Office, using business intelligence tools such as Power BI or other related tools. Follows project standards, discipline guidelines, and standard work methods with specific instruction.

Funding Specialist: Must meet the requirements of the Assistant Funding Specialist and demonstrate leadership and professionalism required to perform at the higher classification. Must have at least 2 years of directly related experience in water infrastructure funding application and administration or utility finance. Develops and presents reports as the subject matter expert on project teams providing related funding services. Can work independently and compose effective written documents related to funding applications, administration and related deliverables. Demonstrates working knowledge of data management techniques and best practices. Communicates effectively with project managers, engineers, and outside parties to follow project schedules and develop deliverables to meet funding agency deadlines. Coordinates with other disciplines and project engineers.

Principal Funding Specialist: Must meet the requirements of the Funding Specialist and demonstrate leadership and professionalism required to perform at the higher classification. Must have at least 5 years of directly related experience in water infrastructure funding application and administration or utility finance. Demonstrates proficiency in specific state, regional or federal infrastructure funding programs that help drive project delivery or business development. Directly contributes to pursuits, scope development and project management for funding related services within their Region. Serves as project manager, coordinates with engineering disciplines and designers providing solutions to conflicts and supervises junior staff on projects. Responsible for performing QA on deliverables for projects. Participates in work sharing and manages funding specialist staff for a project or office. Reviews and updates standards with Regional Leads. Mentors staff within their Region through project execution and direct interaction.

Senior Principal Funding Specialist: Must meet the requirements of the Principal Funding Specialist and demonstrate leadership and professionalism required to perform at the higher classification. Demonstrates proficiency in multiple state, regional or federal infrastructure funding

programs that help drive project delivery or business development. Directly leads pursuits, scope development and project management for funding related services. Capable of serving as primary contact with clients and funding agencies on all funding related communications and negotiations. Works closely with Project Managers and operations leaders on strategic staffing needs and skills development within their Region and with corporate efforts. Mentors Funding Specialist staff through project execution and direct interaction.

Associate: Must meet all Senior Principal Funding Specialist requirements and demonstrate leadership and professionalism required to perform at the higher classification. Serves as key funding resource for project teams and Practice/Service Groups companywide. High level of contact with project managers to identify opportunities to improve efficiency and quality using technology and innovation. Works closely with clients during projects and strategic endeavors to implement funding related solutions. Maintains high-level relationships with clients and leads business development efforts. Demonstrates in-depth knowledge and expertise in multiple state, regional and federal infrastructure funding programs and contributes as a leader in implementing all aspects of funding related solutions.

Senior Associate: Must meet all Associate requirements and demonstrate leadership and professionalism required to perform at the higher classification. High level of client contact. Maintains in-depth knowledge and expertise in multiple state, regional and federal infrastructure funding programs. Serves as Regional Funding Services Lead with a high level of contact with Regional Manager and Office Managers and serves to develop business development strategies and marketing/service communication. Supports development and implementation of companywide funding service strategies.

COST ESTIMATING

Assistant Estimator: BS in engineering or construction management or relevant experience. This position performs work which involves plans, specifications, reports, and contracts. Assisted by other estimators and engineers.

Estimator: Must meet the requirements of the Assistant Estimator and demonstrate leadership and professionalism required to perform at the higher classification. Three years of full-time work directly related to estimating. Conducts and coordinates engineer's estimates. Understands and is proficient with technical disciplines and standard construction contract language. Assists other estimators. Communicates directly with designers, technicians, and others.

Principal Estimator: Must meet the requirements of the Estimator and demonstrate leadership and professionalism required to perform at the higher classification. Five years of full-time work directly related to estimating. Title will be designated upon confirmation of Certified Professional Estimator as awarded by the American Society of Professional Estimators or Certified Estimating Professional as awarded by the Association for the Advancement of Cost Engineering. Plans and coordinates small projects or parts of large projects. Coordinates and reviews the work of other estimators.

Senior Principal Estimator: Must meet the requirements of the Principal Estimator and demonstrate leadership and professionalism required to perform at the higher classification. Fully grasps pricing of maintenance, operations, start-up, and commissioning of facilities. Plans and coordinates small projects or parts of large projects. Supervises and coordinates and reviews the work of other estimators. Estimates manpower needs and schedules.

Associate: Must meet the requirements of the Senior Principal Estimator and demonstrate leadership and professionalism required to perform at the higher classification. Full technical responsibility for interpreting, organizing, executing, and coordinating assignments on large or multiple projects. Evaluates risk and opportunities during construction. Attends client meetings and communicates with clients and project managers to explain pricing of projects. Directs subordinate supervisors and evaluates progress of staff and results obtained.

Senior Associate: Must meet the requirements of the Associate and demonstrate leadership and professionalism required to perform at the higher classification. Understands and interprets market conditions and sets markups including overhead, profit, and escalation for estimates. Directs estimators on pricing of labor, equipment, and material.

OPERATIONS SPECIALISTS

Assistant Operations Specialist: Bachelor's or Associate degree in engineering, science, or related field preferred but may be substituted by an Operator's License or relevant experience. With supervision, perform limited portions of broader assignments; performs work which involves office or field operations services.

Operations Specialist: Must meet the requirements of the Assistant Operations Specialist and demonstrate leadership and professionalism required to perform at the higher classification. Should have at least two years of operations assistance experience. Operator's License is desired. Must be capable of performing assigned office and/or field tasks without daily supervision. Able to work onsite with operations and maintenance staff to perform operations assistance services. Facilitates coordination and communication between Owner and project staff. May supervise and train Assistant Operations Specialist.

Principal Operations Specialist: Must meet the requirements of the Operations Specialist and demonstrate leadership and professionalism required to perform at the higher classification. Should have at least five years of operations assistance experience. Has a deep knowledge of at least one operations specialty area (water, wastewater, conveyance, distribution, or related) and working knowledge of related technical disciplines as they relate to facility operations. Can independently coordinate small to mid-sized projects, or portions of larger projects. Able to supervise and train Operations Specialists. Able to serve as official point of contact for operations and maintenance staff.

Senior Principal Operations Specialist: Must meet the requirements of the Principal Operations Specialist and demonstrate leadership and professionalism required to perform at the higher classification. Plans, organizes, and supervises execution of all field and office services during project, including directing engineers, operations specialists and field staff. Able to manage multiple projects at one time if necessary. Evaluates progress of the staff and results obtained and recommends changes to achieve overall objective.

Associate: Must meet the requirements of the Senior Principal Operations Specialist and demonstrate leadership and professionalism required to perform at the higher classification. Full technical responsibility for interpreting, organizing, executing, and coordinating assignments on large projects and/or multiple projects. Maintains liaison with staff and clients with responsibility for acting independently on project matters. Directs subordinate supervisors and evaluates progress of staff and results obtained.

Senior Associate: Must meet the requirements of the Associate and demonstrate leadership and professionalism required to perform at the higher classification. High level of client contact. Responsible for business development, contract negotiation, technical and administrative project management.

COMMUNICATIONS

Communication Coordinator: Bachelor's degree in marketing, communications, or related degree. Coordinates content development efforts by researching and writing text, researching, and editing photographs, creating simple graphics and/or document layouts. Works with graphic designers to conceive and develop complex graphic content. Maintains inventory of promotional items, including brochures, presentations, banners, advertisements, and give-away items. Research website and e-marketing analytics and drafts reports. Assists in maintenance of Communications and related intranet sites.

Communications Specialist: Must meet the requirements of the Communications Coordinator and demonstrate leadership and professionalism required to perform at the higher classification. Bachelor's degree in marketing, communications, or related degree. Two years of experience developing high-quality content in a technical or professional services environment. Leads content development efforts by researching and writing text, researching, and editing photographs, creating simple graphics and/or document layouts. Works with graphic designers to conceive and develop complex graphic content. Research website and e-marketing analytics and drafts reports. Drafts press releases for distribution. Creates, updates, and edits content on the corporate website, intranet, and social media sites. Drafts brochures, one-pagers, and website content. Leads intranet development projects and maintenance of Communications and related intranet sites.

Principal Communications Specialist: Must meet the requirements of the Communications Specialist and demonstrate leadership and professionalism required to perform at the higher classification. Bachelor's degree in marketing, communications, or related degree. Five years of experience developing high-quality content in a technical or professional services environment. Leads content development efforts by researching and writing text, researching, and editing photographs, creating simple graphics and/or document layouts. Works with graphic designers to conceive and develop complex graphic content. Research website and e-marketing analytics and drafts reports. Drafts press releases for distribution. Creates, updates, and edits content on the corporate website, intranet, and social media sites. Provides consultation on communications strategy to subject matter experts, practice/service/ discipline groups and group leaders. Drafts brochures, one-pagers, and website content. Leads intranet development projects and maintenance of Communications and related intranet sites.

Senior Principal Communications Specialist: Must meet the requirements of the Principal Communications Specialist and demonstrate leadership and professionalism required to perform at the higher classification. Bachelor's degree in marketing, communications, or related degree. Leads development of communications strategy working with subject matter experts,

practice/ service/discipline groups and group leaders, and graphic designers. Leads ongoing development and optimization of structure and content for corporate website. Leads the Firm's social media activity, maintaining understanding of the competitive landscape, recommending strategy, and developing and posting content. Leads development of press releases, brochures, one-pagers, and other marketing materials. Works with graphic designers to conceive and develop complex graphic content. Research website and e-marketing analytics and drafts reports. Leads intranet development projects and maintenance of Communications and related intranet sites.

Communications Manager: Must meet the requirements of the Senior Principal Communications Specialist and demonstrate leadership and professionalism required to perform at the higher classification. Bachelor's degree in marketing, communications, or related degree. MA is desired at this level. Serves as key technical resource for project teams and Practice/Service Groups companywide. Leads development of communications strategy working with subject matter experts, practice/ service/discipline groups and group leaders, and graphic designers. High level of contact with project managers to identify opportunities to improve efficiency and quality using strategy, technology, and innovation. Works closely with clients during projects and strategic endeavors to implement communications related solutions. Leads ongoing development and optimization of structure and content for corporate website. Leads the Firm's social media activity, maintaining understanding of the competitive landscape, recommending strategy, and developing and posting content.

Associate: Must meet the requirements of the Communications Manager and demonstrate leadership and professionalism required to perform at the higher classification. Bachelor's degree in marketing, communications, English, or related degree. MA is desired at this level. Serves as key technical resource for project teams and Practice/Service Groups companywide. High level of contact with project managers to identify opportunities to improve efficiency and quality using strategy, technology, and innovation. Works closely with clients during projects and strategic endeavors to implement communications related solutions. Maintains high-level relationships with clients and leads business development efforts. Demonstrates in-depth knowledge of communications strategy and planning, data analytics, and emerging communications technology and contributes as a leader in implementing all aspects of communications and outreach solutions.

Senior Associate: Must meet the requirements of the Associate and demonstrate leadership and professionalism required to perform at the higher classification. Bachelor's degree in marketing, communications, or related degree. MA is desired at this level. High level of client contact. Maintains industry-leading knowledge of communications strategy and planning, data analytics, and emerging communications technology and contributes as a leader in implementing all aspects of communications and outreach solutions. High level of contact with Regional Managers and Office Managers and serves to develop companywide communications and outreach related strategies, business development strategies, and marketing/service communication.

ADMINISTRATIVE SUPPORT

Administrative Assistant: General clerical duties. May include filing, organizing, copying, receptionist, mail distribution, deliveries and other duties as the supervisor may deem necessary.

Administrator: Must meet the requirements of the Administrative Assistant and demonstrate leadership and professionalism required to perform at the higher classification. Experienced administrative staff. Duties may include maintenance of personnel documents, coordination of specific projects and budgets, billing, payroll, word processing, office supplies, client communications, mailroom, marketing and other duties as the Operations Manager or project manager(s) may deem necessary. May supervise support staff.

Principal Administrator: Must meet the requirements of the Administrator and demonstrate leadership and professionalism required to perform at the higher classification. Senior administrative staff. Responsibilities may include regional coordination of administrative functions including accounting and personnel matters. Administrative liaison between corporate headquarters and regional office.

Senior Principal Administrator: Must meet the requirements of the Principal Administrator and demonstrate leadership and professionalism required to perform at the higher classification. Senior administrative, human resources, or financial functions including organization and direction of department, coordination, supervision and evaluation of staff, and other duties which an Officer of the Firm may deem necessary. Supervises support staff, typically for an entire Region.

HUMAN RESOURCES

Human Resources Coordinator: The HR Coordinator will be responsible for organizing and overseeing assigned projects and HR activities relating to the day-to-day operations of the Human Resources Department. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action, and employment law compliance. Must have a Bachelor's degree with 0-5 years of progressive experience or an equivalent combination of education and experience, preferably in a Professional Services industry. Effective judgment, decision-making, and conflict resolution skills; ability to work independently, managing competing priorities and meeting deadlines.

Human Resources Generalist: The Human Resources Generalist is responsible for performing complex HR related duties at the corporate level working closely with the CHRO to support senior management in designated geographic regions. Routinely solves HR related problems and seeks out guidance for new or complex issues. Works on multiple tasks of varying degree of importance and confidentiality. Assumes expanded role in the development and execution of a wide range of HR related tasks and projects. Must have a BS in Human Resources or related discipline and at least 5 years Human Resources experience, or an equivalent combination of education and experience, preferably in a Professional Services industry. Demonstrates advanced knowledge and understanding of HR principles, policies, laws, and procedures.

Human Resources Specialist: The Human Resources Specialist provides expertise in a specific area of human resources, initiates and responds to inquiries, provides information about and interprets company policies and procedures, investigates employee issues/concerns; compiles and analyzes data; prepares reports; develops and/or modifies policies, procedures, and programs related to area of specialization that are consistent with changes to federal and state laws and regulations that are consistent with the company strategic plans. Must have BS in Human Resources or related discipline and at least 5 years Human Resources experience, or an equivalent combination of education and experience, preferably in a Professional Services industry.

Senior Human Resources Generalist: The Senior HR Generalist performs a variety of complex human resources duties on a professional level, partnering closely with senior HR management and various managers across the firm, in supporting HR processes and department specific strategies. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, onboarding, offboarding, policy implementation, recruitment/employment, and employment law compliance. The Senior Human Resources Generalist is an essential and strategic partner of the HR leadership team. This position provides

direct supervision to non-supervisory staff, as well as serving as a coach and mentor for other HR team members. Must have bachelor's degree in Human Resources or related discipline and at least 7 years in Human Resources, Business or related field or equivalent work-related experience.

Human Resources Manager: The Human Resources Manager maintain and develop effective internal procedures, handle employee-related issues support recruiting and retention efforts and keep performance at peak levels. The HR Manager will have a thorough understanding of HR policy and procedures. The role will involve employee orientations, benefits administrator, compensation, and conflict resolution with opportunity for developing and refining systems. Must have a BS in Human Resources or related discipline and at least 10 years Human Resources experience, or an equivalent combination of education and experience, preferably in a Professional Services industry.

INFORMATION TECHNICAL (IT) SPECIALISTS

Assistant IT Specialist: Entry level computer system hardware, software, and network support. Performs basic software installation, hardware maintenance and end-user support.

IT Specialist: Must meet requirements of the Assistant IT Specialist and demonstrate leadership and professionalism required to perform at the higher classification. Minimum three years of experience, supervises and coordinates the work of Assistant IT Specialists. Coordinates hardware and software inventory. Performs upgrades and configuration of system hardware and software for scientists, engineers, technicians, clerical staff, and others. Conducts end-user training session. Possesses accredited network administration certification (Novell, Banyan, Windows NT Server, as appropriate).

Principal IT Specialist: Must meet the requirements of the IT Specialist and demonstrate leadership and professionalism required to perform at the higher classification At least five years related experience. Supervises and manages subordinate staff. Plans, develops, coordinates, and executes hardware and software system upgrades, expansion, and new user installations. Develops and implements end-user training sessions. Possesses accredited network engineer certification (Novell, Banyan, Windows NT Server, as appropriate).

Senior Principal IT Specialist: Must meet the requirements of the Principal IT Specialist and demonstrate leadership and professionalism required to perform at the higher classification. Possesses accredited network master certification (Novell, Banyan, Windows NT Server, as appropriate) or equivalent.

Associate: Must meet the requirements of the Senior Principal IT Specialist and demonstrate leadership and professionalism required to perform at the higher classification. Extensive related experience. Full technical responsibility for interpreting, organizing, executing, and coordinating assignments on large projects. Maintains liaison with staff and clients with responsibility for acting independently on technical matters. Directs subordinate supervisors and evaluates progress of staff and results obtained.

Senior Associate: Must meet the requirements of the Associate and demonstrate leadership and professionalism required to perform at the higher classification. High level of corporate responsibility for contract negotiation for IT related functions, technical and administrative project management.

PROPOSAL DEVELOPMENT

Proposal Development Assistant: Assists proposal development and technical staff in the development and production of proposals, presentations, award submittals, and other documents. Develops pursuit-specific resumes, project sheets, and other required content. Assembles the constituent pieces of a proposal (including cover/tabs, proposal sections, stand-alone graphics, resumes, project sheets, and forms) in both electronic and hard-copy form for progress review copies and final transmittal. Assists in the incorporation of proposal edits. Assists in the maintenance of Deltek recordkeeping of proposal dates, fees, and results. May, depending on skill set and interest, be promoted into either the Coordinator or Writer track.

Proposal Coordinator Track

Proposal Coordinator: Bachelor's degree and/or two years of experience in layout of materials using Adobe Creative Suite. Coordinates the efforts of various parties to develop and produce a variety of component pieces into a final proposal Product. Develops effective proposal layouts using Hazen and Sawyer style guide and templates. Maintains compliance checklist and manages deadlines for items, keeping pursuit teams apprised of status. Leads compilation and production of the final submittal. Produces RPP-compliant, responsive, and competitive proposals. Coordinates with graphic designers. Ensures the proposal closeout process is complete.

Principal Proposal Coordinator: Must meet requirements of the Proposal Coordinator and demonstrate leadership and professionalism required to perform at the higher classification. Bachelor's degree and/or five years of experience leading the development and layout of materials using Adobe Creative Suite. Coordinates the efforts of various parties to develop and produce a variety of component pieces into a final proposal product. Develops effective proposal layouts using Hazen and Sawyer style guide and templates. Works with the pursuit team in the development of story boards and messaging. Provides consultation on layout during refinement of storyboards for proposals. Coordinates the compilation of proposal information with subconsultants and edits and formats for consistency. Ensures all sections of the proposals have been proofed and edited, Produces RFP-compliant, responsive, and competitive proposals. Coordinates with graphic designers. Ensures the proposal closeout process is complete.

Maintains compliance checklist and manages deadlines & or items, keeping pursuit teams apprised of status. Leads compilation and production of the final submittal. Leads or assists in the preparation of other marketing materials such as award submissions and sponsorship materials,

Senior Principal Proposal Coordinator: Must meet requirements of the Principal Proposal Coordinator and demonstrate leadership and professionalism required to perform at the higher classification. Must demonstrate leadership in coordinating the efforts of various parties to develop and produce a variety of component pieces into a final proposal product. Develops effective proposal layouts using Hazen and Sawyer style guide and templates. Works with the pursuit team in the development of storyboards and messaging. Provides consultation on layout during storyboarding of proposals. Coordinates the compilation of proposal information with subconsultants and edits and formats for consistency. Ensures all sections of the proposals have been proofed and edited. Produces RFP-compliant, responsive, and competitive proposals. Coordinates with graphic designers. Ensures the proposal closeout process is complete. Maintains compliance checklist, follows up with stakeholders on content development, enforces deadlines, and offers suggestions to the pursuit manager on how to improve the proposal product. Demonstrated ability to lead proposal planning and kickoff meetings to help identify workflows, assignments, and deadlines. Leads compilation and production of the final submittal. Leads or assists in the preparation of other marketing materials such as award submissions and sponsorship materials.

Proposal Development Manager: Must meet the requirements of the Senior Principal Proposal Coordinator and demonstrate leadership and professionalism required to perform at the higher classification. Must demonstrate ability to manage proposal development staff. Manages integrated teams of coordinators, writers, editors, graphic designers, and other support staff to develop successful proposals, presentations, and marketing materials. Leads special marketing-communications projects that meet specific outreach needs, as defined by the Firm's regional managers. Prepares award submissions. Prepares/coordinates activities and exhibits for trade shows, exhibits, and company events. Manages resource assignments, schedules, and deadlines across multiple concurrent pursuits. Supports work-sharing to balance workloads. Leads QA/QC of every proposal produced by department, assuring quality and compliance. Manages tracking of opportunities. Produces quarterly and annual reports on pursuit success and efficiency for senior management. Hosts regular meetings to discuss opportunities/pursuits, allocate resources, and track progress.

Proposal Writer Track

Proposal Writer: Bachelor's degree in marketing, communications, English, or related field. Professional writing experience in a technical or professional services environment. Coordinates the efforts of various parties to develop and produce a variety of component pieces into a final proposal product. Researches, writes, and edits draft copy for nontechnical proposal sections of moderate complexity working from storyboard and messaging strategy produced by the pursuit team. Maintains compliance checklist and manages deadlines for items, keeping pursuit teams apprised of status. Involved in the editing of proposal drafts and the compilation and production of the final submittal. Produces RFP-compliant, responsive, and competitive proposals. Coordinates graphics with designers. Ensures the proposal closeout process is complete.

Principal Proposal Writer: Must meet the requirements of the Proposal Writer and demonstrate leadership and professionalism required to perform at the higher classification. Bachelor's degree in marketing, communications, English, or related field. Five years writing professionally in a technical or professional services environment. Researches, writes, and edits draft copy for nontechnical proposal sections of high complexity working from storyboard and messaging strategy produced by the pursuit team. Participates in development of messaging strategy and storyboard for proposals. Produces RFP-compliant, responsive, and competitive proposals. Coordinates graphics with designers. Maintains compliance checklist and manages deadlines for items, keeping pursuit teams apprised of status. Leads the editing of proposal drafts and the compilation and production of the final submittal. Ensures the proposal closeout process is complete.

Senior Principal Proposal Writer: Must meet the requirements of the Principal Proposal Writer and demonstrate leadership and professionalism required to perform at the higher classification. Must demonstrate ability to lead proposal writing efforts. Researches, writes, and edits draft copy for nontechnical proposal sections of high complexity working from storyboard and messaging strategy produced by the pursuit team. Produces RFP-compliant, responsive, and competitive proposals. Coordinates graphics with designers. Demonstrated ability to lead development of messaging strategy and storyboard for proposals. Maintains compliance checklist, follows up with stakeholders on content development, enforces deadlines, and offers suggestions to the pursuit manager on how to improve the proposal product. Demonstrated ability to lead proposal planning and kickoff meetings to help identify workflows, assignments, and deadlines. Leads the editing of proposal drafts and the compilation and production of the final submittal. Ensures the proposal closeout process is complete.

Proposal Coordinator and Proposal Writer Track

Associate: Must meet the requirements of the Senior Principal Proposal Coordinator / Senior Principal Proposal Writer and demonstrate leadership and professionalism required to perform at the higher classification. Must demonstrate ability to lead proposal efforts. Manage proposal develop staff to produce RFP-compliant, responsive, and competitive proposals. Demonstrated ability to lead proposal planning and execution through all aspects of the proposal development process for large offices or entire regions.

Senior Associate: Must meet the requirements of the Associate and demonstrate leadership and professionalism required to perform at the higher classification. Must demonstrate ability to lead regionwide or firmwide proposal efforts. Manage proposal develop staff to produce RFP-compliant, responsive, and competitive proposals. Demonstrated ability to lead proposal planning and execution through all aspects of the proposal development process for entire regions or firmwide.

GRAPHIC DESIGNERS

Graphic Designer: Bachelor's degree in graphic design or related experience in lieu of a four-year degree. Proficiency in Adobe Creative Suite. Creates maps, diagrams, charts, graphs, and other infographic and graphic elements, as well as document layouts based on information provided (data, messaging, storyboard, etc.). Performs research to support creation of graphics. Prepares PowerPoint templates and presentations, sponsorship ads, displays, and banners.

Principal Graphic Designer: Must meet the requirements of the Graphic Designer and demonstrate leadership and professionalism required to perform at the higher classification. Bachelor's degree in graphic design or related experience in lieu of a four-year degree. Proficiency in Adobe Creative Suite. Five years producing relevant graphics. Conceptualizes and translates abstract or complex information/narratives into infographics to illustrate ideas more effectively. Creates maps, diagrams, charts, graphs, and other infographic and graphic elements, as well as document layouts based on information provided (data, messaging, storyboard, etc.). Performs research to support creation of graphics. Provides consultation on illustration of data/messages to subject matter experts and pursuit teams. Prepares PowerPoint templates and presentations, sponsorship ads, displays, and banners.

Senior Principal Graphic Designer: Must meet the requirements of the Principal Graphic Designer and demonstrate leadership and professionalism required to perform at the higher classification. Must demonstrate ability to lead graphic designs. Proficiency in Adobe Creative Suite. Conceptualizes and translates abstract or complex information/narratives into infographics to illustrate ideas more effectively. Creates maps, diagrams, charts, graphs, and other infographic and graphic elements, as well as document layouts based on information provided (data, messaging, storyboard, etc.). Performs research to support creation of graphics. Provides consultation on illustration of data/messages to subject matter experts and pursuit teams. Provides consultation on layout during refinement of storyboards for proposals. Prepares PowerPoint templates and presentations, sponsorship ads, displays, and banners.

Graphics Manager: Must meet the requirements of the Senior Principal Graphic Designer and demonstrate leadership and professionalism required to perform at the higher classification. Must demonstrate ability to manage staff. Manages resource assignments, schedules, and deadlines across multiple concurrent projects. Provides artistic guidance and training to other artists in the department. Leads QA/QC of graphics produced by department, assuring quality and compliance. Conceptualizes and translates abstract or complex information/ narratives into infographics to illustrate ideas more effectively. Creates maps, diagrams, charts, graphs, and other infographic and graphic elements, as well as document layouts based on information provided (data, messaging, storyboard, etc.). Performs research to support creation of graphics. Prepares PowerPoint templates

and presentations, sponsorship ads, displays, and banners. Provides consultation on illustration of data/messages to subject matter experts and pursuit teams. Provides consultation on layout during refinement of storyboards for proposals.

Advancement Process

At Hazen and Sawyer, we encourage and welcome the development and career advancement of every employee. Our employee classifications and position descriptions are structured to help define a path for growth and development for all staff members within the many areas of expertise required for Hazen's success – ranging from our engineering and technical fields through our business development and administrative support.

Hazen's Promotion Process

Hazen evaluates every staff member for promotion annually and informs all staff of promotions made across the Firm. At Hazen, many staff members work with multiple managers and leaders across a variety of projects, therefore input on an employee's performance is sought and provided by multiple sources. These sources include your assigned Supervisor and Manager but also includes operations managers, group managers, project managers and others both within and outside your assigned office that have been actively involved in your work. We encourage each employee to seek feedback from their Supervisor and Manager on their performance and career development throughout the year. Note that each employee's Manager and Supervisor are identified in our Deltek accounting system.

As part of the process this input is obtained by Operations Managers, group leaders and other senior leaders and shared with Regional Managers and, in the case of corporate staff, the President. Promotion recommendations are then provided to the Board of Directors for review and approval.

Hazen's Process for Salary Increases and Annual Performance Compensation (APC)

All staff are eligible for annual salary increases and many staff are eligible for Annual Performance Compensation (APC). When developing recommendations for an employee's salary increase and APC, a similar process is followed to the one used to establish promotions. Input on every staff member is obtained by Operations Managers, group leaders and other senior leaders and shared with Regional Managers and, in the case of corporate staff, the President, and are then provided to the Board of Directors for review and approval.

Fran McAskill
Director
Procurement Division



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EXHIBIT C

Board of County Commissioners

REIMBURSABLE COST SCHEDULE

- | | |
|--|--|
| 1. Subcontractor Services | Actual Costs |
| 2. Special Consultants | Actual costs |
| 3. Travel Expenses | In accordance with Chapter 112.061, F.S.;
and further defined in the Polk County Employee Handbook. |
| 4. Pre-approved Equipment
(includes purchase and rental of equipment used in project) | Actual Costs |