

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 W. Church Street, Bartow, Florida 33830, Rummel, Klepper & Kahl, LLP dba RK&K (the “Consultant”) a Maryland corporation located at 402 S. Kentucky Avenue, Suite #400, Lakeland, FL 33801 and whose Federal Employer Identification Number is: 520599112.

WHEREAS, the County Land Development Division works with engineers, surveyors, attorneys, planners, and the public to ensure that land is developed in accordance with the Polk County Land Development Code, Comprehensive Plan, and Utility Code. The Land Development Division, Engineering Section provides site design review services for private commercial and residential development projects, as well as activities within County rights-of-way. Additionally, staff provides site construction inspection services, floodplain management services, and survey reviews, which includes, meetings with property owners, developers, the Florida Department of Transportation (FDOT), city staff, and various regional and state agencies; and,

WHEREAS, County requires certain professional services in connection with staff augmentation services, which includes surveyors, inspectors, floodplain management and engineers on a temporary basis; and

WHEREAS, the County has solicited for these services via RFP 25-625, 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 25-625 to include all attachments and addenda, and (ii) the Consultant's responsive proposal thereto (collectively, (i) and (ii) are "RFP 25-625") 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 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 Land Development Division
330 W. Church Street, 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

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 only (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 Land Development 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 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 Consultants' 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. 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. 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 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 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.

5.3 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 Consultant, to the extent permitted by law, shall indemnify, defend (by counsel reasonably acceptable to County) protect and hold 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 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, its professional associates, its subcontractors, agents, and employees provided, however, that 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 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 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 the Agreement were in full force and effect.

7.0 **Independent Contractor**

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

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

7.3 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 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) 534-7670
EMAIL: RMLO@POLKFL.GOV**

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 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 Contractor declares and warrants that neither the Contractor nor any of the Contractor's affiliates, as that term is defined in Section 287.133, Florida Statutes, are subject to the restrictions in Section 287.133, Florida Statutes, regarding the commission of a public entity crime. If during the term of this Agreement, the Contractor or any affiliate is convicted of a public entity crime or is otherwise prohibited from performing work for or transacting business with the County pursuant to Section 287.133, Florida Statutes, then the Contractor shall be in material default of this Agreement, and in such case, the County shall have the rights and remedies as provided herein.

14.0 **County's Responsibilities**

14.1 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 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 nonperformance. 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 County or 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 the Agreement.

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

20.3 The parties further agree to reform the 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 the 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 County and Consultant. Such modifications shall be in the form of a written Amendment executed by both parties.

23.0 Successors and Assigns

23.1 County and 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 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 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. 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 Consultant.

27.0 **Access and Audits**

27.1 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 Land Development Division
330 West Church Street
Bartow, FL 33830
Attention: Director

As to Consultant: Rummel, Klepper & Kahl, LLP dba RK&K
402 S. Kentucky Avenue, Suite #400
Lakeland, FL 33801
Attention: Josh Carter, PE

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: Rummel, Klepper & Kahl, LLP dba RK&K
402 S. Kentucky Avenue, Suite #400
Lakeland, FL 33801

Attention: Josh Carter, PE

30.0 **Contract Administration**

30.1 Services of Consultant shall be under the general direction of the Land Development 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 Consultant shall notify 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. Consultant at 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. County has the right to reject proposed changes in key personnel. The following personnel shall be considered key personnel:

Name: Miriam Kronisch, PE, CCM

Name: Josh Carter, PE

Name: Jason Lyle, PE

Name: Joe Baan, PE

Name: Odelkys Cobb, PE

Name: Liz Lorello, PE

32.0. **Annual Appropriations**

32.1 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 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 Consultant's fault in causing the delay as compared to other causes, and to the extent the Consultant is not delayed by reasons beyond 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.

36.0 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).

37. 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. 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: _____
Martha Santiago, Ed. D., Chair
Board of County Commissioners

Date Signed by County: _____

Review as to form and legal sufficiency

 Nancy Miller 5/15/20
County Attorney's Office Date

ATTEST:

Rummel, Klepper & Kahl, LLP dba RK&K
a Maryland corporation

By: _____
Corporate Secretary

By: _____

[Print Name]

[Print Name]

DATE: _____

[Title]

SEAL

DATE: _____

ACKNOWLEDGEMENT OF FIRM, IF A CORPORATION

STATE OF _____ County OF _____
The foregoing instrument 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 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 _____
_____ (Date) _____ (Official Notary Signature and Notary Seal)
_____ (Name of Notary typed, printed or stamped)
Commission Number _____ Commission Expiration Date _____



AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: RFP 25-625, Engineering Staff Augmentation Services for Land Development

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONSULTANT 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 CONSULTANT 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.**

PROPOSER 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)

Affidavit Regarding the Use of Coercion for Labor or Services

In compliance with Section 787.06(13), Florida Statutes, this attestation must be completed by an officer or representative of a nongovernmental entity that is executing, renewing, or extending a contract with Polk County, a political subdivision of the State of Florida.

The undersigned, on behalf of the entity listed below (the "Nongovernmental Entity"), hereby attests under penalty of perjury as follows:

1. I am over the age of 18 and I have personal knowledge of the matters set forth herein.
2. I currently serve as an officer or representative of the Nongovernmental Entity.
3. The Nongovernmental Entity does **not** use coercion for labor or services, as those underlined terms are defined in Section 787.06, Florida Statutes.
4. This declaration is made pursuant to Section 92.525, Fla. Stat. and Section 787.06, Fla. Stat. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I _____ (Signatory Name and Title), declare that I have read the foregoing Affidavit Regarding the Use of Coercion for Labor and Services and that the facts stated in it are true.

Further Affiant sayeth naught.

NONGOVERNMENTAL ENTITY

SIGNATURE

PRINT NAME

TITLE

DATE

Exhibit Ai

RFP NOTICE

Polk County, a political subdivision of the State of Florida, requests the submittal proposals from firms that are interested in providing professional services of surveyors, inspectors, floodplain management and engineering on a temporary basis to support the operational needs of the Land Development Division, here 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: 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

Receiving Period: Prior to 2:00 p.m., Wednesday, October 8, 2025

Bid Opening: Wednesday, October 8, 2025, at 2:00 p.m. or as soon as possible thereafter..

Special Instructions: A **NON-MANDATORY** pre-proposal meeting will be held Tuesday, September 16, 2025, 2:00 p.m. at the Polk County Administration building, Procurement Conference Room 150 (1st Floor) located at 330 W. Church St, Bartow, FL 33830. Those attending via video conference will be added to the sign-in sheet by the Procurement office during the video conference. The Zoom Meeting ID: 876 0813 0810.

Questions regarding this RFP must be in writing and must be sent to Tabatha Shirah, Procurement Analyst, via email at tabathashirah@polk-county.net. All questions must be received by Wednesday, September 24, 2025, 5:00 p.m.

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.

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 firm's responsibility to verify if any addenda have been issued.

RFP Number: 25-625

RFP Title: Staff Augmentation Services for Engineers, Surveyors, Inspectors, and Flood Plain Management (CCNA)

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

This form is for proposal 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 five (5) copies marked COPY of the proposal in a sealed parcel to the Procurement Division. The parcel should be labeled “RFP #25-625 Engineering Staff Augmentation Services for Land Development Request for Professional 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	25-625
RFP Title	Staff Augmentation Services for Engineers, Surveyors, Inspectors, and Flood Plain Management (CCNA)
Due Date/Time:	October 8, 2025, 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 tabathashirah@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 25-625 Tab 1”

“RFP 25-625 Tab 2”

“RFP 25-625 Tab 3”

“RFP 25-625 Tab 4”

“RFP 25-625 Tab 5”

“RFP 25-625 Tab 6”

“RFP 25-625 Tab 7”

“RFP 25-625 Submittal Documents”

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 Tabatha Shirah at tabathashirah@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 # 25-625**

**Staff Augmentation Services for Engineers, Surveyors, Inspectors, and Flood
Plain Management (CCNA)**

Sealed proposals will be received in the Procurement Division, **Wednesday, October 8, 2025, 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/business/procurement/>. 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 Tabatha Shirah, via email at tabathashirah@polk-county.net. All questions must be received by September 24, 2025, 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 Proposal 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 service of firm(s) to pv.

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.

All personnel assigned to the work shall be fully qualified and licensed as necessary.

It is the intent of the County to select and negotiate a Master Consulting Agreement with one (1) or more firm(s). The County may employ several different consultants to perform the work described. No consultant shall be employed as the exclusive consultant. Consultants will be chosen based upon the expertise and experience listed as pertains to the work described. Selection of a qualified firm under this RFP is not a guarantee of work.

The County will negotiate a fee schedule 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.

The Successful Proposer must register in our Vendor Database if you have not already done so prior to award of this RFP. A purchase order cannot be issued to a firm until they have registered. You may register by going to the following link: <https://www.polk-county.net/business/procurement/vendor-information/>. It is the responsibility of all firms to update their firm information. Only registered firms will receive notifications of future RFP's.

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

BACKGROUND, PURPOSE AND SCOPE

Background & Purpose:

The Land Development division works with engineers, surveyors, attorneys, planners and the public to ensure land is developed in accordance with the Polk County Land Development Code, Comprehensive Plan, and Utility Code. As part of the Land Development Division, the County Engineering Section's staff provides site design review services for private commercial and residential development projects, as well as activities within County rights-of-way. Staff also provide site construction inspection services, floodplain management services, and surveying review. Staff members coordinate meetings with property owners, developers, the Florida Department of

Transportation (FDOT), city staff, regional and state agencies. The goal is to ensure safe portals and best management practices consistent with Polk County policy.

Polk County has been experiencing significant population growth and rapid development and urbanization. As a result of this growth and demand the County requires temporary staff to assist Land Development staff with these roles.

The purpose of this proposal is to establish an hourly billing rate for the job classifications described below. The obligation of the County will be solely to compensate the Firm(s) for the number of hours provided in accordance with the fee schedule negotiated with the awarded firm(s). The fee schedule for each job classification shall be inclusive of all costs including but not limited to, overhead, profit, mileage, background checks, screenings, etc., there will be no reimbursables.

SCOPE OF SERVICES

The scope of services shall include, but will not be limited to the following types of work:

SURVEYORS

The scope of services shall include, but not be limited to, review of subdivision plats, site plan boundary review, survey field work, photogrammetric surveys, light detection and ranging (LiDAR) surveys, boundary surveys, right of way map preparation, survey drafting (including all software necessary to produce required plans, documents, etc.), design surveys, writing of legal descriptions and recording of easements, easements and right-of-way, parcel and plat research, easement sketches, easement staking, easement encroachments, "as built" surveys and topographic surveys, aerial topographic survey (survey approximating the contour of the land), surveying and mapping, ordinary high water line, bathymetric survey, volumetric calculations, ground based surveying, and GPS support services, sovereign boundaries, Federal Emergency Management Agency (FEMA) flood zone boundaries. These services may also be used by any division within the County and, may be required to meet Southwest Florida Water Management District (SWFWMD), South Florida Water Management District (SFWMD), Florida Department of Transportation (FDOT), US Army Corps of Engineers, or Florida Department of Environmental Protection (FDEP) survey protocol, along with having the survey to be certified to that agency, in addition to the County.

The services will support a number of projects including, but not limited to; wetland delineation for state and federal agencies, wetland mitigation design and permitting, design and permitting of infrastructures including stormwater management, roads, land reclamation, construction management, borrow site development, geotechnical and hydrogeological services, title searches, wetland delineation, jurisdictional wetland delineation, endangered species survey, environmental sciences, environmental right-of-way, geotechnical, historical, archaeological, wetland and hazardous material operations.

The information gathered in these types of services may need to be mapped and certified.

Surveyors' Specifications

1. Plat and Plan Review - Review both commercial and public subdivision plats for conformance with FSS chapter 177- "The making of plats". Assist Land Development division by reviewing submitted documents to ensure compliance with both State and County standards. Written comments are to be provided within appropriate review times as determined by Polk County Land Development Code.
2. Topographic services in paper and electronic format - Work must be rectified and meet the State of Florida surveying requirements for topographic maps. Work must be completed under the supervision of a Professional Surveyor and Mapper (PSM) licensed in the State of Florida.
3. Volumetric Calculations – Complete volumetric calculations of material stockpiles, borrow material, and in place earthmoving to support annual reports and construction administration. Provide hydrographic and bathymetric survey data to support volumetric calculations involving areas of standing and flowing water of variable depth. Work must be completed under the supervision of a PSM licensed in the State of Florida.
4. Deliverables may include, but are not limited to; sealed, certified copies of the final survey, certified to County Divisions, AutoCAD drawing file of the completed survey in digital format in current version of AutoCAD, ArcMap drawing of completed survey in digital format(i.e. Shape file & Digital Elevation Model), all supporting documentation and computations organized and annotated to allow review of adjustments and conclusions. This data should be printed or scanned into PDF format, digital copy of all data (drawing file, Adobe PDF file, custom font, line types, plot styles, color tables), ASCII text file of the DEM points, (N,E,Z), with an accompanying surveyor's report and files need to be in a format accessible directly into GIS without any conversion steps (i.e. polyline shapefile), Final report shall be certified and sealed, dated, and signed by a Professional Florida Licensed Surveyor and Mapper, Data deliverables shall be made available to client in electronic format. The report should be Adobe PDF format and the DEM an ASCII text file and files need to be in format accessible directly into GIS without any conversion steps (i.e. polyline shapefile). Files shall be sent by email or ftp download, or on a flash drive, CD or DVD of the data.
5. All Surveying and Mapping will be performed per "The Florida Standards of Practice for Surveying and Mapping" and signed and sealed by a Florida Licensed Surveyor and Mapper.
6. Consultant shall establish horizontal and vertical control(s) for the site/project.
7. Consultant shall establish LiDAR check points for calibration.
8. Horizontal datum will be NAD 1983 Florida West zone state plane coordinates (latitude/longitude), U.S. survey feet and the vertical datum will be NAVD 88, U.S. survey feet, unless client specifies otherwise in writing.

9. Topography acquired by remote sensing methodology will be produced per the “ASPRS Positional Accuracy Standards for Digital Geospatial Data”.

10. Create a digital elevation model (DEM) from Airborne LiDAR data. The DEM density will be based on project specific needs.

INSPECTORS

As part of the Land Development Division, the County Engineering Section’s inspection staff provides site construction inspection services for private commercial and residential development projects, as well as activities within County rights-of-way. Staff members coordinate pre-construction meetings with engineers and contractors. During construction, Land Development inspection staff work in the field to ensure that projects are constructed in accordance with approved plans, Land Development Code and Polk County Utilities Standards and Specifications Manual. Occasionally the County requires temporary staff to assist Land Development with field inspections.

Land Development Inspectors will perform utility (water, wastewater, reclaimed water), roadway, pavement, culvert, drainage system, and related site development construction inspections to ensure compliance with the approved construction plans, specifications, and related permits.

The scope of services shall include, but not be limited, the following duties to be performed:

1. Interpret design plans and specifications.
2. Observe construction activity and inspect workmanship, materials, and techniques to ensure compliance.
3. Inspection of installation of underground utility lines.
4. Oversight and inspection of backfill and compaction work.
5. Inspection of storm sewer and surface water management facilities.
6. Site grading, soil stabilization/erosion prevention.
7. Ensure proper pavement construction including depths, materials, installation, mix and temperature testing for asphalt pavements.
8. Verifies material quantities and product types.
9. Inspection of lift station construction.
10. Inspect installation of signage and traffic control devices.
11. Makes record of project progress.
12. Interacts with contractors, consultants, and other related parties.

13. Identifies project issues and coordinates with County Engineer staff regarding resolutions.
14. Makes recommendations to County Engineer regarding final release of projects at completion of construction.

FLOODPLAIN MANAGEMENT

As part of the Land Development Division, the County Floodplain Management Section's staff provides a range of services necessary for ensuring compliance with the National Flood Insurance Program (NFIP) and the Florida Building Code, as well as maintaining activities and records for participation in the Community Rating System (CRS). Staff members coordinate with property owners, developers, county emergency management, the Florida Division of Emergency Management, the Federal Emergency Management Agency (FEMA) and other community staff, as well as a range of regional and state agencies.

The scope of services of the floodplain management activities may include but are not limited to the following duties:

1. Assist in the coordination of the County's Floodplain Management Program, ensuring that the County meets FEMA's minimum NFIP participation requirements.
2. Provide technical information and assistance to the Building Official and other County staff in the interpretation and application of floodplain management requirements.
3. Assist in coordination of the County's FEMA Community Rating System (CRS) Program.
4. Assist in the application of the County's floodplain ordinance, regulations, policies, and procedures, and inspection processes as related to floodplain management.
5. Promote public awareness of the County's Floodplain Management Program through attending community meetings, including the Board of County Commissioners, Planning Commission, Code Enforcement, and Special Magistrate; or conducting public outreach.
6. Conduct site visits, respond to specific complaints, and document observations related to floodplain management enquiries.
7. Assist in mediating floodplain management related complaints.
8. Explain floodplain development requirements to community leaders, citizens, and the general public.
9. Maintain records and documents that keep the County a participant in FEMA's NFIP and CRS programs.

10. Maintain the Community Floodplain Management Reference Library.
11. Provide assistance to FEMA and State Floodplain Management Office representatives during Community Assistance Visits (CAV) and Community Rating System (CRS) Program reviews.
12. Monitor, coordinate, and collaborate with other federal and state Floodplain Management programs.
13. Appear as a witness involving floodplain violations.
14. Assist in coordination of disaster response and recovery efforts.
15. Assist in coordination of hazard mitigation grants.
16. Performs other related job duties as assigned.

ENGINEERING SERVICES

As part of the Land Development Division, the County Engineering Section's staff provides site design review services for private commercial and residential development projects, as well as activities within County rights-of-way. Staff members coordinate pre-design meetings with property owners, developers, the Florida Department of Transportation (FDOT), city staff, regional and state agencies. The goal is to ensure safe portals and best management practices consistent with Polk County policy.

The scope of services of the Engineering services may include but are not limited to the following duties:

1. Provide comprehensive review of land development projects to ensure compliance with the Polk County Land Development Code, Polk County Utility Code, and other applicable design standards. This may include stormwater design review, transportation system design review, traffic study analysis, subdivision design review, water/wastewater system design review, planning/zoning review, landscape design review, flood plain management, wetland/natural resource impacts, or any other component of Land Development review.
2. Provide technical information and assistance to the Utility or Roads and Drainage Divisions as it relates to Land Development projects.
3. Oversee and provide project management services for Land Development related improvement projects to public infrastructure.
4. Provide technical information and assistance to the Building Official and other County staff in the interpretation and application of Land Development Code requirements.
5. Assist in the application of the County's floodplain ordinance, regulations, policies, and procedures, and inspection processes related to floodplain management.

6. Review and evaluate impacts on natural resources such as wetlands. May include site visits for delineation and functionality review, interagency coordination, and compliance review.
7. Conduct site visits, respond to specific complaints, and document observations related to land development enquiries.
8. Assist in mediating land development related complaints.
9. Meet with and explain land development requirements to community leaders, citizens, and the general public.
10. Appear as a witness involving floodplain violations.
11. Assist in coordination of disaster response and recovery efforts.
12. Assist in coordination of hazard mitigation grants.
13. Performs other related job duties as assigned.

The County shall request the services on an as-needed basis. There is no guarantee that any or all of the services described in the agreement 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.

SPECIFICATIONS

1. Regular work hours will be performed Monday through Friday excluding County holidays. Official operating hours (in most cases) will be 8:00 a.m. to 5:00 p.m. for most positions or 7:00 a.m. to 4:00 p.m. for inspector staff, with a one-hour break for lunch. The User Division requesting the staff will determine the number of hours worked daily, the length of time the staff is required, and the total number of staff required. The County will only pay for hours worked; the County will not pay holiday pay.

The following is a listing of those holidays:

- a. New Year's Day
- b. Martin Luther King Jr., Day
- c. Memorial Day
- d. Independence Day
- e. Labor Day
- f. Veteran's Day
- g. Thanksgiving Day and the day after

h. Christmas Eve and Christmas Day (unless otherwise directed by the Board of County Commissioners)

2. Firm(s) shall provide certification verification to the County Engineer or designee prior to start of employment of all temps.
3. Staff shall report to work equipped with a cell phone and computer. The County will not provide communications equipment or reimburse for equipment usage. All costs shall be included in the billing rate.
4. Staff may be required to report to work at the County Administration Building, Office of Land Development, 330 W Church Street, 2nd Floor, Bartow, FL, or a future construction site located within Polk County.
5. Firm(s) shall be responsible for providing necessary and adequate transportation for staff. The County will not provide vehicles. Mileage will not be reimbursed. All costs shall be included in the billing rate.
6. Staff may be asked to work remotely or from a location collectively decided upon between the firm(s) and county staff. Travel time to and from the designated reporting location will not be paid. The designated reporting location is subject to change.
7. The County reserves the right to keep the staff engaged for as long as the need continues.
8. If the County determines the staff sent to any job site is/are not qualified to do the required work within the first four (4) hours after reporting to work, the County will dismiss the staff and notify the Firm at no cost to the County.
9. Staff will be dismissed from their assignment at the sole discretion of the County Engineer or designee for the use of alcohol or controlled substances while on duty, using profanity or being verbally abusive, disobedience of reasonable directions given by the County's personnel, violation of safety rules and regulations and misuse of the County's property.
10. Any work products such as reports, drawings or charts or other intellectual property that are produced by staff as part of the services provided shall be the sole property of the County. All reports, correspondence and any other information is subject to the Florida Public Records Law.
11. Protection of County Information – Due to the sensitive nature of the information maintained by the County, the Firm(s) or any of their employees shall not disclose or release in any manner, any and all information the County deems private, privileged or confidential transmitted/handled during the performance of the contract service. At no time shall any information be disclosed without the County's prior written consent.

12. Time sheets must detail out the time worked with a deduction for lunch. The County will pay only in 15-minute increments, not less. If time is not posted on the quarter hour, it will be rounded up or down to the nearest quarter hour. If the time falls under seven (7) minutes of the quarter hour, it will be rounded down; if it is seven (7) minutes or more of the quarter hour, it will be rounded up. Time sheets must accompany all invoices and be billed at the negotiated billing rates.
13. Firms must possess the capability of providing background checks for any staff requested by the County.
14. The firm will be responsible for performing and verifying all background checks before a Temp can be provided to the County.
15. The County will request confirmation of such background checks/screening and the documented results. The County may request additional background or other checks including criminal background checks and fingerprinting of all staff being provided. The Firm shall not be required to re-screen existing staff assigned to a project. Background checks will be provided to the Human Resources office and shall include but not limited to the following:
 - a. Pre-employment drug screening
 - b. Authorization to work in the United States
 - c. Statewide criminal check (going back at least 10 years)
 - d. Nationwide criminal check/discovery (checks state criminal records and sexual predator databases for all states)
 - e. Motor Vehicle/Driving Record
16. Staff must notify the Land Development Representative immediately if the assignment given to them is a conflict of interest. A conflict of interest includes, but is not limited to, the project being inspected, or plans being reviewed is being developed, designed, and/or constructed by the staff's employer, family member, or will result in a direct/indirect financial gain or any other type of gain to the Temp, a family member, and/or employer.

AGREEMENT

The Master Consulting Agreement will be for five (5) years unless otherwise terminated in accordance with the master service 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
- f) Provide a list of the trades you are proposing to provide staff augmentation for. (Proposers should be able to provide staff for a minimum of two trades)

Tab 2 Approach to the Project (35 points)

(Maximum of four (4) pages)

- a) Describe the specific abilities of the firm/ personnel to be assigned to these services in regard to this approach. Include any additional information not directly cited in the scope of services.
- b) 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.
- c) 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.
- d) 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)

- Provide four (4) projects in which the proposer has 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 professional services. Proposers should provide a minimum of (1) one project for (2) two of the (4) four types of trades (surveyor, inspector, flood plain management and engineer) and one 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 the trade they will be augmenting, 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 firms. To that end we encourage all of our prime and professional services firms to utilize W/MBE firms 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 Land Development 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, FDOT, SFWMD, FEMA, US Army Corps and local municipalities 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)

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 16-19.

- Each Selection Committee member shall score each Proposal on the following evaluation criteria:
 - Approach to the Project (Tab 2) 35 points
 - Experience, Expertise, Personnel & Technical Resources (Tab 3) 40 points

- Interaction w/ County &
 - Regulatory Agencies (Tab 6) 5 points
- Subtotal Points: 80 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 \$100,000 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 Consultants; 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 and shall be primary to any other available insurance.

Professional Liability Insurance. \$2,000,000 to include, but not limited to, design, surveys, and engineering errors and omissions, inclusive of defense costs. The 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

The Consultant declares and warrants that neither the Consultant nor any of the Consultant's affiliates, as that term is defined in Section 287.133, Florida Statutes, are subject to the restrictions in Section 287.133, Florida Statutes, regarding the commission of a public entity crime. If during the term of this Agreement, the Consultant or any affiliate is convicted of a public entity crime or is otherwise prohibited from performing work for or transacting business with the County pursuant to Section 287.133, Florida Statutes, then the Consultant shall be in material default of this Agreement, and in such case, the County shall have the rights and remedies as provided herein.

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/business/procurement/> . 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 proposing 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

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 the proposal with their 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 Proposal 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/business/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 consultant 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 consultant or subcontractor. The consultant acknowledges and agrees that (i) the County and the consultant may not enter into this Agreement, and the consultant 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 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 subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The consultant 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 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 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.

Prohibition Against Considering Firm Interests: In accordance with Section 287.05701, Florida Statutes, the County may not (i) request documentation of or consider a Firm's social, political, or ideological interests when determining if the Firm is a responsible firm; or (ii) give preference to a Firm based on the Firm's social, political, or ideological interests.

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 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 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: RML0@POLK-COUNTY.NET**

Scrutinized Companies and Business Operations Certification; Termination.

A. Certification(s).

- i. By its execution of this Agreement, the Firm hereby certifies to the County that the Firm is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, nor is the Firm engaged in a boycott of Israel, nor was the Firm on such List or engaged in such a boycott at the time it submitted its proposal, 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 Firm further certifies to the County as follows:
 - a) the Firm is not on the Scrutinized Companies with Activities in Sudan List, created pursuant to Section 215.473, Florida Statutes; and
 - b) the Firm 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 Firm is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and
 - d) the Firm 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 Firm hereby acknowledges that it is fully aware of the penalties that may be imposed upon the Firm 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 Firm 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 Firm is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.
- ii. The Firm 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 Firm 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 proposers and submitted with their proposal 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 proposal 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 firm must complete and submit this form prior to award. The Successful firm 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 Consultant submitting a proposal package. This is accomplished by sending survey forms to past customers. The customers should return the forms directly to the Consultant. The Consultant is to include all surveys in their proposal package.

Sending the Survey

The surveys shall be sent to all clients for whom the Consultant 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 Consultant 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 Services for Hillsborough County Land Development), Etc.
COST OF SERVICES	Cost of services (\$20,000)
DATE COMPLETE	Date when the services were completed. (i.e. 5/31/2020)

2. The Consultant 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 Consultant 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 Consultant should enter the past clients' contact information, and project information on each survey form for each reference. The Consultant should also enter their name as the Consultant being surveyed.
3. The Consultant 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 25-625, Engineering Staff Augmentation Services for Land Development
(CCNA)**

To: _____ (Name of Person completing survey)

_____ (Name of Client Company/Consultant)

Phone Number: _____ Email: _____

Subject: Past Performance Survey of Similar work:

Project name: _____

Name of Firm 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 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONSULTANT 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 CONSULTANT 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.

PROPOSALDER 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)

PROJECT NAME: 25-625, Engineering Staff Augmentation Services for Land Development
(CCNA)

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 subcontractor 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 subcontractor. 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 subcontractors to provide an affidavit attesting that the subcontractor 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 subcontractor 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 _____, 20__.

ATTEST:

CONSULTANT:

By: _____

By: _____

PRINTED NAME: _____

PRINTED NAME: _____

Its: _____

Its: _____

September 17, 2025

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

ADDENDUM #1

RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

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

Contained within this addendum: Questions and answers.

Tabatha Shirah

Tabatha Shirah

Sr. Procurement Analyst

Procurement Division

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

Signature: _____

Printed Name: _____

Title: _____

Company: _____

RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

Addendum #1

Question 1: Can the County allow us to submit Polk County Survey Questionnaires that were solicited and completed by our clients for previous Polk County RFP's?

Answer 1: 1) Yes, surveys from prior RFP submittals may be used if they meet the following criteria.

- i. The survey questions are the same
- ii. The scope of work of the prior RFP survey you are submitting is similar to the scope of the work of this RFP.
- iii. The survey submitted is for one of the projects identified under Tab 3.
- iv. If submitting a survey from a prior RFP, please manually strike through the RFP number and name on the top of the survey and write in the appropriate RFP number and name that matches the RFP you are submitting a proposal for.

Question 2: Can firms provide staff to cover all trades even if we're not submitting on all trades?

Answer 2: Firms are only required to submit resumes for staff or subconsultants for the trades they are proposing to perform. Evaluation and selection will be based solely on the experience submitted in the proposal. Trades for which a firm does not submit experience will not be considered for staff augmentation services.

October 2, 2025

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

ADDENDUM #2

RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

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

Contained within this addendum: Questions and answers.

Tabatha Shirah

Tabatha Shirah

Sr. Procurement Analyst

Procurement Division

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

Signature: _____

Printed Name: _____

Title: _____

Company: _____

RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

Addendum #2

Q1: Could you confirm the process for submitting the Cost Tab? The RFP refers to uploading it as an Excel file, but I would like to verify if there are any additional content instructions or formatting requirements?

A1: Not applicable, there is no Cost Tab for this RFP. RFP Package, page 4 states *"Please only upload your documents as a PDF or Excel file for the Cost Tab, if applicable."*

Q2: Who does Polk County recognize as an approved criminal background checks/fingerprinting, and drug screening company for completing Specifications Item 15? Does such company only need to be approved by the State of Florida or does Polk County have an approved list of companies for these services?

A2: The Proposer must have the capability to conduct background checks; however, the County does not require the Proposer to use an approved vendor list.

October 3, 2025

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

ADDENDUM #3

RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

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

Contained within this addendum: Question and answer.

Tabatha Shirah

Tabatha Shirah

Sr. Procurement Analyst

Procurement Division

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

Signature: _____

Printed Name: _____

Title: _____

Company: _____

RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

Addendum #3

- Q1:** As currently worded, we believe that the indemnity provision located on page 25 of your RFP is not in compliance with FL Statute 725.08 and is unenforceable. Would the County consider rewording same to conform with the statute? Suggested language per FL Statute 725.08: *"The design professional shall indemnify and hold harmless the County, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the design professional and other persons employed or utilized by the design professional in the performance of the contract."*
- A1:** The RFP indemnity language will remain unchanged at this time. Minor adjustments may be made to the indemnity language during negotiations with the elevated consultants.

EXHIBIT A-ii

Tab 1 Executive Summary



a) Name	Josh Carter, PE
Company Name	Rummel, Klepper & Kahl, LLP d/b/a RK&K
Address Line 1	402 S. Kentucky Avenue, Suite #400
Address Line 2	Lakeland, FL 33801
Telephone Number	(863) 370-9682
Email Address	jcarter@rkk.com
b) Number of years in business	102 years
c) Number of full-time employees	1,931

INTRODUCTION OF THE FIRM

Since our founding in 1923, **Rummel, Klepper & Kahl, LLP (RK&K)** has provided multi-discipline planning, engineering, environmental, and construction phase services to a wide range of public and private clients. Headquartered in Baltimore, MD, we offer responsive people and creative solutions to a variety of projects from more than 38 offices strategically located throughout the United States.

Legally known as Rummel, Klepper & Kahl, LLP d/b/a RK&K, RK&K is a Maryland-based limited liability partnership owned equally by six partners and managed by executive directors, directors, and managers who coordinate and oversee projects and staff, serve as liaisons with clients and subconsultants, and enhance projects with their vital technical expertise. The firm was originally founded in Baltimore, MD, in 1923 and remains headquartered there today. Since its humble beginnings as a two-engineer firm operating out of a Baltimore townhome, RK&K has always been dedicated to the concept of collaborative teamwork, professional excellence, and unsurpassed quality and service for the client.

RK&K's technical expertise consistently results in award-winning projects and places us at #76 on Engineering News-Record's 2025 listing of the Top 500 Design Firms. Our more than 1,900+ staff members collaborate with clients and teaming partners to achieve project goals while ensuring a commitment to quality. To our clients, RK&K delivers concepts, processes, and outcomes that are designed for success. RK&K has earned its reputation as a trusted partner, responsive employer, and community steward.

CONTRACT MANAGEMENT

Our CEI team will be led by Contract Manager, Josh Carter, PE. Josh brings 23 years of construction management experience and

is extremely familiar with all elements of the scope of services. He is a former FDOT District Four employee and participated in the Professional Engineer Training Program. He has managed construction projects varying in size from \$1M to \$270M, including a wide variety of project elements. As a Polk County resident since 2007, Josh is extremely familiar with the needs of Polk County and its residents. As Prime, RK&K is currently providing inspection services for the Polk County Land Development Division with Josh as the project manager.

With his knowledge and experience, Josh will lead our team to ensure RK&K is a seamless extension of Polk County and exceeds the County's expectations during the life of this contract.

RESPONSIBLE OFFICE LOCATION

The primary office responsible for servicing Polk County throughout the lifetime of the contract will be RK&K's local office at 402 S. Kentucky Avenue, Suite 400, Lakeland, FL 33801, with additional nearby staff and offices in Orlando and Tampa. Being established in Lakeland for over a decade, RK&K is an invested member of the community.

TRADES

The RK&K Team will be providing staff for all four trades - **Surveyors, Inspectors, Floodplain Management, and Engineering Services**. Artemis Consulting Collective, Inc. (Artemis) will be providing support for Floodplain Management. ELEMENT Engineering Group, LLC (ELEMENT) will be providing Surveyor services as well as supporting for Engineering Services. Four Waters Engineering, Inc. (4Waters) will be providing support for Floodplain Management (Floodplain). Madrid Engineering Group, Inc. d/b/a Madrid CPWG (Madrid) will be providing inspections support and Miller, Legg & Associates, Inc. (Miller Legg) will be providing support for Engineering Services.

COMMITMENT

As a local firm with projects throughout the region, RK&K has many employees who live, work, and play in Polk County. Josh will serve as the County's point of contact for the contract duration and will be responsible for quality assurance, claims management, contract changes, and maintaining strong team communication throughout the project. Supporting Josh is a team of qualified, responsive professionals within Polk County and Central Florida who will provide superior service on this contract to ensure each project is of high-quality, completed on time, and delivered within budget.

RK&K is ready to offer a fresh and innovative perspective to support Polk County's need for Engineering, Inspection, Survey, and Floodplain Management. Our integrated contract offers Polk County Land Development a streamlined, one-stop contract solution—enhancing efficiency, accountability, and responsiveness. We have many years of engineering and inspection experience working for clients within and around Polk County, including the City of Lakeland, FDOT District One, Central Florida Expressway Authority (CFX), and Florida's Turnpike Enterprise (FTE). In addition, RK&K has a proven track record working with these subconsultants and team members to deliver successful projects. We believe our creative solutions, collaborative relationships, and availability set us apart, making the RK&K Team the ideal choice for this contract.

We look forward to continue serving Polk County Land Development on this important contract.

WHY CHOOSE RK&K?

		
LOCAL KNOWLEDGE	SIMILAR EXPERIENCE	PROVEN COMMITMENT
Our local team routinely drives within the County, providing them with extensive knowledge. Our proposed Contract Manager lives in Polk County.	Our team members have served on hundreds of similar projects in Florida.	RK&K will ensure the County's goals of time, budget, quality, and community commitment are met.

D) INCORPORATION BY SECRETARY OF STATE DOCUMENTATION



State of Florida



Department of State

I certify from the records of this office that RUMMEL, KLEPPER & KAHL, LLP is a Maryland Limited Liability Partnership, filed on February 13, 2004.

The document number of this registration is LLP060000109.

I further certify that the status of said limited liability partnership is active.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Sixteenth day of May, 2025



CR2E022 (01-11)

Cord Byrd
Cord Byrd
Secretary of State

E) COPY OF FIRM'S CERTIFICATION FROM THE STATE OF FLORIDA

Licensee						
Name:	RUMMEL, KLEPPER & KAHL, LLP	License Number:	26879			
Rank:	Registry	License Expiration Date:				
Primary Status:	Current	Original License Date:	03/27/2006			
Related License Information						
License Number	Status	Related Party	Relationship Type	Relation Effective Date	Rank	Expiration Date
84617	Current, Active	KRONISCH, MIRIAM FLO	Registry		Professional Engineer	02/28/2027



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
 PROVISIONS OF CHAPTER 471, FLORIDA STATUTES



KRONISCH, MIRIAM FLO
 12600 FAIR LAKES CIRCLE
 SUITE 300
 FAIRFAX VA 22033

LICENSE NUMBER: PE84617

EXPIRATION DATE: FEBRUARY 28, 2027

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

F) LIST OF TRADES FIRM IS PROPOSING ON

- 1) Surveyors**
- 2) Inspectors**
- 3) Floodplain Management**
- 4) Engineering Services**

Tab 2 Approach to the Project

PROJECT UNDERSTANDING

Following our review of Polk County’s Request for Proposal and our current inspection contract scope, we understand that the County’s primary objective is to establish standardized rates and access to a diverse pool of vendors, offering services in Engineering, Inspection, Surveying, and Floodplain Management. These services are intended to supplement Polk County Land Development staff as needed.

Polk County has experienced rapid growth over the past five years, making it one of the fastest-growing counties in Florida. As private commercial and residential development continues, the demand for support across various disciplines may fluctuate based on permitting activity and project frequency. We recognize that the volume of work and staffing needs will vary throughout the 5-year contract term.

Successful execution of this 5-year contract will require close coordination with Polk County Land Development and multiple stakeholders, including property owners, developers, FDOT, and other relevant local agencies.

PROJECT MANAGEMENT

The project team will be led by Josh Carter, PE. Josh has the leadership skills, experience, and technical expertise necessary to effectively administer and support Polk County Land Development on this contract. Josh will be supported by QA/QC Manager, Jason Lyle, PE, RK&K’s Director of Transportation for engineering, survey, and floodplain management services. RK&K will utilize internal resources along with our subconsultant partners, Artemis Consulting Collective Inc. (Artemis), ELEMENT Engineering Group, LLC (ELEMENT), Four Waters Engineering, Inc. (4Waters), Madrid Engineering Group, Inc. d/b/a Madrid CPWG (Madrid), and Miller, Legg & Associates, Inc. (Miller Legg) to provide the services as required.

PROJECT APPROACH

RK&K proposes an initial meeting with the Polk County Land Development team to confirm expectations and identify potential task assignments. Once details of a specific task are provided by the County and we have a thorough understanding of the project/task details, we will coordinate and collaborate with our team and partners to identify personnel that align with project needs and verify availability. During our initial task review, we will verify no conflict of interest exists. Upon completion of our review of resumes and preliminary budget, we will compile and submit them to Land Development for consideration. We will work with Polk County Land Development to develop an accurate budget and select the best personnel for the task.

RK&K has considerable experience as the Prime Consultant on task-based continuing contracts with many local agencies throughout Florida and all FDOT districts. We understand the importance of completing work on time and within budget, as well as accurately estimating costs. To control costs, we rely on regular and clear communication among the team to ensure all participants have a clear understanding of the project scope, schedule, and budget. Internal bi-weekly status meetings, face-to-face conversations, and monthly project reports keep team members updated on project progress and aware of any potential issues. Monthly task progress reports will accompany every invoice with a summary of budget status. Josh, respectively, will be primarily responsible for coordination with the County. If issues arise, Josh will inform the County immediately and offer solutions and recommendations.

Engineering Services

RK&K has extensive experience in design and study of transportation systems to support state, federal, local, and private sectors in the review of land development plans, stormwater management plans, and traffic studies. Our team has experience interfacing with the local county staff and elected officials to review engineered site plans. We understand local municipal codes and ordinances through our contracts with Polk County Roads and Drainage, FDOT District One, City of Lakeland, and City of Winter Haven. RK&K’s established local relationship with developers, agencies, and contractors will help coordination efforts and ensure compliance with applicable standards and requirements.

The firm’s experience in both rural and urban environments allows us to navigate complex design challenges effectively, maximizing space efficiency while maintaining high standards of safety and compliance. Through a meticulous plan review process, RK&K enhances project outcomes and fosters better communication and coordination with clients and regulatory bodies, ultimately leading to more successful project implementations.

RK&K will verify design and construction projects comply with established standards and regulations. In Florida, RK&K has a comprehensive process for conducting thorough plan reviews that prioritize public safety, fiscal responsibility, and technical accuracy. Our approach includes a detailed assessment of submittals for compliance with local ordinances and state regulations, ensuring all necessary documents—such as Stormwater Pollution Prevention Plans (SWPPP) and drainage reports—are included before commencing the review. RK&K emphasizes the importance of a completeness check at the outset to identify any missing components, which helps to avoid inefficiencies and additional costs for clients due to resubmissions. The review process is structured to capture all critical aspects of the design, including adherence to the latest specifications, constructability, and

maintenance considerations. For this contract, we will ensure that designs conform to the most up-to-date applicable County standards, and also minimize potential future maintenance costs. Our approach includes:

- » **Project Staffing, Budget, and Schedule:** Once the project requirements are determined, appropriate staff resources will be identified to execute the scope. The budget for each task order will be based on labor hour estimates developed for the proposed tasks. For efficiency purposes, we will ensure the right reviewer is assigned for the appropriate level of task complexity. Review schedules will be compressed where possible to meet key milestones and schedule constraints.
- » **Existing Data and Report Review:** RK&K will review existing plans, reports, and data. RK&K will work with the County to identify needed data.
- » **Initial Site Investigation & Field Data Reconnaissance:** If needed, RK&K will perform a site visit to determine if there are any elements of the task not previously identified and to help define the scope and familiarize the team with site constraints.
- » **Plans Reviews:** Engineering reviewers will be assigned based on discipline and level of seniority. Reviewers will coordinate with the County, EORs, and regulatory agencies as needed to resolve conflicts.
- » **Project Completion:** The work plan will be implemented to include all preliminary and final design, permitting requirements, and bidding and construction phase services as appropriate. RK&K will work closely with the County's Land Development engineering and operations staff throughout project completion. Site visits, meetings, and workshops will be used for collaboration.
- » **Permitting:** RK&K excels at regulatory coordination and permitting for projects of all scopes and sizes. Our team of Florida registered professional engineers, hydrogeologists, and scientists have extensive permitting experience throughout Florida successfully obtaining numerous permits. The proposed RK&K Team appreciates the importance of understanding permitting procedures and successfully navigating local and regional regulatory agency requirements. Our understanding comes from extensive permitting experience and awareness of Florida regulation revisions and potential future requirements. Our proposed team maintains strong relationships with countless regulatory agencies at the local, regional, state, and federal levels with understanding related to their governing criteria, policies, and regulations.

RK&K is currently working with Polk County Roads & Drainage Project Manager, Doug Gable, for plans review of the proposed designs along Dean Still Road/ North Ridge Trail/Waverly Barn Road and Holly Hill Road/Florida Development Road. Also, RK&K recently used this engineering design review approach for the City of Winter Haven's recently constructed Logistics Parkway Extension. Jason

Lyle, PE, and Joe Baan, PE, provided phase submittal reviews of plans prepared by the City's design consultant (Kimley-Horn). Phase II of this project was successfully constructed with minimal issues, and Phase I is slated to begin shortly. Other clients we have provided engineering plans review services for include: FDOT District One, Seminole Tribe of Florida, and Collier County. Additionally, our team is highly experienced with Polk County's standards having completed multiple design projects on behalf of Polk County's Roads and Drainage Division such as the recently constructed Fort Fraser Trail Extension, Reynolds Road at US 92, Galloway Road at Sleepy Hill Road Roundabout, and Indian Woods Drainage Improvements. We will lean on this experience when reviewing site development plans for accuracy and compliance.

Inspection Services

Polk County Land Development Division inspection services are unique as the inspection staff simultaneously manage a diverse portfolio of active construction projects. These include projects ranging from small to large scale commercial developments to residential subdivisions to county rights-of-way infrastructure improvements. Before construction begins, we thoroughly review project plans, specifications, and schedules to understand the full scope and sequencing of work. The inspection team will attend pre-construction meetings and ensure projects are constructed in compliance with approved contract plans, the Polk County Land Development Code, and the Polk County Utilities Standards and Specifications Manual. Our inspection team will proactively coordinate with the contractor, client, and key stakeholders to establish inspection protocols and communication channels. Throughout the project, we provide timely updates to the County through daily reports, issue logs, and progress summaries in the Polk County document control system, Accela Citizen Access.

National Pollutant Discharge Elimination System (NPDES):

We will review permit requirements, local standards, and the contractor-provided Erosion Control Plan to verify that all devices are installed properly and in compliance with the SWPPP and contract documents for soil stabilization and erosion prevention. We will work with the contractors to minimize the risk of violations from environmental agencies or water management districts and to protect Polk County's facilities.

Utilities: Utility construction inspection is critical to roadway development, and RK&K ensures our inspectors are well-trained to master this early in their careers. Our team is fully prepared to support Polk County by verifying that utility improvements—including connections to existing infrastructure—are constructed correctly the first time, using high-quality methods and minimizing impacts to surrounding areas.

For underground utility installations, we monitor trenching, bedding, and placement of lines, and verify materials, jointing methods, alignment, and depth against approved plans, while ensuring proper protection and separation of utilities. We also oversee backfill and compaction operations, confirming the use

of approved materials, coordinating with testing agencies to verify density requirements, and documenting any deviations with recommendations for corrective action.

In storm sewer systems and surface water management facilities, we inspect the installation of pipes, manholes, and catch basins; and verify grading, erosion control measures, and construction of swales, ponds, and other drainage features. For lift station construction, we monitor excavation, foundation work, and structural assembly, inspecting the installation of pumps, valves, piping, electrical systems, and control panels, while ensuring that safety features and access provisions are properly implemented.

Special attention is given to avoiding utility conflicts with existing electrical utilities, including power and Intelligent Transportation Systems (ITS), to prevent costly delays and ensure seamless integration.

Safety Improvements: For construction related to safety, including pedestrian walkways, shared-use paths, sidewalks, and ADA-compliant ramps, we will highlight the requirements of the plans and design standards. Our staff will verify and document existing field conditions, and confirm installations are per design standard or manufacturer requirements, plans, details, and site conditions. We take our role inspecting safety improvements as an extension of the County very seriously.

Earthwork: Our inspection services extend beyond utility infrastructure to include roadway and retaining wall construction. Our inspectors play a vital role in verifying key components of structural integrity and safety, including embankment stability, subgrade preparation and mixing, and base placement meeting thickness and compaction requirements. These inspections ensure that all foundational elements comply with Polk County standards prior to asphalt paving.

Asphalt Paving: We know the many complex aspects of asphalt paving operations and, just as importantly, the required documentation. Prior to operations, we will review site conditions, plans, cross-slope requirements, thickness, and specific mix-design requirements. Many of the asphalt paving areas (driveways, turn lanes, and intersection paving) will tie into existing pavement, and we will ensure the contractor is following the contract plan requirements and Polk County standards. We will coordinate with testing agencies to ensure proper density, smoothness, and structural integrity. Deficiencies are documented with recommended corrective actions provided to the County.

Signing and Pavement Markings: From single post signs to pavement markings, our project staff will make sure that signs and pavement markings are properly installed and in compliance with plan location and height, shop drawing requirements, and FDOT Design Standards. We will inspect sign panels to verify the correct message, sheeting materials, and the absence of major defects.

Bridge and Structures: Our bridge inspection staff have experience with bridge rehabilitations, replacements, widenings, box culvert construction, and new bridge construction. RK&K has experience

with all major bridge elements including concrete piles, steel piles, concrete beams, steel tub girders. We work to comply with the project bearing requirements and provide mindful oversight of structural details throughout substructure and superstructure construction.

Building Inspection: Our unique CEI services in vertical construction encompass comprehensive inspection and oversight of critical building components to ensure quality, safety, and compliance throughout the construction process. The scope of work includes inspection of building pads, foundations, structural elements, the building shell, roofing, electrical, and plumbing. At a minimum, vertical construction inspection focuses on code-compliance, workmanship, safety, housekeeping including access and debris management, and coordination with the local building inspection departments.

Survey Services

ELEMENT has the resources, experience, and flexibility to support the team and Polk County with any surveying tasks required under this contract. The survey team is built to provide immediate value, with five licensed Professional Surveyors, two Surveyors-in-Training (SIT), and five certified survey technicians.

ELEMENT brings extensive experience performing peer reviews for FDOT and Hillsborough County projects, including design surveys, right-of-way control surveys, and right-of-way mapping. In these roles, they not only delivered accurate and timely survey products but also collaborated closely with agency staff to ensure compliance with applicable standards, minimize review cycles, and anticipate potential challenges before they impacted project schedules.

ELEMENT is also well-versed in the demands of supporting local governments with fluctuating workloads. They can deploy staff and resources quickly to meet deadlines. Their experience spans roadway design surveys, boundary and topographic surveys, subsurface utility engineering (SUE), and right-of-way acquisition support, providing Polk County with a versatile partner who can adapt to a wide variety of project types. With a reputation for responsiveness, technical excellence, and collaborative problem-solving, ELEMENT is prepared to help Polk County deliver high-quality survey products that support its infrastructure goals and maintain public confidence.

Floodplain Management Services

RK&K's hands-on floodplain management analysis and design experience will help the County's Land Development office ensure compliance with regulatory requirements. Our staff is adept at working with FEMA regulatory requirements on development within floodplains and sizing waterway crossings to minimize floodplain impacts. Our team utilizes HEC-RAS as a primary modeling program and maintains a working knowledge of FEMA flood study methodologies. We develop models and supporting documents in support FEMA submittals, including Letters of Map Amendments (LOMA), Conditional Letters of Map Revisions (CLOMR), and Letters of Map Revisions (LOMR); and we understand the process of working

with local floodplain administrators to obtain local concurrence of floodplain management standards prior to submitting to FEMA.

RK&K will leverage this experience to assist the County's Floodplain Management Section maintain compliance with the National Flood Insurance Program and the Florida Building Code. Our staff is available to conduct site visits, mediate floodplain management complaints, coordinate with regulatory agencies, and interface with the public. Our team reviewed FEMA floodplain information to prepare a drainage master plan for Brevard County's Dixie Village area. We also frequently review FEMA floodplain models to determine impacts for various roadway projects for clients including Polk County Roads and Drainage, City of Bonita Springs, and FDOT District One. Our subconsultant partners, Artemis and 4Waters, will provide additional technical resources and experience to assist floodplain management efforts.

Our staff is also available to assist with FEMA Hazard Mitigation Grant compliance and funding efforts. In the aftermath of Hurricane Irma, RK&K prepared two FEMA Hazard Mitigation Grants on behalf of Polk County's Roads and Drainage division. These projects addressed flooding issues along Eloise Loop Road, as well as Holloway Road. The project along Eloise Loop Road was successfully awarded grant funding.

RK&K and our staff have been providing engineering services to Polk County for almost 20 years. During that time, we have developed a solid reputation for timely completion of projects. We do this by implementing a solid staffing plan, backup staffing capacity, and active management.

TEAM MANAGEMENT

RK&K and our staff have been providing engineering services to Polk County for almost 20 years. During that time, we have developed a solid reputation for timely completion of projects. We do this by implementing a solid staffing plan, backup staffing capacity, and active management.

Solid Staffing Plan

Contract Manager Josh Carter will be responsible for coordination and allocation of staff resources for the entirety of this contract. We have developed a team of resources for each trade, to provide the depth of staff needed during an influx of development projects. With Josh as our main point of contact, he will coordinate with the team and our subconsultants to make sure appropriate staffing resources are available at all times. Josh has used this approach to staff task-based contracts for many years, resulting in a strong record of successful on-time delivery of high-quality work products that meet Polk County's objectives.

Backup Staffing Capacity

We are ready to activate additional resources if necessary to keep tasks on track due to unforeseen circumstances. Since inspection

services tend to have a higher staff variability rate, we understand the Land Development team provides training to RK&K inspection staff to be an extension of their staff. To mitigate possible variation, RK&K will coordinate training with current senior inspection staff if inspection staff changes occur for on-site inspection requirements, codes, project hand-offs and reporting in Accela Citizen Access. We have added subconsultants to provide redundancy and depth of resources for the scope of services. From the firm's decorated subject matter experts to production staff, RK&K is committed to providing the County with exceptional staffing resources to meet your needs.

Active Management

Our capacity to continue serving Polk County at the highest performance level will be constantly monitored throughout the life of this contract. This goes beyond the commitment of key staff to include designers, surveyors, inspectors, floodplain managers, quality control reviewers, and every level in between. We will plan in advance to identify QC reviewers with the right qualifications in advance of each QC submittal to avoid any potential delay. We will keep in close communication with the Polk County Contract Manager to plan for upcoming needs in each trade. Our Florida team holds a weekly workload check-in meeting to make sure projects have the resources they need to meet deadlines.

QUALITY ASSURANCE/QUALITY CONTROL (QA/QC)

RK&K follows an established 5-step QA/QC process to promote high-quality deliverables from the fee proposal to construction. All deliverables undergo a thorough QA/QC review. Each submittal will be delivered to the County with a complete set of QC documents from prime and subconsultants, QA verification, and certification of our process. A constructability review prior to Phase II and biddability review prior to Phase III by our in-house, County-experienced CEI staff will identify problems before they become schedule or budget issues.

RK&K employs living checklists for each phase submittal based on the FDOT Design Manual (FDM), previous ERC comments, and lessons learned from past projects. We use Bluebeam Studio Sessions for all major QC reviews where all disciplines review the same set of PDFs simultaneously. This powerful software reduces QC time and effort by allowing reviewers to make comments live while designers respond, apply changes, and mark comments complete.

We also house all design projects in Bentley ProjectWise, which allows both prime and subconsultant designers to work on the same set of files at the same time. This keeps the entire team on the same page. In addition to MS Teams and ProjectWise, we also hold regular coordination meetings with key staff to hash out issues and adjust our approach as needed to maximize the benefit to the County.

Tab 3 Experience, Expertise, Personnel and Technical Resources



a) Polk County | Land Development Inspection Services
Polk County, FL

RK&K has served the Polk County Land Development Division by providing inspection staff to assist with the heavy volume of private development projects throughout Polk County, FL. The RK&K Team assists the county inspection group with infrastructure to tie into the Polk County Right-of-Way (ROW). Project types range from small commercial properties such as gas stations, to residential subdivisions, to large scale commercial development, including shopping centers. Inspectors ensured developers constructed projects in accordance with approved plans and the Polk County Land Development Code as well as applicable FDOT specifications. Responsibilities included the inspection of utilities such as water, wastewater, irrigation and drainage, roadway inspections of earthwork, base, and asphalt pavement construction. Additional responsibilities included inspections of concrete elements such as retaining walls, culverts and sidewalk, standalone sign installation, pavement markings, and directional bores for utility crossings. RK&K staff was proficient with the use of the County's unique daily reporting software Accela Citizen Access.

RK&K provided several senior inspectors for the contract. Members of our proposed team reside in Polk County and were local to with the area.

b) Project Size and Cost

- » Size: Varies
- » Cost: \$1.4 million

c) Project Representative

- » Tim Bearden
 300 W Church St
 Bartow, FL 33830
 863.370.8927
 timbearden@polk-county.net

d) Project Completion Date

- » October 2025 (est.)

e) Firm's Responsibility

- » Prime

f) Change Orders

- » N/A

g) Time Extensions

- » Contract extended 120 days



**a) Polk County Roads and Drainage Division | ARPA Drainage Improvements
Polk County, FL**

RK&K was tasked by Polk County to provide evaluation, recommendations, and design for a three-project bundle of drainage improvement projects, described below.

Indian Woods Trail: The project addressed flooding complaints reported throughout a subdivision in north Lakeland by improving conveyance in ditches and storm drain systems throughout the area. RK&K created an extensive watershed model within ICPR 4 to evaluate the extent of the flooding throughout the neighborhood and recommend alternatives to the County. The preferred alternative was designed and permitted and is currently under construction. It included regrading of existing swales and upgrades to the outfall to restore historical drainage patterns and alleviate flooding within the neighborhood.

All work was completed within the Polk County-owned ROW and easements. Utility coordination was completed for the project prior to construction commencement. RK&K attended pre-bid meetings and pre-construction meetings with the County and helped complete bid documents and estimates. Shop drawings were reviewed for the proposed drainage structures.

The proposed improvements were permitted through SWFWMD. SWFWMD issued a General Permit on January 9, 2024.

Lake Victoria Outfall: RK&K conducted a watershed evaluation of the area and investigated alternatives for updating the existing drainage system for the neighborhood of Lake Victoria. The project replaced an aging storm drain system in southern Lakeland through a private subdivision and environmentally sensitive areas.

Creekwater Drive: RK&K evaluated the drainage basin, and providing design, permitting of a larger culvert, and post-design services for upgrading an existing, undersized cross drain that washed out a roadway and driveways in recent years. RK&K created an ICPR 4 model to recreate the observed overtopping of Creekwater Drive and adjacent residential driveway. Through this model it was determined that a downstream culvert at Ewell Road was undersized and causing the creek to back-up. This assessment allowed the project focus to be moved downstream where the deficient culvert at Ewell Road was upsized to alleviate the upstream flooding at Creekwater Drive, saving the County wasted effort of improving the wrong crossing.

b) Project Size and Cost

- » Size: Varies
- » Cost: \$779,938

c) Project Representative

- » Conner Updike, PE
300 W Church St
Bartow, FL 33830
863.534.7377
connerupdike@polk-county.net

d) Project Completion Date

- » May 2024

e) Firm's Responsibility

- » Prime

f) Change Orders

- » N/A

g) Time Extensions

- » N/A



**a) Polk County Roads and Drainage Division | Continuing Engineering Services
Polk County, FL**

This contract supported Polk County Roads and Drainage Division with a wide range of technical, engineering, scientific and architectural services. Our work included supporting the County with planning, design, construction, operation, and maintenance of the County's extensive transportation network. Tasks included:

Fort Fraser Trail Extension Analysis and Design: RK&K performed analysis and design services of an extension of Fort Fraser Trail from US 98 at Winter Lake Road to Lakeland Highlands Road at Glendale Street. The existing trail is a shared-use path (SUP) on the east side of Bartow Road (US 98) south of Winter Lake Road. The trail extends approximately 2.5 miles west along Winter Lake Road, through the Sanlan Property, and north along Lakeland Highlands Road to the intersection of Lakeland Highlands Road and Glendale Street. A future trail on Glendale Street is being planned by the City of Lakeland and will connect the new trail to the Three Parks Trail. The study included coordination with the City of Lakeland and Florida's Turnpike Enterprise as multiple alternative routes were considered from an engineering, environmental, and cost perspective. Following the study, Polk County executed a task work order for RK&K to move forward with the design of the preferred alternative.

Pedestrian signal improvements and lighting were included at the intersections of Lakeland Highlands Road with SR 570 (Polk Parkway) and Meadowland Park Boulevard, and signing and pavement marking was included as needed. Design was funded by Polk County. Construction was funded through the FDOT SUN Trail program. Regulatory permitting coordination with SWFWMD and Florida Department of Environmental Protection (FDEP) was required.

East Main Street at Combee Road: RK&K designed a new westbound right-turn lane and ADA improvements at the intersection of East Main Street and Combee Road to facilitate better movements within the intersection and improve safety.

Galloway Road Roundabout Alternatives Analysis and Design: RK&K conducted an alternatives analysis and prepared the subsequent design of the preferred alternative for the reconfiguration of the Galloway Road and Sleepy Hill Road intersection, existing two-lane undivided rural roadways with no bicycle or pedestrian features. Both facilities are owned and maintained by Polk County. The existing four-leg intersection functions as a two-way stop-controlled facility with stop signs on Sleepy Hill Road.

b) Project Size and Cost

- » Size: Varies
- » Cost: \$1.2 million

c) Project Representative

- » Jay Jarvis, Director
300 W Church St
Bartow, FL 33830
863.534.2200
jayjarvis@polk-county.nett

d) Project Completion Date

- » June 2022

e) Firm's Responsibility

- » Prime

f) Change Orders

- » Expanded design scope, added post design and gopher tortoise relocation

g) Time Extensions

- » Extended 360 days



**a) City of Winter Haven | CEI for Logistics Parkway Extension
Polk County, FL**

The Logistics Parkway Extension will be built in two phases to create the connection between Eloise Loop Road and SR 60 in Winter Haven, providing additional access to the CSX Intermodal Center, the Florida Can Company, and other commercial and residential properties. This project consists of building a new two-lane roadway with a new alignment to the south of the City of Winter Haven Wastewater Treatment Plant connecting to SR 60 and reconstruction of existing roadway to the north of the plant tying into Eloise Loop Road.

The Logistics Parkway Extension project utilizes funding provided by the Department of Economic Opportunity through the Florida Job Growth Grant Fund and FDOT, through the Transportation Grant Fund, and Polk Regional Water Cooperative Funding. The project will improve north and south mobility, support future development, and provide a connection to this growing industrial area for residents of the City of Winter Haven.

This project will serve as a shortcut for commuters accessing the CSX Intermodal Logistics Center (ILC) reducing the commute from neighborhoods around Lake Eloise and Lake Winterset by as much as 70%. RK&K was retained by the City of Winter Haven to complete independent review of construction plans prepared by the City’s design consultant and to provide full construction engineering and inspection services during the construction phase of the project.

RK&K completed construction inspection oversight of Phase I in July of 2024. The project required extensive coordination with CSX, utilities, and the local community due to traffic impacts during construction. The scope of work includes new alignment construction, intersection construction, traffic signals, signing, pavement markings, utility relocations, lighting installation, turn lanes, roadway resurfacing, drainage/stormwater management facilities, and landscaping.

b) Project Size and Cost

- » Size: 1.5 miles
- » Cost: \$1.4 million

c) Project Representative

- » Pedro Berrios
451 Third Street NW, Winter Haven, FL
33881
863.291.5853
pberrios@winterhaven.com

d) Project Completion Date

- » March 2026 (est.)

e) Firm’s Responsibility

- » Prime

f) Change Orders

- » N/A

g) Time Extensions

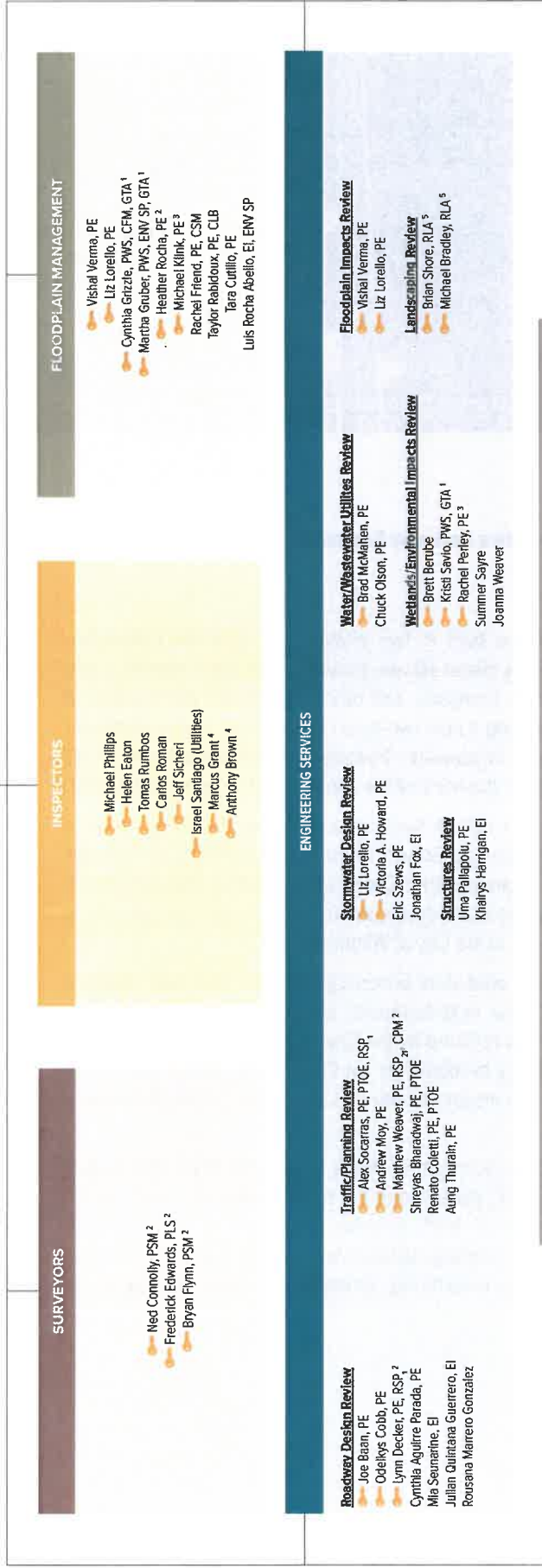
- » N/A



PARTNER-IN-CHARGE
Miriam Kronisch, PE, CCM

CONTRACT MANAGER
Josh Carter, PE

QA/QC MANAGER
Jason Lyle, PE



Legend

- Key Staff (Resume Included) ★ MWBE
- 1 Artemis Consulting Collective Inc. ★
- 2 Element Engineering Group ★
- 3 Four Waters Engineering, Inc. ★
- 4 Madrid Engineering, Inc. ★
- 5 Miller, Lepp & Associates, Inc.



JOSH CARTER, PE

CONTRACT MANAGER

Josh has progressive experience in the Florida transportation industry with proven construction management and leadership capabilities on complex and major road and bridge construction projects. He managed multiple construction projects for the Broward Operations Office and for Florida's Turnpike Enterprise (FTE) and currently serving FDOT District 7. Josh has excellent technical, communication, and issue identification/resolution skills that are an asset on every assignment. He also has a track record for delivering challenging projects within schedule and budget while focusing on safety, understanding critical deliverables, and the importance of teamwork and collaboration.

Total Years of Experience

» 23

Education

» Bachelor of Science, Civil Engineering, University of Florida

Registration

» Professional Engineer, FL

Training

- » CTQP QC Manager
- » FDOT Advanced MOT
- » DEP Stormwater Management Inspector #17907
- » 10-Hour OSHA
- » FDOT Critical Structures
- » FEMA IS-00100.c
- » FEMA IS-00200.c
- » FEMA IS-00700.b
- » FEMA IS-00800.d

Title

» Director

Related Project Experience

Polk County | Land Development Inspection Services, Pasco County, FL: Project Manager responsible for all aspects of the contractor and CEI contract. RK&K has served the Polk County Land Development Division by providing inspection staff to assist with the heavy volume of private development projects throughout Polk County, FL. Inspectors ensured developers constructed projects in accordance with approved plans and the Polk County Land Development Code. Responsibilities included the inspection of utilities such as water and waste water, drainage and culverts, earthwork and base construction, asphalt pavement placement, various concrete elements, as well as signs and pavement markings. RK&K staff became proficient with the use of the County's daily reporting software Accela. *Contract Amount: \$1.6M.*

FDOT District Seven | SR 52 Realignment from Uradco Place to West of Fort King Road, Pasco County, FL: Senior Project Engineer responsible for all aspects of the contractor and CEI contracts. This seven-mile project constructs a four-lane, divided roadway consisting of four 11-foot lanes and a seven-foot bike lane in each direction. The full-depth construction consists of both flexible and rigid pavement designs, including 162,000 Square Yards of concrete pavement. Other project elements include Utility Work by Highway Contractor Agreements (UWHCA) and significant utility adjustments; extensive drainage and pond construction; significant earthwork which includes subsoil excavation and debris removal; a variety of structures such as Mechanically Stabilized Earth (MSE) walls, sheet pile walls, gravity walls, and box and bridge culverts; pedestrian/bicycle and bullet railing; signing and pavement markings; roadway lighting; and signalization. *Contract Amount: \$81M.*

Florida's Turnpike Enterprise | All Electronic Tolling (AET) facility for Polk Parkway, Polk County, FL: Senior Project Engineer responsible for all aspects of the contractor and CEI contracts. This Design-Bid-Build project converts SR 570/Polk Pkwy to an AET facility from Mile Post 0 - 18. This is accomplished by converting the entire Polk Pkwy to a cashless system in Phase I; constructing new Open Road Tolling (ORT) facilities along mainline Polk Pkwy at MPs 8, 13, and 15.5 in Phase II; demolishing the existing mainline barrier plazas at MP 8, MP 13 and SR 540 ramps in Phase III; and widening, reconstructing, and milling and resurfacing at these mainline and ramp locations to provide the final AET configuration. Other project elements include utility adjustments and construction of new electrical services; both standard and selective clearing and grubbing; structural concrete for gravity walls and culverts; median and shoulder concrete barrier walls; drainage construction; roadway lighting; ITS associated with the AET conversion; and minor bridge improvements. *Contract Amount: \$31M.*

Florida's Turnpike Enterprise | Widen Beachline from I-4 to Turnpike Mainline, MP 0- MP4.3: Senior Project Engineer responsible for all aspects of the contractor and CEI contracts. The project involved the widening of the western section of the Beachline Expressway (SR 528) from I-4 to the Turnpike (SR 91) from four to eight lanes. This 4.5-mile project included widening, full roadway reconstruction, a wide variety of milling and resurfacing details, extensive earthwork, and a new drainage system. Bridge work involved the construction of six widenings and three new bridges. Other aspects included a new toll facility east of International Drive, MSE walls, noise walls, lighting, ITS, signalization, and signing and pavement markings. *Contract Amount: \$92M.*



JASON LYLE, PE

QA/QC MANAGER

Jason's experience includes the design of new sidewalks and trails, pedestrian bridges, roadway widenings, new construction, as well as resurfacing, restoration, and rehabilitation (RRR) projects for various clients including the FDOT Districts One, Two, Three, and Seven; Florida's Turnpike Enterprise; as well as various counties and cities. His design experience includes establishing horizontal and vertical alignment; designing interchange and intersection geometry; preparing TTCP; preparing pavement designs, typical sections, and quantity estimates; and performing traffic signal warrants.

Total Years of Experience

» 27

Education

» Bachelor of Science, Civil Engineering, University of South Florida

Registration

» Professional Engineer, FL

Training

» FDOT Advanced MOT

Title

» Director

Related Project Experience

Polk County | Fort Fraser Trail Extension Design, Polk County, FL: QC reviewer for the analysis of an extension of Fort Fraser Trail from US 98 at Winter Lake Road to Lakeland Highlands Road at Glendale Street. The study included coordination with the City of Lakeland and Florida Turnpike Enterprise as multiple alternative routes were considered from an engineering, environmental, and cost perspective. Jason conducted quality control reviews of the alignment of the proposed trail extension. *Fee: \$628k.*

FDOT District One | US 92 (SR 600) Resurfacing from West of Fish Hatchery Road to East of Reynolds Road, Polk County, FL: Project manager and EOR responsible for managing scope, budget and schedule; leading coordination efforts with the FDOT, design team and stakeholders; and delivering the final project design. The project includes milling and resurfacing approximately one-half mile of SR 600 (US 92), modifying all driveways that do not meet current standards, modifying the median opening at Thompson Road, and extending the left-turn lane onto Reynolds Road. Additional elements include updating left-turn lanes to current standards, evaluating the existing guardrail, providing intersection lighting, and replacing the existing span wire signal. *Fee: \$922k.*

FDOT District One | SR 572 (Drane Field Road) at Waring Road Multi-lane Roundabout Design, Lakeland, FL: Project manager and EOR responsible for managing project scope, budget and schedule, as well as overseeing overall roadway design. This project reconfigures the existing signalized intersection at SR 572 (Drane Field Road) and Waring Road to a multi-lane roundabout in response to rapid freight, industrial and residential growth in the southwest Lakeland area. The geometry of this multi-lane roundabout considers entry alignment, natural path, truck apron accommodations, fastest path, stopping sight distance, and intersection sight distance, as well as allow safe entry into nearby existing driveways. Pedestrian features include splitter islands, crossings, Rapid Rectangular Flashing Beacons (RRFBs), pedestrian signage, and bicycle accommodations. *Fee: \$1.1M.*

City of Bonita Springs | US 41 at Bonita Beach Road Northwest Quadrant Roadway, Bonita Springs, FL: QA Manager responsible for performing QA reviews. This project involves the design of a one-mile long two-lane undivided new roadway in the northwest quadrant of the US 41 at Bonita Beach Road intersection. The project includes a continuous flow intersection, a new stormwater management system, and permitting through SFWMD, USACE, Lee County, and FDOT District One. *Fee: \$1.9M.*

FDOT District Seven | SR 586 (Curlew Road) Resurfacing from East of Talley Drive (69th Street) to SR 584 (Tampa Road), Pinellas County, FL: Project manager and EOR responsible for managing scope, budget, and schedule; coordinating with stakeholders and FDOT District Seven; and delivering the final project design. The primary objectives of this 2.44-mile RRR of SR 586 (Curlew Road) project are to rehabilitate the existing pavement, convert existing full-median openings into safer directional openings, replace deficient sidewalks, and upgrade curb ramps to meet current ADA standards. Improvements to the signalized intersections include vehicle detection replacements, backplate additions, pedestrian feature modifications, vehicle change/clearance intervals/pedestrian timing updates, and intersection lighting additions. *Fee: \$1.2M.*



JOE BAAN, PE

ENGINEERING SERVICES - ROADWAY DESIGN REVIEW

Joe's experience includes roadway and drainage engineering for major and minor projects in the design, PD&E, and construction phases. He has worked on resurfacing, complete streets, new alignment, widening, interstate, and trail projects. Because of his diverse experience managing projects that utilize local, state, and federal funding, Joe is aware of the desires and perspectives of the various clients he services. He has provided exemplary service to a wide range of clients, including Florida Department of Transportation (FDOT) Districts One, Three, Five, and Seven; Florida's Turnpike Enterprise; Polk County; and several municipalities throughout Florida.

Total Years of Experience

» 20

Education

- » Master of Science, Engineering Management, University of Central Florida
- » Graduate Certificate, Transportation Engineering, University of Central Florida
- » Bachelor of Science, Chemical Engineering, University of Central Florida

Registration

- » Professional Engineer, FL

Training

- » FDOT Advanced Temporary Traffic Control

Title

- » Senior Project Delivery Leader

Related Project Experience

Polk County | Continuing Engineering Services for Polk County Roads and Drainage Division, Polk County, FL: Contract manager for this task-based engineering services contract. Tasks include a turn-lane addition to Reynolds Road at US 92, a roundabout analysis and design, cross-drain improvements, trail design, pedestrian bridge, drainage/flooding investigations, and more. *Fee: \$1.3M.*

Polk County | Fort Fraser Trail Extension Analysis and Design, Polk County, FL: Project manager and roadway EOR for the analysis and design of a 2.5-mile extension of the Fort Fraser Trail. The study included coordination with the City of Lakeland and Florida's Turnpike Enterprise (FTE) as multiple alternative routes were considered. The selected alternative included a 175' long pedestrian bridge. The design required permitting from SWFWMD, FDEP, and FTE. *Fee: \$628k.*

Polk County | Galloway Road at Sleepy Hill Road Roundabout Analysis and Design, Lakeland, FL: Project manager and roadway EOR for the design of a single-lane roundabout. Due a need to improve capacity and safety, an alternatives analysis was performed comparing signalized and roundabout alternatives for the intersection. The design addressed steep grades on Sleepy Hill Road and a cross drain extension within a USACE jurisdictional stream. The project included the application for a SWFWMD Environmental Resource Permit Exemption and a USACE permit for the cross drain extension. *Fee: \$189k.*

City of Bonita Springs | US 41 at Bonita Beach Road Northwest Quadrant Roadway, Bonita Springs, FL: Project manager and EOR for the design of a one-mile-long, two-lane undivided new roadway in the northwest quadrant of the US 41 at Bonita Beach Road intersection. The project includes an innovative continuous flow intersection, a new stormwater management system, and permitting through SFWMD, USACE, Lee County, and FDOT District One. *Fee: \$1.9M.*

FDOT District Seven | US 41 at CSX South of Causeway Boulevard, Hillsborough County, FL: Project manager and drainage EOR for this Statewide Acceleration Transformation (SWAT) process project that involves reevaluating the US 41 PD&E study completed in 1994 and preparing final design plans for the preferred alternative. The scope includes traffic analysis and design, roadway, structures, signing and pavement marking, ITS, permitting, hydraulic analysis, and stormwater management design. The design scope includes a concrete bridge over Delaney Creek, concrete bridge over 36th Avenue, and a steel bridge over the CSX railroad. The analysis for all three of these bridges involved complex geotechnical, hydraulic (floodplain), and maintenance of traffic considerations. *Fee: \$9.6M.*

FDOT District Seven | US 19 (SR 55) Resurfacing from South of CR 528 (Drew Street) to North of CR 576 (Sunset Point Road), Pinellas County, FL: Project manager and roadway EOR for this 2-mile-long resurfacing and safety improvements project along US 19. The project includes the limited access mainline, ramps, and frontage roads in an urban area of Clearwater. The scope includes geometric improvements at three interchanges, traffic signal relocation, and ADA upgrades. *Fee: \$1.7M.*



ODELKYS COBB, PE

ENGINEERING SERVICES - ROADWAY DESIGN REVIEW

Odelkys is a roadway design engineer who provides design support on projects ranging from urban reconstruction, intersection improvements, and RRR projects. Her experience includes assisting with pavement design, performing site visits, and researching standards and specifications according to FDOT, MUTCD, and AASHTO. She is experienced in OpenRoads Designer (ORD), MicroStation, and AutoCAD.

Total Years of Experience

» 9

Education

- » Bachelor of Science, Civil Engineering, University of South Florida

Registration

- » Professional Engineer, FL

Training

- » FDOT Advanced MOT
- » OpenRoads Designer Connect Edition – Roadway Training
- » Speed Management and Multimodal Facilities – FDOT District Seven
- » Context Classification and Target Speed – FDOT District Seven

Title

- » Project Engineer III

Related Project Experience

City of Bonita Springs | US 41 at Bonita Beach Road Northwest Quadrant Roadway, Bonita Springs, FL: Roadway lead responsible for development of typical section package, pavement design package, and TTCP. This project involves the design of a one-mile-long, two-lane undivided new roadway in the northwest quadrant of the US 41 at Bonita Beach Road intersection to relieve excessive queueing. The project includes a continuous flow intersection at Windsor Road and Bonita Beach Road. Advanced SYNCHRO modeling was used to fine-tune the queue lengths and operational properties of the innovative intersection. *Fee: \$1.9M.*

FDOT District Seven | US 19 (SR 55) Resurfacing from South of CR 528 (Drew Street) to North of CR 576 (Sunset Point Road), Pinellas County, FL: Roadway engineer responsible for roadway plans production for this 2-mile-long resurfacing and safety improvements project along US 19. The project includes the limited access mainline, ramps, and frontage roads in an urban area of Clearwater. The scope includes geometric improvements at three interchanges, traffic signal relocation, and ADA upgrades. *Fee: \$1.7M.*

Brevard County | Professional Services Engineering Continuing Contract, Brevard County, FL: Project engineer for this professional engineering continuing services contract for the Brevard County Public Works Department. These services include planning, construction, reconstruction, or rehabilitation of the transportation network, which includes 1,224 miles of roads, 1,300 miles of drainage systems, and over 350 traffic signals. Task assignments may include new roadway design, roadway widening, intersection improvements, pedestrian/bicycle facilities, drainage improvements, traffic engineering, ITS and signalization design, structural engineering, and construction inspection. Tasks assigned thus far include roadway design and permitting services for the addition of turn lanes at Wickham Road and Pineda Causeway, as well as a stormwater master drainage plan for the Scootsmoor area in northern Brevard County. *Fee: \$161k.*

Hillsborough County | Miscellaneous Professional Engineering Services, Transportation Project Development and Design, Hillsborough County, FL: Engineering intern responsible for providing general/civil engineering services to support transportation capital improvements including but not limited to intersection improvements, new signals, traffic signal interconnection, road diets, complete streets, road widening, road resurfacing and reconstruction. The work consists of transportation engineering services that include design and specifications; services during bidding and construction; record drawings; permitting; modeling and plan evaluation; biological and ecological evaluations; and landscape architecture. *Fee: Varies per task.*

FDOT District Seven | SR 50 Widening from Kettering Road to US 98 (McKethan Road), Hernando County, FL: Engineering intern responsible for assisting with roadway design for this widening and reconstruction project. The design includes widening the existing 4-lane divided rural facility to a 6-lane suburban section from east of I-75 to Kettering Road (0.8 miles); and to a 6-lane rural section from Kettering Road to US 98/McKethan Road (2.3 miles). The project includes full design services, including roadway and urban interchange design, stormwater design and permitting, utilities coordination, structural steel bridge design, signal design, and public involvement services. *Fee: \$56M.*



LIZ LORELLO, PE

ENGINEERING SERVICES - STORMWATER DESIGN REVIEW; FLOODPLAIN MANAGEMENT IMPACTS REVIEW | FLOODPLAIN MANAGEMENT

Liz has been responsible for the design of drainage and stormwater management systems for various types of roadway improvement projects. Her experience includes the layout and design of cross drains, ponds, storm sewer systems, as well as the preparation of plans and design documentation. Liz has served FDOT District One on several minor design and scenic enhancement districtwide contracts and is well versed in the execution of on-call and task work order-based contracts. Currently, Liz reviews all drainage and driveway connection permitting reviews on behalf of FDOT District One's Bartow Operations office through the agency's online permitting portal, One Stop Permitting (OSP).

Total Years of Experience

» 18

Education

» Bachelor of Science, Civil Engineering, University of South Florida

Registration

» Professional Engineer, FL

Title

» Project Delivery Leader

Related Project Experience

Polk County | ARPA-Funded Drainage Improvement Projects, Polk County, FL: Project manager and EOR for a three-project bundle of drainage improvement projects. The Lake Victoria Outfall project analyzes and replaces an aging storm drain system in southern Lakeland through a private subdivision and environmentally sensitive areas. The Indian Woods Trail project addresses flooding complaints reported throughout a subdivision in north Lakeland by improving conveyance in ditches and storm drain systems throughout the area. Lastly, the Creekwater Drive project replaces a major cross drain that has washed out a roadway and driveways in recent years. *Fee: \$822k.*

Polk County | Fort Fraser Trail Extension Analysis and Design, Polk County, FL: Drainage EOR for the design of an extension to the Fort Fraser Trail from US 98 at Winter Lake Road to Lakeland Highlands Road at Glendale Street. Segment One is along the south side of Winter Lake Road from US 98 to the Sanlan property. Segment Two is on the south side of the limited-access ROW for SR 570 (Polk Parkway) between Lakeland Highlands Road and Winter Lake Road. Segment Three is along the west side of Lakeland Highlands Road from SR 570 to Glendale Street. The proposed extension will be constructed of asphalt and/or concrete. The proposed shared use path segments will be 8-12 feet wide and sidewalk segments will be 5-6 feet wide. Adjacent swales will be constructed within a 40-foot ROW and easement corridor between Winter Lake Road and Lakeland Highlands Road. *Fee: \$628k.*

Polk County | Galloway Road at Sleepy Hill Road Roundabout Alternatives Analysis and Design, Polk County, FL: Drainage engineer responsible for providing QA/QC reviews for the drainage design of a single-lane roundabout. The existing four-leg intersection functions as a two-way stop-controlled facility with stop signs on Sleepy Hill Road. RK&K compared intersection alternatives for a roundabout and a traffic signal based on operations, safety, and cost. Due to the operational and geometric safety benefits (vehicle angles and speeds at conflict points, in addition to having lower conflict points overall), the single-lane roundabout was selected and subsequently designed. RK&K developed final design and construction plans for the roundabout including roadway, drainage, stormwater, lighting, signing, and pavement marking improvements. *Fee: \$189k.*

FDOT District One | Districtwide Drainage Permits Review Support Contract, Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, Okeechobee, Polk, and Sarasota Counties, FL: Project manager responsible for managing drainage connection permitting reviews for the Manatee Operations Center. This is a 5-year, task-based services contract supporting FDOT District One's four operations centers with comprehensive drainage and driveway connection permit reviews. These reviews are intended to check for compliance with Florida Administrative Code (FAC) 14-86 to ensure the safety and integrity of FDOT facilities and prevent unreasonable burden on adjacent and downstream properties. Permit reviews are completed electronically through OSP. Response times have been reduced by 50% through the introduction of various contract management and performance methods. The standard comments checklist was reduced from 28 pages to a two-page spreadsheet that automatically generates comment letters. *Fee: \$1.5M.*



VICTORIA A. HOWARD, PE

ENGINEERING SERVICES - STORMWATER DESIGN REVIEW

Victoria is a drainage engineer whose experience includes preparing drainage designs, hydraulic models, drainage reports, regulatory permitting, as well as managing post-design coordination. Her experience spans all phases of roadway design and construction, including resurfacing, widening, new alignment, and enhancement projects for the Florida Department of Transportation (FDOT) and local agencies. She is highly familiar with reviewing drainage connection permit applications for compliance with Florida Administrative Code (FAC) Rule 14-86 through FDOT’s online portal, One Stop Permitting (OSP). Victoria’s software aptitude includes ArcMap 10.3, AutoCAD Civil 3D, ASAD, HEC-RAS, HY-8, ICPR3/4, MicroStation with PowerGEOPAK, and OpenRoads Designer.

Total Years of Experience

» 12

Education

- » Master of Science, Civil Engineering, Florida State University, 2017
- » Bachelor of Science, Civil Engineering, Florida State University, 2015
- » Graduate Certificate, Planning Studies, Florida State University, 2015

Registration

- » Professional Engineer, FL

Title

- » Project Engineer II

Related Project Experience

City of Bonita Springs | East Terry Street Stormwater and Multi-Use Pathway, Bonita Springs, FL:

Drainage engineer responsible for drainage design. This project spans approximately 2.5 miles from Old 41 Road to Bonita Grande Drive, focusing on addressing flooding concerns along the corridor, which was severely impacted by Hurricane Irma in 2017. The primary objective is to reduce flood risks without increasing peak discharges or water stages, while enhancing connectivity for pedestrians and cyclists through a new multi-use pathway. The project includes targeted stormwater infrastructure improvements and ensures compliance with Brevard County’s broader goals of improving stormwater management and infrastructure resilience. *Fee: \$2.5M.*

City of Bonita Springs | Rosemary Drive Stormwater and Multi-Use Pathway Engineering Design Services, Bonita Springs, FL:

Drainage engineer responsible for drainage QA/QC. RK&K is providing design for Complete Street and stormwater improvements along Rosemary Drive from Old US 41 to Vagabond Way. *Fee: \$307k.*

FDOT District One | Drainage Permits Review Support Continuing Services Contract, Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, Okeechobee, Polk, and Sarasota Counties, FL:

Lead permit reviewer for the Ft. Myers Operations Center responsible for reviewing permit applications for compliance with FAC 14-86. This is a 5-year, task-based services contract supporting FDOT District One’s four operations centers with comprehensive drainage and driveway connection permit reviews. These reviews are intended to check for compliance with FAC Rule 14-86 to ensure the safety and integrity of FDOT facilities and prevent unreasonable burden on adjacent and downstream properties. Permit reviews are completed electronically through OSP. Response times have been reduced by 50% through the introduction of various contract management and performance methods. The standard comments checklist was reduced from 28 pages to a two-page excel spreadsheet that automatically generates comment letters. *Fee: \$1.5M.*

FDOT District One | SR 540 Resurfacing, Polk County, FL:

Drainage EOR responsible for drainage design. This task assigned through a continuing services resurfacing contract involves the milling and resurfacing of SR 540, a two-lane rural roadway, from SR 35 (US 98) to west of Polk Parkway in Lakeland, Florida. The project included minor drainage modifications and pipe repair. The project scope included pavement design, ADA improvements, minor drainage enhancements, lighting, signalization, structures, utility coordination, maintenance of traffic plans, and 3D modeling. *Fee: N/A.*



ALEX SOCARRAS, PE, PTOE, RSP1

ENGINEERING SERVICES - TRAFFIC/PLANNING REVIEW

Alex has successfully completed numerous traffic operations/safety and planning studies for FDOT Districts Four and Six including three Interchange Operational Analysis Reports (IOAR) and one Interchange Justification Report (IJR). He served as the project manager on a Districtwide Traffic Operations and Safety contract for District Six in which he oversaw the completion of safety and operations studies spanning from a simple Tech Memo to a more comprehensive Qualitative Assessment to evaluate the existing traffic conditions at a specific location or corridor. Since 2017, Alexander has supported the FDOT Traffic Operations and TSM&O/ITS groups to improve the overall performance of nearly 1,300 traffic signal on the State Highway System utilizing field data and HERE data from RITIS to develop and interpret performance metrics dashboards that quantify improvements and generate arterial performance reports. He is experienced using the Highway Capacity Software (HCS), SYNCHRO, and CORSIM simulation software's used to perform traffic analyses. He is proficient with the methodologies of the latest Highway Capacity Manual, the MUTCD, the Traffic Engineering Manual (TEM), the Manual on Uniform Traffic Studies (MUTS), the Project Traffic Forecasting Handbook, and the Highway Safety Manual (HSM).

Total Years of Experience

» 17

Education

» Bachelor of Science,
Civil Engineering, Florida
International University

Registration

» Professional Engineer, FL

Training

- » Professional Traffic Operations Engineer #4185
- » Road Safety Professional #1174
- » FDOT Intermediate MOT
- » IMSA Traffic Signal Field Technician Level I

Title

» Project Delivery Leader

Related Project Experience

FDOT District Six | Traffic Operations/Safety Studies, Miami-Dade and Monroe Counties, FL:

Project manager responsible for providing traffic engineering services to produce operational studies and other traffic engineering studies to support the Traffic Operations Office. This is a task work order driven contract that addresses citizen requests by performing traffic studies including signal warrant analysis, spot speed studies, traffic calming review, traffic signal optimization, midblock pedestrian crosswalk evaluations, Intersection Control Evaluations (ICE), and school related studies such as speed zone evaluation (15 MPH) and signing and pavement markings evaluation to ensure compliance with applicable standards and guidelines. *Fee: \$1.5M.*

FDOT District Six | Transportation Planning Organization (TPO) Support, Miami-Dade and Monroe Counties, FL:

Lead traffic engineer responsible for supporting the Department's TPO program review and program management for the Metropolitan Transportation Planning process. Tasks included performing traffic data collection efforts to support a feasibility study to evaluate potential widening of SR 9336/SW 344 St/Palm Dr from two lanes to four lanes between SW 192nd Ave and SW 182nd Ave in Florida City, Miami-Dade County. Another task included conducting a Phase 1, feasibility study to evaluate the potential for a shared-use path along SR 936 between the Everglades National Park and SW 344 St/Palm Ave. The scope of work for this analysis included initial data gathering and review, traffic data collection, weekday/weekend field reviews, safety/crash analysis, preliminary feasibility review and recommendation for additional efforts. *Fee: N/A.*

FDOT District Six | SR 5/US 1 Long Key Bridge, Monroe County, FL:

Lead engineer responsible for performing preliminary engineering analyses including existing traffic data collection and historical crash review following the Highway Safety Manual (HSM) procedures as part of the SR 5/US-1 Long Key Bridge over Long Key Channel Bridge Project Development and Environment (PD&E) Study. A safety analysis was performed to identify and evaluate project safety needs associated with the future no-build and build alternative(s) using the Highway Safety Manual (HSM) procedures to estimate the safety performance functions for each of the project alternatives. The project limits extend along SR 5/US 1/Overseas Highway from MP 3.104 (south of N. Conch Avenue) to MP 6.251 (Mile Marker 66), within the Florida Keys in unincorporated Monroe County. *Fee: N/A.*



ANDREW MOY, PE

ENGINEERING SERVICES - TRAFFIC/PLANNING REVIEW

Andy provides engineering support for transportation infrastructure projects across the mid-Atlantic and Southeast regions. In Florida, Andy has provided traffic engineering support on various roadway projects for FDOT District Seven, Florida's Turnpike Enterprise, and Polk County. His background includes experience in roadway traffic operations design including temporary traffic control plans (TTCP); traffic signal design, signing, and pavement markings; ITS planning and design; roadway lighting design; and construction management. His design experiences ranges from planning and analysis through final construction plans.

Total Years of Experience

» 16

Education

» Bachelor of Science, Civil & Environmental Engineering, University of Virginia, Charlottesville

Registration

» Professional Engineer, FL

Title

» Project Delivery Leader

Related Project Experience

Polk County | Fort Fraser Trail Extension Analysis and Design, Polk County, FL: Traffic technical leader responsible for the lighting, signing, and signal design of a 2.5-mile extension of Fort Fraser Trail from US 98 at Winter Lake Road to Lakeland Highlands Road at Glendale Street. The design includes a 175' long single-span pedestrian bridge over sensitive wetlands, floodplain compensation, and traffic signal modifications along Lakeland Highlands Road at SR 570 (Polk Parkway) and the Lowe's Home Improvement driveway. *Fee: \$628k.*

Polk County | Galloway Road at Sleepy Hill Road Roundabout Alternatives Analysis and Design, Polk County, FL: Traffic engineer for the design of a single-lane roundabout. An alternatives analysis was performed comparing signalized and roundabout alternatives and a single-lane roundabout was ultimately selected based on various factors. In addition to roadway and drainage improvements, the design also included lighting, signing, and pavement markings elements. *Fee: \$189k.*

Polk County | East Main Street at Combee Road Intersection Improvements, Polk County, Florida: Traffic technical leader responsible for the traffic analysis and design for adding a 400-foot westbound right-turn lane at Main Street and Combee Road. A pedestrian signal head in the northeast quadrant will be relocated. *Fee: \$138k.*

FDOT District Seven | US 41 at CSX South of Causeway Boulevard, Hillsborough County, FL: Project engineer for this Statewide Acceleration Transformation (SWAT) process project which involves reevaluating the US 41 PD&E study (completed in 1994) and preparing final design plans for the preferred alternative. The design scope includes a concrete bridge over Delaney Creek, concrete bridge over 36th Avenue, and a steel bridge over the CSX railroad. The analysis for all three of these bridges involved complex geotechnical, hydraulic (floodplain), and maintenance of traffic considerations. Andy is responsible for all traffic design, including signals, signing/markings, lighting, and ITS design. *Fee: \$9.6M.*

City of Winter Haven | CEI Services for the Logistics Parkway Extension, Winter Haven, FL: Traffic engineer for this project that will be built in two phases to connect Eloise Loop Road and SR 60 in Winter Haven, as well as provide additional access to the CSX Intermodal Center, Florida Can Company, and other commercial and residential properties. This project consists of a new two-lane roadway with a new alignment to the south of the City of Winter Haven Wastewater Treatment Plant connecting to SR 60 and reconstruction of existing roadway to the north of the plant tying into Eloise Loop Road. The project will improve the north and south mobility, support future development, and provide a connection to this growing industrial area for residents of the City of Winter Haven. *Contract Amount: \$1.4M.*

City of Bonita Springs | US 41 at Bonita Beach Road Northwest Quadrant Roadway, Bonita Springs, FL: Traffic engineer responsible for traffic analysis and development of signing, pavement marking, and lighting plans. This project involves the design of a one-mile-long two-lane undivided new roadway in the northwest quadrant of the US 41 at Bonita Beach Road intersection to relieve excessive queueing. The project includes a continuous flow intersection (CFI) at Windsor Road and Bonita Beach Road. Advanced SYNCHRO modeling was used to fine-tune the queue lengths and operational properties of the innovative intersection. *Fee: \$1.9M.*



BRAD MCMAHEN, PE

ENGINEERING SERVICES - WATER/WASTEWATER UTILITIES REVIEW

Brad's experience includes planning, permitting, design, and construction of pump stations, water treatment plants, and wastewater treatment plants for municipal clients in Florida. His extensive experience also includes providing management consulting for public and private clients with water/wastewater utility system valuations, assisting with utility system mergers and acquisitions, and preparing cost-of-service studies. He holds multiple wastewater patents and has an extensive history of experience that includes the preparation of utility master plans, capital improvement programs, technical and financial analyses, as well as hydraulic modeling and evaluation. As manager of multiple on-call professional service contracts, Brad ensures that each task follows RK&K's standardized Quality Assurance/Quality Control (QA/QC) Procedures to ensure that our team provides the highest quality deliverables to our clients.

Total Years of Experience

» 28

Education

» Bachelor of Science,
Environmental Engineering,
University of Central Florida

Registration

» Professional Engineer, FL

Title

» Practice Development
Manager

Related Project Experience

City of Lakeland, FL | Drane Field Rd (SR 572) Utility Improvements, Lakeland, FL: Project manager responsible for coordination and design of pipeline relocations and hydraulic improvements associated with an FDOT roadway expansion project. Approximately 2,000' of 12-inch AC pipe was removed, along with out-of-service utilities, and was replaced with 12-inch PVC. Additional work involved constructing PVC water mains, realigning a sewer forcemain with a new manhole penetration, and installing a new 8-inch PVC wastewater forcemain, which was installed beneath the new roadway and capped to support future development. *Fee: \$149k.*

City of Marco Island | North Collier Boulevard Water Main Connection, Marco Island, FL: Project manager for this task that involved the design of an interconnection of a recently constructed 12-inch polyvinyl chloride (PVC) potable water main (PWM) along North Collier Boulevard with an existing 6-inch asbestos cement (AC) PWM along North Barfield Drive. The purpose of the interconnection is to improve system hydraulics and the overall level of service. The proposed pipe route will extend approximately 200 linear feet (LF) across a City-owned park located at the southwest corner of the intersection of North Collier Boulevard and North Barfield Drive. The existing 12-inch PWM was constructed with a valve and blind flagged stub out allowing for this connection while the 6-inch connection would require a tap-in place to keep both PWMs in service during construction. *Fee: \$36k.*

City of Marco Island | Water/Wastewater Engineering Services Continuing Contract, Marco Island, FL: Client manager/project manager responsible for pipeline design, regulatory permitting, hydraulic evaluations, and ASR O&M Manual Updates. Under this contract, RK&K provided support in the following technical areas: water distribution/wastewater collection system engineering; groundwater, ASR well design/analysis/permitting; site infrastructure/drainage/development design and permitting; regulatory permitting, reporting and engineering study preparation; and grant assistance. *Fee: \$115k.*

Orange County Utilities | Orange County Utilities Influent Pump Station Dewatering, Orange County, FL: QC reviewer responsible for conducting a QC review of the technical report related to the dewatering of an influent pump station. The contractor's dewatering subcontractor encountered difficulty reaching the required (Surficial) aquifer-level depression for the shoring systems inside the excavation, between the inner and outer sheet pile walls and outside the proposed Orange County Utilities' pump station structure utilizing a multi-stage eductor dewatering system. RK&K was brought in by MWHC to: 1) conduct a hydrogeological review of the Dewatering Plan and related documents; 2) provide an opinion on issues identified in the Dewatering Plan and on the proposed Plan modifications; 3) recommend alternatives that had not previously been suggested or considered by the subcontractor; and 4) conduct field observations and attend meetings between MWHC and their subcontractors. The results of our investigations indicated that some of the eductors and groundwater monitor wells were not functioning properly, the dewatering system was discharging an unknown volume of water and that vertical hydrostatic pressure could be a contributing factor due to neighboring surface water features. *Fee: \$15k.*



VISHAL VERMA, PE

ENGINEERING SERVICES - FLOODPLAIN IMPACTS REVIEW | FLOODPLAIN MANAGEMENT

Vishal's experience includes drainage engineering for major and minor projects in the design, Project Development & Environmental (PD&E), and construction phases. He has worked on watershed models, stream restoration projects, bridge replacements, and right-of-way improvement projects. Vishal has provided exemplary service to a wide range of clients including the Florida Department of Transportation (FDOT), Polk County, City of Lakeland, Sarasota County, Brevard County, Florida Power and Light, and several municipalities and agencies throughout Florida

Total Years of Experience

» 8

Education

- » Master of Science, Civil Engineering, Embry-Riddle Aeronautical University
- » Bachelor of Science, Civil Engineering, Embry-Riddle Aeronautical University

Registration

- » Professional Engineer, FL

Training

- » Qualified Stormwater Management Inspector, FL DEP
- » 10-Hour Excavation, Trenching Compliant, Competent Person
- »

Title

- » Project Engineer II

Related Project Experience

Polk County | Fort Fraser Trail Analysis and Design, Polk County, FL: Engineering intern responsible for assisting with cross section preparation and plans production for the design of a 2.5-mile extension of the Fort Fraser Trail. The existing Fort Fraser Trail is a shared-use path on the east side of Bartow Road (US 98) south of Winter Lake Road. The existing trail will extend approximately 2.5 miles west along Winter Lake Road, through the Sanlan Property, and north along Lakeland Highlands Road to the intersection of Lakeland Highlands Road and Glendale Street. The proposed shared use path segments will be 8-12 feet wide and sidewalk segments will be 5-6 feet wide. Adjacent swales will be constructed within a 40-foot ROW and easement corridor between Winter Lake Road and Lakeland Highlands Road. The design includes a partially covered 175-ft prefabricated steel truss pedestrian bridge over surface water just south of Polk Parkway between Stagecoach Road and Lakeland Highlands Road in Segment Two. *Fee: \$628k.*

Polk County | Indian Woods Trail Drainage Improvements, Polk County, FL: Engineering intern responsible for watershed modeling and evaluation. The project involves investigating existing drainage issues, including standing water in roadside ditches for long durations, within the Indian Woods Trail Subdivision. Scope includes conducting a watershed evaluation to determine the cause of the slow drainage, as well as preparing potential design alternatives to update the existing drainage system. Design and construction are funded by ARPA funds. *Fee: \$277k.*

Polk County | Creekwater Drive Drainage Improvements, Polk County, FL: Engineering intern responsible for hydraulic modeling in SWMM and culvert design. Creekwater Drive is subject to overtopping due to an undersized culvert with inadequate outfall. The project involves conducting a watershed evaluation of the existing system to determine potential alternatives to updating the existing drainage system. Design and construction for this project is funded by American Rescue Plan Act (ARPA) funds. *Fee: \$179k*

Polk County | Lake Victoria Outfalls Drainage Improvements, Polk County, FL: Engineering intern responsible for hydraulic modeling and stormwater management design. The project involves completing a watershed evaluation of the existing Lake Victoria drainage system and developing potential design alternatives. Lake Victoria is a residential community that was constructed around a network of abandoned phosphate lakes on the west side of Scott Lake Road. In addition to watershed modeling and design, the scope includes storm pipe dewatering and CCTV inspection of the existing closed drainage system. *Fee: \$323k*

City of Bonita Springs | US 41 at Bonita Beach Road Northwest Quadrant Roadway, Bonita Springs, FL: Engineering intern responsible for hydraulic modeling and pond siting. This project involves the design of a one-mile-long two-lane undivided new roadway in the northwest quadrant of the US 41 at Bonita Beach Road intersection to relieve excessive queueing. The project includes a continuous flow intersection at Windsor Road and Bonita Beach Road. Advanced SYNCHRO modeling was used to fine-tune the queue lengths and operational properties of the innovative intersection. *Fee: \$1.9M.*



BRETT BERUBE

ENGINEERING SERVICES - WETLANDS/ENVIRONMENTAL IMPACTS REVIEW

Brett's diverse experience includes performing protected species surveys, wetland habitat assessments and jurisdictional determinations, environmental regulatory and resource agency coordination, and preparing documents for environmental permit applications. His professional experience includes gopher tortoise surveys and relocations/exclusions, documentation of river water quality, supervision of mitigation site planting, and assistance on wetland delineations. Brett is certified as an Authorized Gopher Tortoise Agent through the Florida Fish and Wildlife Conservation Commission. He is accomplished in Geographic Information System (GIS) applications for cartography and analysis and is knowledgeable in many aspects of the FDOT's PD&E process.

Total Years of Experience

» 10

Education

» Bachelor of Science, Biology, University of South Florida

Training

- » Authorized Gopher Tortoise Agent #GTA-16-00106A, Florida Fish and Wildlife Conservation Commission
- » FAA Remote Pilot, FAA, 4358251
- » First Aid/CPR/AED Certified, ARC, 0072CCT

Title

» Project Environmental Scientist III

Related Project Experience

Polk County | Fort Fraser Trail Extension Analysis and Design, Polk County, FL: Environmental scientist responsible for environmental data collection, documentation, permitting, and oversight for the alternatives analysis and design phases of this project. The existing Fort Fraser Trail is a shared-use path on the east side of Bartow Road (US 98) south of Winter Lake Road in Polk County, Florida. This new portion will extend the existing trail approximately 2.5 miles west along Winter Lake Road, through the Sanlan Property, and north along Lakeland Highlands Road to the intersection of Lakeland Highlands Road and Glendale Street. A future trail on Glendale Street is being planned by the City of Lakeland and will connect the new trail to the Three Parks Trail. The trail extension is compliant with SUN trail design criteria. *Fee: \$628k.*

Polk County | Galloway Road at Sleepy Hill Road Roundabout Alternatives Analysis and Design, Polk County, Florida: Environmental scientist responsible for environmental data collection, documentation, and permit application preparation. Galloway Road and Sleepy Hill Road are existing two-lane undivided rural roadways with no bicycle or pedestrian features. Both facilities are owned and maintained by Polk County. The existing four-leg intersection functions as a two-way stop-controlled facility with stop signs on Sleepy Hill Road. RK&K compared intersection alternatives for a roundabout and a traffic signal based on operations, safety, and cost. Due to the operational and geometric safety benefits (vehicle angles and speeds at conflict points, in addition to having lower conflict points overall), the single-lane roundabout was selected and subsequently designed. RK&K developed final design and construction plans for the roundabout including roadway, drainage, stormwater, lighting, signing, and pavement marking improvements. *Fee: \$189k.*

Polk County | CR 557 (Buena Vista Drive) Widening Alignment Study and Preliminary Design, Polk County, FL: Environmental scientist responsible for habitat and species review services, as well as assisting with the production of the Natural Resources Evaluation. This alignment study examined the widening of CR557 from the south side of the I-4 Interchange to the north side of the railroad crossing near US 92 in Lake Alfred. *Fee: \$188k.*

FDOT District One | Environmental Management Office Continuing Services Contract, Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, Okeechobee, Polk, and Sarasota Counties, FL: Environmental scientist responsible for conducting field review activities, preparing environmental documentation, and certifying minor highway projects. The contract involves serving as an extension of the Department's resources by providing qualified technical and professional personnel for a wide range of engineering, environmental, and management tasks. Brett's responsibilities also include uploading files to the SharePoint site, as well as providing SharePoint maintenance. Maintenance activities that involve troubleshooting errors with IT, inventorying projects, reviewing hard copy documents to determine archiving, renaming files, deleting duplicative files and extraneous folders, consolidating files, and updating metadata. *Fee: \$5M.*



JEFF SICHERI

INSPECTORS

Jeff has extensive experience as a general contractor and in the construction engineering and inspection (CEI) field. Jeff’s experience includes serving as a superintendent, building inspector, and CEI senior inspector for roadway and bridge projects. He has performed inspection for asphalt paving, Intelligent Transportation Systems (ITS), signalization, retained earth walls and bridges as well as earthwork density testing, concrete sampling and testing. He also performed CEI inspection on limited access facilities including mainline and ramp toll plazas, and administration buildings.

Total Years of Experience

- » 45

Education

- » High School Diploma, Roam Free Academy

Training

- » CTQP Asphalt Paving Level 1 & 2
- » CTQP Concrete Field Tech Level 1
- » CTQP Earthwork Construction Level 1 & 2
- » CTQP Final Estimates Level 1
- » FDOT Intermediate MOT
- » ACI Concrete Field Testing
- » Troxler Nuclear Certified
- » OSHA 10 Hour Safety Course
- » DEP Stormwater Management Inspector #25272
- » FDOT Project Engineer School, 1998
- » FEMA 632.a – Debris Operations

Title

- » Senior Inspector

Related Project Experience

FDOT District Seven | SR 52 Realignment from Uradco Place to West of Fort King Road, Contract CAA76, Pasco County, FL: Senior Inspector responsible for all project roadway-related activities including embankment, subgrade, base, asphalt, drainage, ITS, lighting, signing, Maintenance of Traffic (MOT), erosion control, subsoil excavation, and mechanically stabilized earth (MSE) wall. This seven-mile project constructs a four-lane divided roadway consisting of four 11-foot lanes and a seven-foot bike lane in each direction. The full depth construction consists of both flexible and rigid pavement designs, including 162,000 SY of concrete pavement. Other project elements include Utility Work by Highway Contractor Agreements (UWHCA) and utility adjustments; extensive drainage and pond construction; significant earthwork including subsoil excavation and debris removal; a variety of structures such as MSE walls, sheet pile walls, gravity walls, box and bridge culverts; pedestrian/bicycle and bullet railing; signing and pavement markings; lighting; and signalization. *Contract Amount: \$81M.*

FDOT District One | SR 546 from Wabash Avenue to East Gary Road, Contract C9P45, Polk County, FL: Senior inspector responsible for all project roadway-related activities to include asphalt, drainage MOT, erosion control, subsoil excavation, and signalization. The improvements under this contract consist of rigid pavement rehabilitation, sidewalk, curb and gutter, lighting, signalization, pavement marking and signing along SR 546 from Wabash Avenue easterly for 3.971 miles to east of Gary Road. *Contract Amount: \$4.5M.*

FDOT District One | SR 60 from Myrtle Avenue to Dude Ranch Road, Polk County, FL: Senior inspector responsible for all project roadway-related activities to include embankment, asphalt, drainage MOT, erosion control, subsoil excavation, and MSE wall. The project consists of milling and resurfacing, widening, base work, shoulder treatment, drainage improvements, guardrail and signing, and pavement marking on SR 60 from Myrtle Avenue easterly 1.986 miles to Dude Ranch Road. *Contract Amount: \$2.8M.*

Florida’s Turnpike Enterprise | Widen Beachline from I-4 to Turnpike Mainline MP 0- MP4.3, Orange County, FL: Senior inspector responsible for all project roadway-related activities including embankment, subgrade, base, asphalt, drainage, ITS, lighting, signing, MOT, erosion control, subsoil excavation, and MSE Wall. This is a project to widen the western section of the Beachline West Expressway/SR 528 from I-4 to the Turnpike/SR 91 from four to eight lanes. This four-mile segment of roadway in Orange County regularly experiences periodic congestion with an estimated 80,000 daily users. The widening of this facility will add two new express lanes in each direction, allowing drivers to choose between the express lanes or the general use lanes. *Contract Amount: \$92M.*



HELEN EATON

INSPECTORS

Helen has experience in CEI of major/minor bridges and roadways for the Central Florida Expressway Authority and the Florida Department of Transportation (FDOT). Her experience includes pile driving (sheet, pipe, and concrete piles), drilled shafts, temporary bridge construction, land and barge construction inspection of bridges, post-tensioning, asphalt paving, barrier walls, mechanically stabilized earth (MSE) walls, slope pavement, and approach slabs.

Total Years of Experience

» 42

Education

- » Associate of Arts, General Studies, Lake City Community College

Training

- » CTQP Asphalt Paving Level 1 & 2
- » CTQP Concrete Field Tech Level 1 & 2
- » CTQP Drilled Shaft
- » CTQP Earthwork Construction Level 1 & 2
- » CTQP Final Estimates Level 1
- » CTQP Grouting Tech Level 1
- » CTQP Pile Driving
- » CTWP Post-Tensioning Tech Level 1
- » ACI Concrete Field Testing Tech Grade I
- » ACI CTCI
- » ASBI Grouting Certification
- » PTI Multistrand & Grouted PT Installation Level 1
- » FDEP Stormwater Inspector #2386
- » FDOT Intermediate MOT
- » Troxler Nuclear Safety Cert
- » MSE Wall Inspector
- » Augercast Pile Inspector
- » Structural Masonry Inspector

Title

- » Senior Inspector

Related Project Experience

Central Florida Expressway Authority (CFX) | SR 516 Lake/Orange Expressway from Lake/Orange County Line to SR 429, Project No. 516-238: Senior bridge inspector responsible for all bridge operations as well as oversight of the inspection staff. SR 516 is a new limited access expressway that expands CFX’s system by connecting US 27 in South Lake County to SR 429 in Orange County. This project constructs SR 516 from the Lake/Orange County Line to SR 429 and includes a systems interchange at SR 429; including five new bridges, four bridge widenings, six new all electronic tolling (AET) sites, significant wall construction and earthwork. The work also includes improvements to signing, lighting, ITS & Fiber Optic Network (FON). *Construction Amount: \$178M.*

FDOT District One | SR 700 (US 98) Peace River-Ft Meade at Br # 0064 (John Singletary Br); SR 700 (US 98) from Church Avenue to Washington Avenue, Polk County, FL: Senior bridge inspector responsible for all bridge operations as well as oversight of the inspection staff. One will replace the existing John Singletary Bridge over the Peace River, and the other will completely revitalize a drainage system in a residential area along US 98. The projects will interconnect and let as one contract. The John Singletary Bridge was built in 1931 and is of historic significance to the area. Our team will coordinate with the historical society to repurpose some of the existing bridge rail. *Construction Amount: \$18.9M.*

Polk County | Land Development Inspection, Polk County, FL: Land Development inspector 2 responsible for tracking, inspecting, and documenting all activities in the project area. RK&K was selected to perform land development inspection on various locations within Polk County. The inspection personnel will perform utility (water, wastewater, reclaimed water), roadway, pavement, culvert, drainage system, and related site development construction inspections to ensure compliance with the approved construction plans, specifications, and related permits. *Contract Amount: \$1.6M.*

Central Florida Expressway Authority | SR 528/SR 436 Interchange Improvements and SR 528 Widening from SR 436 to Goldenrod Road, Contract 001530, Orange County, FL: Senior inspector responsible for all bridge operations as well as oversight of the inspection staff. This project consisted of SR 528/SR 436 Interchange improvements and SR 528 widening from SR 436 to Goldenrod. This project was considered a Project of Critical Concern as it is the “Gateway to Orlando” from Orlando International Airport. Construction activities included seven new bridge structures, demolition, utility relocation/coordination, drainage, grading, paving, signage, striping, lighting, Intelligent Transportation Systems (ITS), and other incidentals necessary under a compressed schedule. *Contract Amount: \$118M.*



MICHAEL PHILLIPS

INSPECTORS

Michael has extensive knowledge in the construction engineering and inspection (CEI) industry. He has proven experience effectively managing construction projects. Michael has also demonstrated how efficiently and effectively he can manage and support the project field team. His experience includes coordination with clients, local government officials, and stakeholders. He is a certified ACI concrete field technician, TDOT asphalt roadway inspection, TDOT soils and aggregate inspection, OSHA level 1, TDOT nuclear gauge certification, nuclear gauge safety certification, and EPSC certification

Total Years of Experience

» 24

Education

» High School Diploma, Auburndale Senior High School

Training

- » CTQP Asphalt Paving Tech Level 1 & 2
- » CTQP Construction Field Technician Level 1
- » CTQP Drilled Shaft (Pending)
- » CTQP Earthwork Level 1 & 2
- » CTQP Final Estimates Level 1
- » CTQP Pile Driving (Pending)
- » ACI Concrete Field Technician
- » EPSC Certification
- » FDOT Advanced MOT
- » FDOT Concrete Field Spec
- » FDEP Stormwater, Erosion and Sediment Control
- » FDOT Construction Math
- » FDOT Pipe Placement
- » FDOT Plans Reading
- » Nuclear Gauge Safety Certification
- » OSHA-10-hour
- » TDOT Asphalt Roadway Inspection
- » TDOT Soils and Aggregate Inspection

Title

» Senior Inspector

Related Project Experience

Polk County | Land Development Inspection, RFP 22-538, Polk County, FL: Land Development inspector 2 responsible for tracking, inspecting, and documenting all activities in the project area. RK&K has served the Polk County Land Development Division by providing inspection staff to assist with the heavy volume of private development projects throughout Polk County, FL. The inspectors ensure compliance with the approved construction plans, specifications, and related permits in accordance with Polk County Land Development Code. Responsibilities included the inspection of utilities such as water and wastewater, drainage and culverts, earthwork and base construction, asphalt pavement placement, various concrete elements, as well as signs and pavement markings. *Contract Amount: \$1.6M.*

FDOT District Two | Hurricane Helene Damage Assessment, H2309, Districtwide, FL: Senior inspector on this task assignment to provide damage assessments because of Hurricane Helene. As a subconsultant, RK&K provided CEI services including field investigations, scope development support, and operations continuity. *Contract Amount: N/A.*

Smith, Seckham, Reid | CEI technician responsible for managing commercial construction projects with general contractors, subcontractors, engineers, and architects; directing day-to-day operational aspects of projects as well as monitoring the progress of construction activities; ensured sites were compliant with OSHA, state, and local regulations; Put together estimates, specifications and other project documents. Michael held construction progress and status meetings with the project team, produced regular project update reports for senior business leadership, verified completed projects met approved time, quality, and cost estimates; kept detailed track of daily progress and productivity and analyzed data to identify and correct holdups; formulated quality assurance and safety standards to comply with construction plans; resolved installation inefficiencies to reduce project lags and promote on-time deliverables; identified and resolved construction issues promptly to prevent delays; collaborated with contractors, architects, engineers, and public agencies to complete projects within timeline limitations and budget constraints; performed regular job site observations to provide direction for general contractor personnel and subcontractor laborers; monitored construction sites for compliance with safety regulations and adherence to standards; and coordinated with site personnel, clients and local government officials to achieve on-time project delivery.



CARLOS ROMAN

INSPECTORS

Carlos has experience in the road and bridge construction industry, spending time as a quality control technician and as a Construction Engineering and Inspection (CEI) Inspector. He is knowledgeable of FDOT inspection and testing requirements and is also familiar with the requirements of the Field Standards for Final Estimates, FDOT Standard Specifications, FDOT Standard Indexes, and the Construction Project Administration Manual (CPAM). Carlos has demonstrated his competence on every project he works on and is consistent, dependable, and accurate in carrying out his responsibilities to a successful conclusion

Total Years of Experience

» 6

Education

» Bachelor of Science, Criminology, Pontifical University Catholic of Puerto Rico

Training

- » CTQP Asphalt Paving Level 1 & 2
- » CTQP Concrete Field Tech
- » CTQP Earthwork Construction Level 1 & 2
- » CTQP Final Estimates Level 1
- » CTQP Drilled Shaft (Pending)
- » ACI Concrete Inspector Level 1
- » Advanced MOT
- » MSE Wall Inspector
- » Nuclear Radiation Safety
- » FL Qualified Stormwater Management Inspector
- » OSHA 10 Hour

Title

» Senior Inspector

Related Project Experience

FDOT District Seven | Westshore Early Works CEI Grouping, Hillsborough County, FL, FPID 447976-2: Inspector responsible for documentation of the contractors' daily activities for adherence to contract plans and specifications; test and verify quantities of earthwork and concrete materials; maintain earthwork density logbooks; track quantities for payment and enter in field books and on-site source database and monitor maintenance of traffic. This project is in the heart of Tampa, Florida and it involves full CEI services to oversee and manage adding turn lanes to SR 60 at W. Kennedy Boulevard in Tampa. This intersection will provide three right turn movements from W. Kennedy Boulevard onto SR 60 and three left turn movements from SR 60 onto W. Kennedy Boulevard. Other improvements to this intersection include replacing the existing traffic signals with hurricane-resistant poles and installing new overhead sign structures. *Contract Amount: \$5.2M.*

FDOT District Seven | CEI Services for I-4 from SR 557 to Osceola County Line, FPID 446345-1, Polk County, FL: Inspector responsible for monitoring the contractor's daily activities for adherence to the contract plans and specifications; inspecting and conducting QC for field testing and sampling for earthwork and concrete; maintaining density log books, and tracking quantities for payment and entering into the site source database. The project will mill and resurfaces 8-miles of Interstate 4 from SR 557 to Osceola County line. The project includes on and off ramps as well as the improvements traffic monitoring sites, wrong-way vehicle driving detection, replacement of guardrail, and signing and pavement. This is a pilot project for Smart Work Zones. *Contract Amount: \$16.7M.*

FDOT District Seven | SR 52 Realignment from Uradco Place to West of Fort King Road, FPID 435142-1, Pasco County, FL: Inspector responsible for monitoring the contractor's daily activities for adherence to the contract plans and specifications; the inspection and verification for the field testing and sampling for earthwork and concrete; maintaining density log books and tracking quantities for payment and entering into the site source database, the inspection of various structural and non-structural concrete elements, asphalt paving, drainage, earthwork, and landscaping. This seven-mile project constructs a four-lane, divided roadway consisting of four, 11-foot lanes and a seven-foot bike lane in each direction. The full-depth construction consists of both flexible and rigid pavement designs, including 162,000 Square Yards of concrete pavement. Other project elements include Utility Work by Highway Contractor Agreements (UWHCA) and significant utility adjustments; extensive drainage and pond construction; significant earthwork which includes subsoil excavation and debris removal; a variety of structures such as Mechanically Stabilized Earth (MSE) walls, sheet pile walls, gravity walls, and box and bridge culverts; pedestrian/bicycle and bullet railing; signing and pavement markings; roadway lighting; and signalization. *Contract Amount: \$81M.*



TOMAS RUMBOS

INSPECTORS

Tomas is a seasoned construction engineering inspector with extensive experience across major infrastructure projects in Florida, including work with the Central Florida Expressway Authority (CFX), Florida Department of Transportation (FDOT), and Polk County. He has led inspection teams on high-profile expressway expansions such as SR 516 and SR 528, overseeing bridge construction, tolling systems, and ITS installations. His expertise spans earthwork, concrete, and asphalt testing, as well as documentation, quantity tracking, and compliance verification. Known for his adaptability, leadership, and attention to detail, Tomas consistently delivers quality results and exceeds expectations in both roadway and land development inspections.

Total Years of Experience

- » 6

Education

- » Bachelor of Science, Civil Engineering, Polytechnic University of Puerto Rico (Orlando Campus)

Registration

- » Professional Engineer, FL

Training

- » CTQP Asphalt Paving Level 1 & 2
- » CTQP Concrete Field Tech Level 1
- » CTQP Drilled Shaft
- » CTQP Earthwork Construction Level 1 & 2
- » CTQP Final Estimates Level 1
- » CTQP Pile Driving
- » ACI Concrete Field Tech Level 1
- » FDEP Stormwater Erosion and Sedimentation Control Inspector Certification Program
- » FDOT Auger Cast Pile Inspector
- » FDOT Intermediate MOT
- » IMSA Traffic Signal Inspector Level 1
- » MSA Traffic Signal Technician Level 1
- » Nuclear Radiation Safety
- » OSHA 10-Hour Construction
- » UAS Remote Pilot #4893005

Title

- » Senior Inspector

Related Project Experience

Central Florida Expressway Authority (CFX) | SR 516 Lake/Orange Expressway from Lake/Orange County Line to SR 429, Project No. 516-238: Senior inspector responsible for supervising construction inspection staff, documentation of the contractors' daily activities for adherence to contract plans and specifications. SR 516 is a new limited access expressway that expands CFX's System by connecting US 27 in South Lake County to SR 429 in Orange County. This project constructs SR 516 from the Lake/Orange County Line to SR 429 and includes a systems interchange at SR 429; including five new bridges, four bridge widenings, six new all electronic tolling (AET) sites, significant wall construction and earthwork. The work also includes improvements to signing, lighting, ITS & Fiber Optic Network (FON). *Contract Amount: \$178M.*

Polk County | Land Development Inspection, RFP 22-538, Polk County, FL: Land Development inspector 2 responsible for tracking, inspecting, and documenting all activities in the project area. RK&K was selected to perform Land Development Inspection services on various locations in Polk County. The inspection personnel will perform utility (water, wastewater, reclaimed water), roadway, pavement, culvert, drainage system, and related site development construction inspections to ensure compliance with the approved construction plans, specifications, and related permits. *Contract Amount: \$1.4M.*

Central Florida Expressway Authority | CFX Systemwide, FL: Senior Inspector responsible for supervising construction inspection staff, contractor's daily activities for adherence to the contract plans and specifications; inspecting and conducting QC for the field testing and sampling for earthwork and concrete; maintaining density logbooks and tracking quantities for payment. *Contract Amount: \$7M.*

Central Florida Expressway Authority | SR 528/SR 436 Interchange Improvements and SR 528 Widening from SR 436 to Goldenrod Road, Contract 001530, Orange County, FL: Senior Inspector responsible for supervising construction inspection staff, documentation of the contractors' daily activities for adherence to contract plans and specifications; test and verify quantities of earthwork and concrete materials; maintain earthwork density logbooks; inspect reinforcement steel and formwork for bridge components, approach slabs, and barrier walls; track quantities for payment and enter in field books and on-site source database, and monitor maintenance of traffic. This project included the SR 528 / SR 436 Interchange Improvements and SR 528 Widening from SR 436 to Goldenrod. This project was considered a Project of Critical Concern as it is the "Gateway to Orlando" from the Orlando International Airport. Construction activities included the construction of seven new bridge structures, demolition, utility relocation/coordination, drainage, grading, paving, signage, striping, lighting, ITS components, and other incidentals necessary for the proposed improvements under a compressed schedule. *Contract Amount: \$118M.*



ISRAEL SANTIAGO

INSPECTORS

Israel is a utility senior inspector with extensive experience across Florida. His experience includes construction and design projects for pump stations, water treatment plants, and wastewater treatment plants.

Total Years of Experience

» 25

Education

» Associate of Science, Computer Aided Drafting Technology, ITT Technical Institute

Title

» Senior Inspector

Related Project Experience

Charlotte County | Utilities Burnt Store WRF Expansion, Charlotte, FL: Utility inspector for this project that included hydraulic improvements to the reclaimed water system, based on the initial expansion, will be included in the preliminary engineering report. Recommended transmission system improvements to distribute reclaimed water to the Burnt Store Marina, Tern Bay, and a possibly future connection with the City of Punta Gorda will be identified. The option to use the existing WRF tanks as reclaimed water storage will be considered based on tank volume. Evaluation of the existing tank conditions is not included in this scope of services. The site plan for the proposed WRF will consider the need for future reclaimed water storage tanks. *Fee: N/A.*

Pasco County | Shady Hills WWTP Headworks Replacement, Pasco County, FL: Civil senior designer for this project. Shady Hills is currently the largest WWTP owned and operated by Pasco County and its service area continues to grow. Consequently, this project for the County is to replace the existing headworks with a new headworks system capable of meeting current flows of 9.5 MGD AADF and future flows of 20 MGD AADF for the next 25 years (2045) with a peak day factor of 2.5; and to be equipped with components comparable to those at the County's other existing WWTPs to provide consistency and streamline operations and maintenance activities. The new headworks must also be able to meet industry standard removal efficiencies under the variable flow range expressed above; of which, our team is most familiar and will make this a priority throughout design. *Fee: N/A.*

Reclaimed Water Transmission Main | Caloosahatchee River Crossing, Cape Coral, FL: BIM civil design for this reclaimed water transmission main across the Caloosahatchee River. The proposed 14,600-foot transmission main will run from an interconnection with the City of Cape Coral's Everest water reclamation facility and extend across the Caloosahatchee River to a point of interconnection located near the south side of the Midpoint Bridge in the City of Fort Myers. *Fee: N/A.*

NEWRF Distribution Pump Station Replacement, St. Petersburg, FL: Civil senior designer responsible for preliminary design, detailed design, bidding, and construction phase services. The project required the design and installation of a new distribution/effluent pump station to replace the existing pump stations and handle effluent disposal along with reuse effluent distribution. New flow meters, controls, and sampling will be addressed in this project along with the new structure. The goal was to design a reliable station with redundant safeguards to prevent any overflows from occurring. *Fee: \$850k.*

Airport Subregional Wastewater Treatment Plant Phase III Expansion, Hernando County, FL: Civil senior designer responsible design support services for construction review for an expansion from 3.5 to 6 mgd AADF and process conversion to meet effluent total nitrogen of 3 mg/L. The project developed an innovative 4 mgd ADF step-feed BNR process that required approximately half of the volume and power consumption compared to the previously planned four-stage BNR process. This resulted in over \$8 million in capital cost savings and \$10 million in lifecycle cost savings. *Contract Amount: \$24M.*

Subconsultant Information

In addition to RK&K’s talented staff, we have added specialty subconsultants to supplement our capabilities and services. RK&K has excellent working relationships with these firms, which enhances our ability to successfully support the County’s goals. Brief descriptions for our subconsultants are shown below, followed by copies of resumes of each firm’s key proposed staff.



Artemis Consulting Collective Inc. (Artemis) has been in business since 2018. The firm effectively supports a wide variety of clients including private firms, state and local agencies, city and county governments, as well as transportation authorities. As a **woman-owned small business**, the firm helps clients meet diversity and small business inclusion goals. Artemis brings a depth of technical expertise that is directly aligned with Polk County’s needs. Artemis includes seasoned professionals with extensive regulatory and project experience across Florida. They regularly assist clients like FDOT, Tampa Bay Water, counties and cities with the exact services listed in this RFP including: wetland delineation, wetland mitigation design and permitting, infrastructure permitting, hydrologic services, endangered species surveys, floodplain management issues and more.



ELEMENT Engineering Group, LLC (ELEMENT) has partnered with Polk County for over seven years. A **minority-owned business** located in Tampa, ELEMENT’s experience includes traffic/roadway engineering services, survey, subsurface utility engineering (SUE), and utility coordination. Through their many projects in Polk County and FDOT District One, ELEMENT has developed an in-depth understanding of the County’s processes and procedures. ELEMENT recognizes that each project is unique and approach every assignment with innovative yet practical ideas. ELEMENT’s survey and UC teams include five licensed professional surveyors, two Surveyors-In-Training, six survey technicians including two that are Certified Survey Technician III and IV, and eight survey field crews, and 10 utility coordinators. Their traffic and roadway teams include 13 licensed professional engineers and six engineering interns, allowing them to respond efficiently to the full range of responsibilities required for this project.



Four Waters Engineering, Inc. (4Waters) is a multidisciplinary consulting firm offering a wide range of environmental and civil engineering services focused on finding sustainable solutions for water-related issues. 4Waters is a **woman-owned small business** founded in Florida in 2015 to provide a variety of comprehensive solutions for stormwater systems, site development, utility infrastructure, and GIS development and management. 4Waters engineers and staff have extensive experience assisting clients with stormwater-related services including drainage and watershed analysis, stormwater inventory collection and evaluation, stormwater master planning, regulatory compliance and permitting, stormwater management and retrofit design, hydraulic and hydrologic modeling, and construction administration. They offer solutions tailored to meet each individual project’s needs, often using GIS database analysis to address site-specific issues



Madrid Engineering Group, Inc. d/b/a Madrid CPWG (Madrid) has been providing geotechnical engineering and construction materials testing services to various clients and owners throughout Florida since 1971. They have also served various water management districts and agencies including SFWMD, SWFWMD, Polk County Utilities etc. since our inception. Madrid is experienced in water-wastewater, transportation, commercial, institutional, and residential market sectors. They have been involved in alternative/collaborative delivery as well as the conventional design-bid-build delivery mechanisms. Madrid is a **certified DBE by the State of Florida (Woman-owned)**.



Miller, Legg & Associates, Inc. (Miller Legg) is a 60-year-old statewide award-winning consulting firm that brings together the elements of landscape architecture and urban design, planning, civil engineering, environmental wetlands consulting, surveying, and geographic information systems services. The firm has a landscape architecture department of 11 staff including Registered Landscape Architects, Certified Arborists, and Landscape and Irrigation Designers. Miller Legg is headquartered in Sunrise, FL and has a Tampa office, from which landscape architecture services will be provided to Polk County.

The firm’s landscape architecture and urban design services include: plan review, parks, recreation and open space planning, commercial planning, urban design, streetscape, signage design, graphic design, planting, hardscape, irrigation, project theming, contract administration, construction observation services, horticultural consulting and arboriculture. Miller Legg works successfully to improve communities and create environments for a variety of clients. This offers our clients a firm of seasoned professionals who are leaders in the Florida consulting industry and understand the important role staff augmentation service contracts play within counties and municipalities throughout Florida.



Kristi Savio, PWS, GTA

Senior Environmental Specialist



Kristi is a Senior Environmental Specialist with 13 years of experience with transportation projects from planning to construction; and ecological and environmental permitting projects. She specializes in FDOT PD&E Studies and design and associated environmental analysis and documentation, including wetlands and other surface water, protected species and habitat, Section 4(f) resources, Type 2 CEs, Re-evaluations, Type 1 CEs, and NMSAs. Her fieldwork experience includes wetland delineations; listed species surveys, including Florida bonneted bat, listed plants, and gopher tortoise surveys, excavations, and relocations; and wildlife crossing monitoring. Kristi joined Artemis in September 2023.

Specialties and Skills

- FDOT PD&E Studies
- FDOT Design
- Environmental Impact Reviews
- Plans Reviews
- NEPA Reviews
- Wetlands
- Protected Species

Education

- Master of Science in Environmental Science and Policy, University of South Florida (2014)
- Bachelor of Science in Environmental Science and Policy, University of South Florida (2012)
- Wetland Delineation Training; U.S. Army Corps of Engineers (2016)
- Hydric Soils Workshop; Florida Association of Environmental Professionals (2015)

Professional Affiliations

- Professional Wetland Scientist; Society of Wetland Scientists;
- Authorized Gopher Tortoise Agent; Florida Fish and Wildlife Conservation Commission; GTA-22-00032A (2024)

EXPERIENCE

Cypress Creek Wellfield (CCWF) Surface Water Management (SWM) Project Phase I and II Monitoring (Tampa Bay Water, Pasco County, FL) Environmental Scientist. Ecological and hydrological monitoring is required as a permit condition of this project. Experience performing bi-monthly surface water level monitoring. Responsible for performing yearly WAP. Assisted with creation of the Operation and Maintenance Plan and gopher tortoise relocations. (January 2015 to present) Project Value: \$360,000

US 1 South (18-Mile Stretch) Wildlife Crossing Study (FDOT D6, Miami-Dade & Monroe Counties, FL) Senior Environmental Scientist. Responsible for collecting photographic data at up to six wildlife crossings quarterly. Reviews photographic data and prepares technical memo of wildlife use and species identification at each wildlife crossing. Coordinates with Miami-Dade County Environmental Endangered Lands Program, South Florida Water Management District, and Miami-Dade Sheriff's Office to reduce human use at key wildlife crossings. Preparing concept plans to improve three crossings to decrease human use and increase wildlife movement. (April to September 2017, February 2020 to present) Project Value: \$190,000

Big Pine Key Wildlife Crossing Monitoring (FDOT District 6, Monroe County, FL) Senior Environmental Scientist. Responsible for collecting photographic data at the two Big Pine Key wildlife crossings quarterly. Reviews photographic data and prepares technical memorandum of wildlife use and species identification at each wildlife crossing. (April 2025 to present) Project Value: \$190,000

US 98 Design Build (FDOT District 7, Pasco County, FL) Senior Environmental Scientist. This is a design build project for US 98 from Polk County Line to US 301. Work includes ensuring compliance with environmental clearances (commitments). This includes listed species surveys, involving gopher tortoise burrow surveys and listed plant species. Responsible for preparing tech memo summarizing status of gopher tortoise permit and environmental clearances. Responsible for gopher tortoise surveys and mechanical excavation of over 50 gopher tortoise burrows. (September 2023 to present) Project Value: \$200,000

City of Tampa Rome Avenue Park Aquifer Storage and Recovery Facility (City of Tampa, FL) Senior Environmental Scientist. Conducts biannual wetland assessments at three environmental monitoring sites. (2023 to present) Project Value: \$48,000

City of North Port Tree Planting Plan (City of North Port, FL) Senior Environmental Scientist. Creation of suitable tree planting maps based on locations of existing infrastructure and utilities. (2023 to present) Project Value: \$27,905

Cynthia Grizzle, PWS, CFM, GTA

President & Director of Environmental Services



Cynthia is a professional in transportation planning and environmental services with 21 years of experience. Her broad range of knowledge and experience allows her to guide projects from the feasibility stage, through planning, design, permitting, and construction. She has led environmental monitoring and assessments for all types of projects, including transportation planning, water resource, and ecological services as-needed contracts. She has applied her technical expertise to complete feasibility studies, monitoring reports, environmental permitting, NEPA studies, and construction oversight in environmentally sensitive areas. Cynthia joined Artemis in February 2018 and is one of the firm's founders.

EXPERIENCE

Specialties and Skills

- Wetlands
- Wildlife Permitting
- NEPA Documentation

Education

- MS, Environmental Management, University of Maryland University College (2009)
- BS, Environmental Science and Policy, University of South Florida (2004)
- Certificate in Natural Areas Management, UF IFAS.

Professional Affiliations

- Professional Wetland Scientist; Society of Wetland Scientists; ID 2242 (2021)
- Certified Floodplain Manager, Association of State Floodplain Managers, ID 14-07759 (2014)
- Certified Stormwater Management Inspector, Florida Department of Environmental Protection, No. 31740 (2014)
- Authorized Gopher Tortoise Agent; Florida Fish and Wildlife Conservation Commission; GTA-23-00035 (2023)

Cypress Creek Wellfield (CCWF) Surface Water Management (SWM) Project Phase I and Phase II Monitoring (Tampa Bay Water, Pasco County, FL) Chief Scientist. Hydrologic and vegetative monitoring to comply with the permit conditions. Conducted bi-weekly surface water monitoring and authors annual report including WAP assessments, hydrologic data, and conditions of the surface water management system as a whole. Assists the client with public inquiries and complaints as well as conducts coordination with the water management district as needed. (October 2007 to present) Project Value: \$360,000

Gateway Master Plan (City of North Port, FL) Chief Scientist. The City's Division of Planning and Zoning requested development of a master plan for a 177.8-acre area at Sumter Blvd. and Interstate 75. A plan for development, considering environmental constraints like floodplain. Several stormwater solutions were evaluated and summarized. (2024) Project Value: \$200,000

SR 46 Resiliency White Paper (FDOT D5, Volusia County, FL) Chief Scientist. The FDOT's Resiliency Action Plan identified SR 46 as a vulnerable corridor. Responsible for developing a document that determined how often the roadway experienced flooding over the past 40 years, how deeply inundated the road became, and whether flooding frequency was occurring more frequently. (2023) Project Value: \$17,059.80

Polk City Vision Plan (FDOT D1, Polk County, FL) Chief Scientist. This project was a collaboration between the FDOT, Polk County, City of Polk City and the Polk TPO to develop a vision plan for SR 33 through Polk City. Conducted field review to identify and evaluate environmental constraints. Documented environmental issues in report. Participated in public outreach activities and reviewed outreach materials. (2022) Project Value: \$14,054.30

Assessment of Emergency Pumping Over Dye's Crossing Road (Tampa Bay Water, Pasco County, FL) Project Manager. Special permissions from the Southwest Florida Water Management Districts (SWFWMD) to operate pumps during high water conditions in 2015. Responsible for an impact assessment flood conditions for emergency pumping over Dye's Crossing Road within the Cypress Creek Wellfield. Completed a technical memorandum that included in-depth research of seasonal high/normal pool elevations and hydrologic modeling to identify potential impacts. (January to December 2015) Project Value: \$20,000

Polk Rail PD&E Study (FDOT D1, FL) Senior Environmental Scientist. Examined rail relocation and reconfiguration options to improve rail operations including establishment of ten rail relocation options, and identification of potential impacts associated with each option. Generated an environmental matrix to tabulate potential environmental impacts and authored an Environmental Impact Technical Memorandum to discuss the results. (2014) Project Value: \$2,000,000

Martha Gruber, PWS, ENV SP, GTA

Chief Scientist



Martha is a multi-disciplinary environmental scientist, and her career has included public, private, and non-profit sectors since 2003, with 21 years of experience. She is a skilled communicator and has experience with public engagement projects due to her public sector work. She is an experienced project manager with knowledge in wetland assessments and mitigation, listed species surveys, mitigation, restoration, resiliency, and stormwater projects. Martha joined Artemis in May 2021.

EXPERIENCE

Cypress Creek Wellfield (CCWF) Surface Water Management (SWM) Phase III (TBW, Pasco County, Florida) Senior Environmental Scientist. The third phase of the CCWF SWM project is to provide additional improvements to the previously constructed surface water management system. The project focus is on target wetlands to improve water storage and conveyance. Permitting preparation for the Southwest Florida Water Management District (SWFWMD) and preparation of Environmental Resource Permit (ERP) package, and US Army Corps of Engineers Nationwide Permit (NWP). (October 2022 to Present) Project Value: \$360,000

SR 46 from Jungle Road to Morgan Alderman Road Resiliency White Paper (FDOT District 5, Seminole and Volusia Counties, FL) Senior Environmental Scientist. Determine flooding events that occur by assessing the magnitude of a storm that would cause flooding and identifying opportunities for mitigating flooding events. Assisted in the preparation of the resiliency white paper that included addressing existing conditions for wildlife, soils, and environmentally sensitive areas. The goal of the white paper was to answer the resiliency and follow-up actions for the longevity of the road. (2023) Project Value: \$17,059.80

Eastlake Recreation Parking Feasibility Study (Pinellas County Government, FL) Project Scientist. The project included providing an alternative parking design for the Eastlake Sports Complex. Aided with determining wetland limits and collecting data on the identified wetlands. Prepared a tech memo that included wetland impacts and mitigation needs if an option was selected where the wetlands were identified as part of the design of the new parking complex. (June 2023) Project Value: \$70,884

Marco Island Loop Trail Feasibility Study (FDOT District 1 - Marco Island, FL) Senior Environmental Scientist. The FDOT, in partnership with the City of Marco Island, Collier County, and Collier MPO is evaluating a 12-foot multi-use trail along S.R. 951 and C.R. 92 to determine a preferred design concept for implementation. Assisted with the preparation of the environmental analysis utilizing the Environmental Screening tool (EST) to assess the project. The Environmental Analysis document included the existing conditions of wetlands and surface waters, soils, section 4(f), and protected species. A Uniform Mitigation Assessment Method (UMAM) was provided because of potential impacts to wetlands and surface waters. (2022-2023) Project Value: \$31,067

FDOT Mitigation Program (Southwest Florida Water Management District – Various Counties) Project Manager. The SWFWMD FDOT Mitigation Program restores and manages 24 wetland mitigation areas on both local government and District-owned lands. Contracted and managed consultants to monitor mitigation sites, maintain success criteria of native vegetation and reduce FLEPPC vegetation, and conduct site inspections. Review of restoration plans for mitigation sites out of compliance and oversight of efforts. Responsible for hosting public meetings before finalizing the FDOT Mitigation Plan per Section 373.4137 F.S. (January 2017 to February 2019) Project Value: \$1,000,000+

Specialties and Skills

- Wetlands
- Protected Species
- Environmental Monitoring, Assessments, and Permitting
- Grant Writing
- Resiliency

Education

- Bachelor of Arts, Environmental Studies/Policy, Eckerd College (2002)
- Living Shoreline Training for Marine Contractors, USF IFAS Sea Grant (2021)
- Hydric Soils Workshop, FL Association of Environmental Professionals (2021)
- Wetland Delineation Determination Workshop, FL Department of Environmental Protection (2020)

Professional Affiliations

- Professional Wetland Scientist; Society of Wetland Scientists; ID 4020 (2025)
- Envision Sustainability Professional, Institute for Sustainable Infrastructure, (2024)
- Authorized Gopher Tortoise Agent; FL Fish and Wildlife Conservation Comm.; GTA-19-00120A (2021)



Edward “Ned” Connolly, PSM
Survey Project Manager 3

Role

- Surveyors

Years of Experience

- 20

Education

- B.S., Land Surveying Engineering, Pennsylvania State University, 2007

Registration

- Professional Land Surveyor and Mapper (PSM), Florida, LS6911, 05/29/2012

Certifications

- FDOT Temporary Traffic Control: Intermediate, #14081, Refresher #59159

Professional Affiliations

- Florida Surveying & Mapping Society (FSMS)
- West Coast Land Surveyors Association (WCLSA)

Specialized Training

- Project Management Training, ELEMENT
- Leadership Training, ELEMENT

Ned is a Vice President with ELEMENT and leads the firm’s Subsurface Utility Engineering (SUE) and Survey services. He is responsible for the daily coordination and management of both the field and office operations. Ned is proficient in the latest industry technology and is known for implementing efficient, results-driven management strategies across a wide range of project types. He has been involved with all aspects of survey and SUE practices and has led complex transportation corridor assignments, historic boundary retracements, right-of-way (R/W) mapping, and GIS mapping efforts using terrestrial/mobile LiDAR, RTK GNSS, UAV photogrammetry, and ground penetrating radar. His SUE expertise includes subsurface utility surveys, site excavation, and utility location and conflict analysis. Ned also brings extensive knowledge of geodetic control, design/topographic, and legal boundary determination, making him a trusted technical lead on both conventional and technology-driven survey efforts.

Ned’s relevant project experience includes:

Polk County, Lake Wilson Road Widening Project, FL. Project Surveyor. Overseeing all survey efforts for this professional service contract for Polk County Roads and Drainage Division and providing the necessary survey services to prepare right-of-way maps, legal descriptions, engineering design, and construction plans. Survey services and deliverable data will be in accordance with pertinent Florida Statutes and applicable rules in the Florida Administrative Code. **Cost: \$300,000**

Hillsborough County, S Parsons Avenue and Lumsden Road to SR 60, Brandon, FL. Project Surveyor. Providing survey services for this project. Responsibilities include the oversight of the field survey and SUE crews, maintaining accurate notes, records, and sketches, researching previous survey evidence, maps, physical evidence, and other records, attending project meetings, providing input, evaluating and managing the required field survey work, and QA/QC plan management and execution. **Cost: \$23,000**

Hillsborough County, Balm Riverview at Rhodine Road, FL. Project Surveyor. Provided survey and SUE services for this project. Responsibilities included drafting the Vvh reports, creating the Vvh summary report, checking the Vvh reports against the SUE Survey field book, quality control of the surveyed designations in UTEXRD files against the field book and Vvh reports, requesting field verification of discrepancies, and providing review comments to accompany UTEXRD file to Survey. **Cost: \$258,000**

FDOT District One, US 27 from Presidents Drive to SR 60, Polk County, FL. SUE/Survey Project Manager. Provided survey and SUE services for this project. Responsibilities included drafting the Vvh reports, creating the Vvh summary report, checking the Vvh reports against the SUE/Survey field book, QC-ed the surveyed designations in the UTEXRD files against the field book and Vvh reports, requesting field verification of discrepancies, and provided review comments to accompany the UTEXRD file to Survey. **Cost: \$925,000**

FDOT District One, Recker Highway/CSX Grade Separation, Polk County, FL. SUE/Survey Project Manager. Providing SUE services for this project. Responsibilities include the oversight of the field survey crew, maintaining accurate notes, records, and sketches, researching previous survey evidence, maps, physical evidence, and other records, attending project meetings, providing input, evaluating and managing the required field survey work, and QA/QC plan management and execution. **Cost: \$294,000**



Frederick Edwards, PLS
SUR Chief Surveyor

Role

- Surveyors

Years of Experience

- 36

Education

- Edgewater H.S., Orlando, FL

Certification

- Florida Professional Land Surveyor, 4710, 07/13/1989

Specialized Training

- Microstation SS10 w/ Power GEOPAK and Bentley ORD
- AutoCAD Civil 3D
- Right-of-Way Mapping

Mr. Edwards is a seasoned professional who has been in the Survey field for over 36 years. He previously worked with the Florida Department of Transportation (FDOT), having worked for the District Seven Right-of-Way (R/W) Mapping Section for 18 years. Additional roles throughout his career have included Senior Project Manager, R/W Map Technical Reviewer, and Survey Manager. His enduring career has provided him with expertise in the utilization of appropriate software to produce and review R/W maps, the ability to produce, plot, and review CAD R/W maps (RWMs) utilizing MicroStation DGN file format, Geopak Coordinate Geometry Calculation program, and FDOT Symbology software, as well as the ability to draft maps by hand.

Fred's relevant project experience includes:

Hernando County, Dan Brown Hill Road ROW Mapping, FL. SUR Surveyor. The purpose of this project was to perform a Right of Way Survey along Dan Brown Hill Road. Responsibilities included providing surveying and mapping support for project development and environment studies, design surveys, wetland surveys, reviewing and updating existing survey data, terrestrial LiDAR and LiDAR extraction, and extensive research for R/W acquisition including determinations of ownership, encroachments, and easements. **Cost: \$62,000**

FDOT District One, 449122-1 SR 72 from US 41 (SR 45) (MP 0.059) to Honore Ave (MP 3.888), FL. SUR Surveyor. This project included milling, resurfacing, and reconstruction from US 41 (SR 45) (MP 0.059) to Honore Ave (MP 3.888). Responsibilities included providing surveying and mapping support for project development and environment studies, design surveys, reviewing and updating existing survey data, terrestrial LiDAR and LiDAR extraction, right of way control surveys, and extensive research for R/W acquisition determinations of ownership, encroachments, and easements. **Cost: \$358,000**

FDOT District Seven, 449156-1 I-75 from S of Fowler Ave to Pasco County Line, FL. SUR Surveyor. The purpose of this project was to extend the service life of the roadway with improvements including milling and resurfacing of the existing mainline travel lanes, ramps, and frontage roads, excluding bridges, throughout the project limits. Other improvements included drainage, signing and pavement markings, lighting, and safety enhancements such as guardrail/bridge end treatment upgrades. Responsibilities included providing surveying and mapping support for project development, design surveys, reviewing and updating existing survey data, terrestrial LiDAR and LiDAR extraction, and research for R/W calculation. **Cost: \$388,000**

FDOT District One, DeSoto Bridge Replacement from 21st Ave W to US 19 Bridge #130053, FL. Responsible for completing R/W Mapping on this project. Provided additional secondary horizontal and vertical control and supplemental topographic survey data. Additionally provided a Right of Way Control Survey and right of way mapping to aid in property acquisition throughout the project corridor. **Cost: \$297,000**



Bryan Flynn, PSM
SUR Surveyor

Role

- Surveyors

Years of Experience

- 9

Education

- B.S., Surveying Engineering, Pennsylvania State University, 2016

Registration

- Professional Surveyor and Mapper (PSM)
Florida, LS7387, 02/22/2022

Certifications

- FDOT Temporary Traffic Control: Intermediate, 67320

Professional Affiliations

- National Society of Professional Surveyors (NSPS)

Specialized Training

- Project Management Training, ELEMENT
- Leadership Training, ELEMENT

Bryan Flynn has nine years of survey, mapping, and subsurface utility engineering (SUE) experience. His strong skill set and dedication to quality make him a great asset to the ELEMENT team. Mr. Flynn coordinates daily with survey and SUE field crews, ensuring project-specific requirements are understood and accomplished. He performs survey data processing and analysis, prepares project deliverables, and is skilled in multiple software platforms including ArcGIS, MicroStation, and AutoCAD Civil 3D. He is knowledgeable in a variety of surveying services including Geodetic Control surveys, Right-of-Way (ROW) mapping, Design/Topographic surveys, Boundary surveys, and Subsurface Utility surveys. Additionally, he serves as a Safety Liaison for ELEMENT, making sure that field crew members are certified in job-specific tasks and that field operations are being performed in accordance with the best practices while meeting all local, state, and federal safety regulations.

Bryan's relevant project experience includes:

FDOT District One, US 27 from Presidents Drive to SR 60, Polk County, FL. SUE/Survey Office Technician. Provided survey and SUE services for this project. Responsibilities included drafting the Vvh reports, creating the Vvh summary report, checking the Vvh reports against the SUE/Survey field book, QC-ed the surveyed designations in the UTEXRD files against the field book and Vvh reports, requesting field verification of discrepancies, and provided review comments to accompany the UTEXRD file to Survey. **Cost: \$925,000**

Hillsborough County, Balm Riverview at Rhodine Road, FL. SUR SVY/GIS/SUE Analyst. Provided survey and SUE services for this project. Responsibilities included drafting the Vvh reports, creating the Vvh summary report, checking the Vvh reports against the SUE Survey field book, quality control of the surveyed designations in UTEXRD files against the field book and Vvh reports, requesting field verification of discrepancies, and providing review comments to accompany UTEXRD file to Survey. **Cost: \$258,000**

Hillsborough County, 70th Street S over Delaney Creek, FL. SUR SVY/GIS/SUE Analyst. Provided survey and SUE services for this project. Responsibilities included drafting the Vvh reports, creating the Vvh summary report, checking the Vvh reports against the SUE Survey field book, quality control of the surveyed designations in UTEXRD files against the field book and Vvh reports, requesting field verification of discrepancies, and providing review comments to accompany UTEXRD file to Survey. **Cost: \$33,000**

Hillsborough County, Providence at Watson, FL. SUR SVY/GIS/SUE Analyst. Providing survey and SUE services for this project. Responsibilities included drafting the Vvh reports, creating the Vvh summary report, checking the Vvh reports against the SUE Survey field book, quality control of the surveyed designations in UTEXRD files against the field book and Vvh reports, requesting field verification of discrepancies, and providing review comments to accompany UTEXRD file to Survey. **Cost: \$100,000**

FDOT District Seven, Good Neighbor Trail Gap from W of SR 50 Cortez Boulevard to Good Neighbor Trail, Hernando County, FL. SUE/Survey Office Technician. SUE services were provided for this project which entailed the design of a 12-foot-wide multi-use trail that connected the Suncoast Trail to the Good Neighbor Trail as a portion of the Coast-To-Coast Connector Trail. Responsibilities included assisting the PM with overseeing the field survey crew; maintaining accurate notes, records, and sketches to describe and certify work performed; researching previous survey evidence, maps, physical evidence, and other records; attending project meetings, providing input, evaluating and managing the required field survey work, and managing and assisting with the execution of the QA/QC plan. **Cost: \$165,000**



Heather Rocha, PE
 Engineer 2

Role

- Floodplain Management

Years of Experience

- 16

Education

- B.S.C.E., University of North Florida, 2009

Registration

- Professional Engineer (PE), Florida, 80378, 01/01/2016

Specialized Training

- FDOT Temporary Traffic Control: Advanced
- MicroStation
- GEOPAK
- AutoCAD
- Leadership Training, ELEMENT

Heather Rocha's 16 years of experience includes project management for on- and off-system projects, scheduling, project estimates and budgets, roadway design, sidewalk design, interstate widening, temporary traffic control, construction plans, and drainage design including spread analysis, conveyance of ditches and swales, cross drain analysis, and environmental permitting. Her computer skills include ORD, MicroStation, FDOT Culvert Service Life Estimator, FDOT Electronic and Digital Delivery, HEC-RAS, ICPR, and GEOPAK.

Heather's relevant project experience includes:

FDOT District One, Ewell Road at S Lunn Road, Ewell Road at N Lunn Road, and Ewell Road at Old Highway 37, Polk County, FL. Drainage Engineer of Record. This three-part intersection project involved the realignment and reconstruction of Ewell Road and Lunn Road (north and south), and installing milling and resurfacing at Ewell Road and Old Highway 37. Responsibilities consisted of designing the roadway widening and realignment of the intersections, assisting with drainage design, plans production, and providing CADD (3D modeling). **Cost: \$2,920,350**

FDOT District One, Lee Jackson Hwy (12th St) Sidewalk, Polk County, FL. Drainage Engineer of Record. This project consisted of the addition of approximately 0.7 miles of sidewalk. The design also included modifying the open ditch system to a storm sewer system. The tight Right-of-Way and many utilities created unique working conditions, however innovative design such as rerouting the drainage trunkline under the edge of pavement with valley gutters and Type-V inlets were utilized to meet the corridor demands. **Cost: \$1,415,000**

FDOT District One, SR 60 Eastbound over Peace River (Bridge No. 160129 and 160130), Polk County, FL. Quality Control Reviewer. This project included bridge coating of the structural steel and steel bearings, expansion joint replacement, application of methyl methacrylate sealer on the concrete bridge decks, and spall repair. Temporary traffic control included a single lane closure to accommodate the work while maintaining access to nearby intersections, businesses, a boat ramp, and median openings. Responsible for temporary traffic control design, quantities, and cost estimates. **Cost: \$573,720**

FDOT District One, US 98 (SR 700) Resurfacing, Restoration, and Rehabilitation Project, Highlands County, FL. Drainage Engineer of Record. This project consisted of milling and resurfacing 10 miles of asphalt pavement, turn lane widening, cross slope correction, railroad improvements and safety enhancements. The design included modifications to the corridor and additional pavement depth and resurfacing of an asphalt overlaid bridge. Other safety enhancements included the addition of no passing zones, advance intersection signing updates, implementation of railroad dynamic envelopes at the rail crossing, the replacement of guardrails at the four bridges within the project limits, and the addition of bicyclist keyholes. **Cost: \$9,549,740**

Hillsborough County, Gibsonton Drive at Fern Hill Drive Intersection Improvements and Signalization (Temporary and New), FL. Roadway Engineer of Record. The project included an interim "temporary signal" design to be implemented while the long-term solutions were evaluated and developed through a Preliminary Engineering Report. The improvements included connectivity to new developments on the north leg of the intersection, consideration of long-term improvements by FDOT within the limited access right-of-way (R/W), and significant widening on the northbound approach to the intersection considering ongoing and upcoming development along Fern Hill Drive. **Cost: \$7,732,100**



Lynn Decker, PE, RSP₁
Senior Engineer 1

Role

- Engineering Services

Years of Experience

- 18

Education

- B.S.C.E. with a Minor in City and Regional Planning, California Polytechnic State University, San Luis Obispo, 2007

Registration

- Professional Engineer (PE), Florida, 86295, 01/8/2019
- Professional Engineer (PE), California, 78225, 06/10/2011
- Road Safety Professional (RSP1), 1199, 03/20/2024

Specialized Training

- OSHA 10-Hour Training for the Construction Industry
- Specifications Package Preparation, FDOT
- FDOT Temporary Traffic Control: Advanced
- Temporary Traffic Control Certification Instructor/Provider, FDOT
- OpenRoads Designer (ORD)
- MicroStation
- Project Management Training, ELEMENT
- Leadership Training, ELEMENT

Lynn has 18 years of engineering experience specializing in planning and designing transportation facilities, including interstate highways and regional routes. As Roadway Group Manager, she has vast knowledge of transportation engineering in areas such as project management, design, access management, reviews, plan production, cost estimating, specifications, technical analysis, preparing studies, and project scheduling.

Lynn's relevant project experience includes:

FDOT District One, SR 60 Eastbound over Peace River (Bridge No. 160129 and 160130), Polk County, FL. Subconsultant Project Manager and Roadway Engineer of Record. This project included bridge coating of the structural steel and steel bearings, expansion joint replacement, application of methyl methacrylate sealer on the concrete bridge decks, and spall repair. Temporary traffic control included a single lane closure to accommodate the work while maintaining access to nearby intersections, businesses, a boat ramp, and median openings. Responsible for temporary traffic control design, quantities, and cost estimates. **Cost: \$573,720**

City of Tampa, W Platt Street at S Fremont Avenue Signalization and Intersection Improvements, Tampa, FL. Roadway Engineer of Record. This project included the implementation of signalization as well as enhanced sidewalk connectivity at the intersection of W Platt Street and S Fremont Avenue, as well as enhanced curb ramps and walkability improvements to enhance the safety of the corridor. This project involved overbuild to eliminate localized ponding at the curb returns and working around specific utility poles that could not be relocated. **Cost: \$891,130**

Hillsborough County, 50th Street at USF Holly Drive and Fletcher Avenue Intersection Improvements, FL. Project Manager/Engineer of Record. The project included signalizing two intersections, multimodal improvements, roadway widening, drainage improvements, retaining walls, and environmental permitting. The result improved safety and access for all users within the USF area community. **Cost: \$10,464,400**

Hillsborough County, CR 584 (Waters Avenue) at Florida Mining Boulevard Intersection Improvements, FL. Project Manager/Engineer of Record. This project included signalizing the intersection, pedestrian access improvements, roadway widening, drainage improvements, and significant utility coordination. The project improved safety and access for pedestrians, motor vehicles, and freight vehicles at a high-crash intersection by providing crosswalks, enhanced sight distance, improved turning radii, and innovative traffic signal operation. **Cost: \$2,243,540**

Hillsborough County, Collins Elementary School Safety and Mobility Improvements, FL. Roadway Engineer of Record. This project included turn lane widening, drainage improvements, and a newly widened sidewalk in support of a school and local community center expansion. The project improved safety and increased pedestrian access within the school impact area and surrounding neighborhoods. **Cost: \$1,979,200**

FDOT District One, US 98 (SR 700) Resurfacing, Restoration, and Rehabilitation Project, Highlands County, FL. Project Manager and Roadway Engineer of Record. This project consisted of milling and resurfacing 10 miles of asphalt pavement, turn lane widening, cross slope correction, railroad improvements and safety enhancements. The design included modifications to the corridor and additional pavement depth and resurfacing of an asphalt overlaid bridge. Other safety enhancements included the addition of no passing zones, advance intersection signing updates, implementation of railroad dynamic envelopes at the rail crossing, the replacement of guardrails at the four bridges within the project limits, and the addition of bicyclist keyholes. **Cost: \$9,549,740**



Matthew Weaver, PE, RSP₂₁, CPM

Senior Traffic Engineer

Role

- Engineering Services

Years of Experience

- 20

Education

- B.S.C.E., University of Toledo, 2005

Registration

- Professional Engineer (PE) Florida, 71752, 08/02/2010
- Professional Engineer (PE) Ohio, 74282, 12/18/2009
- Road Safety Professional (RSP21), Level 2 Infrastructure, 20, 12/09/2019

Certifications

- Certified Public Manager (CPM)

Professional Affiliations

- Institute of Transportation Engineers
- American Society of Highway Engineers

Specialized Training

- Roadway Departure Safety, FHWA
- Designing for Pedestrian Safety, FHWA
- Road Safety Audits, FHWA
- Project Management Training, ELEMENT
- Leadership Training, ELEMENT

Matt Weaver has 20 years of engineering experience specializing in transportation engineering with a focus on signing and pavement markings, traffic signals, and safety. As Traffic Engineering Group Manager, Matt serves as contract manager for safety-focused contracts in Districts Two and Seven and provides analysis and support on contracts in District One. Focused on real-world safety solutions, Matt is a devoted advocate for “doing the right thing” when it comes to multimodal accessibility. He makes recommendations on existing projects to improve safety and provides safety analyses to Districts Two and Seven for the development of new corridors and intersection-focused safety projects. Prior to joining ELEMENT, Matt was the design project manager for District Seven’s Design-Build Pushbutton Contract with FDOT. His extensive experience in safety also includes serving as District Champion for Bicycle and Pedestrian Safety in both Districts One and Seven, along with leading the safety office as the District Traffic Safety Program Engineer for District Seven. Matt was selected as the 2018 Joseph Grimail Transportation Professional of the Year by the Tampa Bay Institute of Transportation Engineers for his ongoing focus on transportation safety.

Matt’s relevant project experience includes:

FDOT District One, Ewell Road at Lunn Road, Polk County, FL. Signing and Pavement Marking and Signalization Engineer of Record. This resurfacing project involved minor widening, realignment of the existing intersection geometry, and the addition of signals. **Cost: \$202,000**

Hillsborough County, Engineering Services, Traffic Development and Design, Hillsborough County, FL. Task Manager. This contract involves providing as-needed general engineering services to support transportation capital improvement projects including intersection improvements, new signals, traffic signal interconnection, road diets, complete streets, road widening, road resurfacing and reconstruction, and bridge rehabilitation and replacement. Services provided under the contract include preliminary engineering studies, design, plans preparation, structure design, utility coordination, maintenance of traffic plans, traffic signal design, traffic modeling, and survey. **Cost: \$3,000,000**

Hillsborough County, Zambito Road from Bearss Avenue to Roadway Termination, Tampa, FL. Deputy Project Manager. This .5-mile full-depth reclamation task involved developing plans for pavement rehabilitation for the full length of Zambito Road. During the design process, several signing and pavement marking improvements were implemented that would enhance the safety of the corridor, in addition to curb ramp relocation and reconstruction, to provide a safer pedestrian environment. **Cost: \$87,000**

City of Tampa, 34th Street Safety Improvements, Hillsborough County, FL. Signing and Pavement Marking, Traffic Engineer. This FDOT LAP project for the City of Tampa involved adding single-lane roundabouts as a countermeasure to improve safety by reducing fatal and severe injury crashes. Services included roundabout analysis and design, drainage design, pavement design, signing and pavement marking plans, temporary traffic control plans, utility relocation plans, and a design survey for safety improvements along 34th Street. **Cost: \$2.9 million.**

City of Tampa, Hyde Park Pedestrian Safety, Tampa, FL. Signing and Pavement Marking, Traffic Engineer. The primary purpose of this FDOT LAP project for the City of Tampa was to improve pedestrian and bicyclist safety by providing bulb-outs and dedicated bike lanes along Hyde Park Avenue and Plant Avenue. **Cost: \$928,000**



Lenny Irizarry
Senior Utility Coordinator

Role

- Utility Coordination

Years of Experience

- 14

Education

- A.A., Business Management, St. Petersburg College, 1997-1999
- A.A., Design and Construction, Hillsborough College, 2000-2002
- Computer-Aided Design and Drafting Courses, Hillsborough College, 2000

Certifications

- FDOT Temporary Traffic Control: Advanced
- Sunshine 811
- Society of Cable Telecommunications Engineers
- American Public Works Association

Specialized Training

- Project Management Training, ELEMENT

Lenny Irizarry brings 14 years of expertise in permitting and utility design having worked throughout the state of Florida. His experience includes preparing right-of-way use permits for both City/County municipalities and the FDOT, upgrading and installing emergency electrical remote backup switches to cell tower generators, and preparing site facility maps, prepared plans, and detailed AutoCAD drawings from rough sketches. He has performed field reviews and construction coordination for telephone and cable utilities on many large projects. He has prepared and submitted over 4,500 utility permit requests for Comcast, Cox Communications, Bright House, Frontier, and AT&T, as well as green line drawings and Red, Green, and Browns (RGBs) for numerous utility owners as part of a utility permit package submittal. Lenny is knowledgeable of roadway, bridge, drainage, utility relocation design plans, support documentation, conflict matrix development, and general processes of design and construction projects. He is also familiar with Occupational Safety and Health Administration (OSHA) standards, American Public Works Association standards, and the state of Florida utility accommodation procedures.

Lenny's relevant project experience includes:

Manatee County, Lena Road from S of 44th Ave E to SR64 IPO 1, FL. Utility Coordination. This project consisted of a 2-lane roadway with 12-foot travel lanes and unpaved shoulders. The southern portion of Lena Road provides a 5-foot sidewalk on the east side of the roadway and a 10-foot sidewalk outside of the roadway right of way on the west side. Coordination with UAOs along this corridor involved phase meetings, securing agreements, reviewing roadway plans for constructability, and creating and implementing plans for utility conflicts to be addressed and relocated, are being performed when necessary. **Cost: \$26,000**

Hillsborough County, Seffner Valrico Road at Clay Avenue, FL. Utility Coordinator. Provided utility coordination (UC) services for intersection improvements. Responsibilities included identifying existing utility conflicts, and securing agreements, work schedules, and plans from existing Utility Agency Owners (UAOs) to ensure all utility conflicts were addressed and resolved. Reviewed roadway plans for constructability with existing and proposed utility facilities, collected utility work schedules (UWSs) for review to ensure schedules were met, and reviewed new utility permit requests along the project corridor. **Cost: \$30,000**

Hillsborough County, Providence at Watson Intersection Improvements, FL. Utility Coordinator. Provided UC services for intersection improvements. Responsibilities included identifying existing utility conflicts, and securing agreements, work schedules, and plans from existing UAOs to ensure all utility conflicts were addressed and resolved. Reviewed roadway plans for constructability with existing and proposed utility facilities, collected UWSs for review to ensure schedules were met, and reviewed new utility permit requests along the project corridor. **Cost: \$21,000**

Hillsborough County, Collins Elementary Circulation Improvements, FL. Utility Coordinator. Utility Coordinator. Provided construction UC services for intersection improvements. Responsibilities included a review of utility relocation schedules, the development of a utility relocation matrix, and preparing the notice of construction letters for utility owners. Scheduled utility relocation work, provided weekly updates to construction project managers, and assisted in both field reviews and conflict resolution. Coordinated the relocation work of utility owners, conducted on-site field reviews, and met with county roadway contractors, inspectors, sub-contractors, engineers, and utility representatives. **Cost: \$85,000**



J. Brent Postma
Senior Utility Coordinator

Role

- Utility Coordination

Years of Experience

- 16

Education

- Hudson High School Diploma, 1984

Professional Affiliations

- Florida Utilities Coordination Committee

Certifications

- FUCC, Utility Coordination Certification, Module #2
- Cost Estimating/Billing Process, Module #5
- Project Management Training, ELEMENT
- Leadership Training, ELEMENT

Using knowledge gained during his 25-year tenure within the utility field, Brent has spent the past 16 years focused on all facets of utility coordination (UC) within infrastructure projects ranging from simple to extremely complex, and has served as a FDOT liaison for in-house UC. As a Vice President of ELEMENT and the UC group manager, he oversees all components of the firm's UC projects by providing utility relocation plans, negotiating utility work schedules, and reviewing permits in accordance with the standard policies and practices of the FDOT. He also manages 11 utility coordinators. His experience includes design-builds, major and minor roadway, project development and environment (PD&E), and construction projects. He is proficient in standard UC policies and procedures such as utility work highway contractor agreements (UWHCA), permit review and submittal, utility adjustment and relocation agreements, subordination of easements, conflict analysis, constructability reviews, managing advanced utility relocation activities, and processing interstate reimbursements.

Brent's relevant project experience includes:

FDOT District One, SR 25/US 27 from Presidents Drive (MP 13.638) to SR 60 (MP 18.397) Boulevard, Polk County, FL. Utility Project Manager. Providing UC services for widening SR 25 from a four-lane rural roadway to a six-lane rural section from MP 13.638 to MP 15.166. Responsibilities include identifying existing utility facilities, securing agreements, work schedules, and plans from existing UAOs to ensure all utility conflicts are addressed and resolved, conducting phase meetings and certifying all utility negotiations, reviewing roadway plans for constructability with existing and proposed utility facilities, developing utility work schedules, monitoring utility relocation work to ensure schedules are met and reviewing new utility permit requests along the project corridor. **Cost: \$749,000**

Hillsborough County, Citrus Park Drive Extension from Countryway Boulevard to Sheldon Road, FL. Utility Project Manager. Providing construction UC services for this project that consist of extending Citrus Park Drive to connect Countryway Boulevard to Sheldon Road by adding a 2.73-mile section of four-lane divided urban road. In addition, two 11-foot lanes, a 6-foot "buffered" bicycle lane, and sidewalks will be constructed along the corridor in both directions. Responsibilities include conducting utility field meetings, identifying and addressing utility conflicts, reviewing and coordinating all as-built drawings, managing relocation efforts of utility UWHCA work performed by the County's contractor, documenting and resolving potential delay claims, and attending weekly progress meetings. **Cost: \$156,000**

Manatee County, Upper Manatee River Rd from N of SR64 to Fort Hamer Bridge, FL. Providing UC services for this project consisted of traffic operational enhancements needed to improve capacity and reduce congestion in downtown Bradenton, Manatee County. Restriped or modification of lane assignments, as well as minor median modifications, urbanization of several intersections, new signals, and modifications to existing signals, will also be implemented. There was existing drainage (consisting of curb and gutter and closed stormwater facilities) being evaluated and maintained as needed. Coordination with UAOs along this corridor involved phase meetings, securing agreements, reviewing roadway plans for constructability, and creating and implementing plans for utility conflicts to be addressed and relocated, are being performed when necessary. **Cost: \$30,000**

Manatee County, 9th Ave NW from 71st St NW to 99th St NW, FL. Utility Project Manager. This project included the design of 9th Ave NW from 75th St. NW to 99th St. NW in west Bradenton. Coordination with UAOs along this corridor involved phase meetings, securing agreements, reviewing roadway plans for constructability, and creating and implementing plans for utility conflicts to be addressed and relocated, are being performed when necessary. **Cost: \$36,900**



Michael R. Klink, PE

Senior Engineer

Mr. Klink has 20 years of experience working in the civil engineering field, including conceptual planning and modeling, design, permitting, and construction administration. He has worked on multiple stormwater related projects, including stormwater ordinances, stormwater BMP manuals, flood studies, stormwater infrastructure designs, LID design, stormwater modeling and analysis of existing and proposed systems, evaluation of existing stormwater structures and replacement recommendations, municipal stormwater construction plans and calculations reviews, stormwater installation inspections, and interactive ArcGIS inventory maps for municipalities' stormwater structures.



AREAS OF SPECIALIZATION

Stormwater Management Design and Planning
 Stormwater Modeling
 Environmental Permitting
 Design and Planning of Land Development
 Water and Wastewater Utility Planning and Design
 Construction Management & Inspections
 Stormwater Reviews

EDUCATION

M.S., Civil Engineering, Clemson University, 2006
 B.S., Civil Engineering, Clemson University, 2005

REGISTRATIONS

PE, Florida, No. 71840
 PE, South Carolina, No. 28229
 PE, North Carolina, No. 052829
 PE, Georgia, No. 035369
 PE, Louisiana, No. 39352
 FDOT Advanced MOT/TTC
 GSWCC Level II Certified Design Professional, Ga
 Cert. No. 00000730501

PROJECT EXPERIENCE

Project Manager, Plan Review and Construction Site Inspections, Town of Ridgeland, SC - Project Manager for engineering review for stormwater plans and calculations for development projects to ensure appropriate design methods and standards are utilized in compliance with Town of Ridgeland municipal standards. Provide inspection services during construction on behalf of Town to ensure compliance with approved designs. (Project Value: approx. \$25,000 annually)

Project Manager, Plan Review and Construction Site Inspections Town of Port Royal, SC - Project Manager for engineering review for stormwater plans and calculations for development projects to ensure appropriate design methods and standards are utilized in compliance with Town of Port Royal municipal standards. Provide inspection services during construction on behalf of Town to ensure compliance with approved designs. (Project Value: approx. \$15,000 annually)

Project Engineer, LaSalle Street Drainage Improvements Plan, City of Jacksonville, FL - Project Engineer for critical drainage improvements in the historic San Marco neighborhood situated adjacent to the St. Johns River. Poor drainage, rising water levels, and tidal influence have caused significant flooding issues in the historic neighborhood. The City of Jacksonville has contracted Four Waters to develop plans for a pump station and drainage improvements to relieve flooding in the approximately 150-acre LaSalle Street drainage basin. This includes development of a drainage model, analyses of existing conditions and three storm event conditions for the basin, modeling and preliminary design of corresponding stormwater management infrastructure recommendations, and 30% design and cost estimation of the final recommended improvements. Project also requires pre-application coordination with the SJRWMD and COJ Development department to ensure compliance and compatibility. (Project Value: \$641,027)

Civil Design Engineer, Greenland Water Reclamation Facility Access Road, JEA, Jacksonville, FL - Design Services for a 6 MGD water reclamation facility's approximately one-half mile main access road, including road base, asphalt, and improved drainage. Also responsible for design of the water, raw water, forcemain, and reclaimed water pipelines along the access road which range from 8-inch to 36-inch. Project also required modeling, permitting, and design of four 12'x6' box culverts with wingwalls for the access road crossing at tributary of Big Davis Creek. A hydraulic analysis was performed for the culvert crossing using the EPA SWMM model. Using the FEMA-approved Conditional Letter of Map Revision (CLOMR) model

as a base, multiple crossing configurations were evaluated at the proposed crossing location along the tributary to Big Davis Creek. The selected design was determined to result in a maximum increase of 0.01 foot in peak flood stage for the 100-year 24-hour design storm event. The access road drainage improvements included a series of dry retention systems on each side of the crowned roadway. Due to the elevation changes of 37 feet to 18 feet at Big Davis Creek the dry retention system required a stair-step design approach with a series of dry retention areas with outfall structures that staged to infiltrate into the ground or overtopped weirs that eventually discharged to Big Davis Creek. This approach allowed for the dry retention system to maximize the use of the dry retention areas in meeting the SJRWMD attenuation and treatment requirements (Project Value: \$399,686)

Civil Engineer, Constructability Reviews, City of Jacksonville, FL - 4Waters provided constructability reviews of drainage system rehabilitation (DSR) projects for the City of Jacksonville. Reviews are intended to identify revisions or changes that can be made to reduce construction costs, schedule, and number of change orders. (Project Value: \$2,500)



Rachel Perley, PE

Associate Engineer



AREAS OF SPECIALIZATION

Environmental Engineering
Water Resources
Regulatory Compliance
Hydrologic Modeling

EDUCATION

M.S., Environmental Engineering, University of Central Florida
B.S., Environmental Engineering, Florida State University

REGISTRATIONS

PE, Florida, No. 100840

Ms. Perley is an environmental engineer with five years of experience providing technical review of stormwater management plans for the St. Johns River Water Management District. She has extensive experience with a variety of stormwater best management practices to address water quality concerns in Northeast Florida. As a part of her master's degree, she focused on the area of water resources and the effects of urbanization.

Ms. Perley is familiar with ArcGIS, StormWise, and BMPTrains and reviewing StormWise and HydroCAD reports.

PROJECT EXPERIENCE

Engineer I, II, and III, St. Johns River Water Management District, Jacksonville, FL – Performed reviews of construction plans, calculations, and hydrologic modeling to determine if projects met District criteria for water quality and flood protection. This included coordinating directly with members of the public to address questions regarding the permitting process and conducting pre-application meetings to assist applicants in developing their submittal for the design review process. (Project Value: N/A)

Associate Engineer, Nassau WRF Expansion – Phase 2A Civil Design, JEA, Yulee, FL - Civil site design for the WRF improvements as part of the complete Construction Management at Risk project. The existing JEA Nassau Regional Water Reclamation Facility (WRF) is a 2.0 mgd MBR facility located in the City of Yulee in Nassau County, Florida. In order to accommodate the continued growth of the service area JEA planned to rehabilitate the existing MBR Plant to increase its capacity, as well as expand capacity with installation of a new 2.0 mgd Oxidation Ditch Plant. Eventually, the oxidation ditch plant will be expanded further to completely replace the MBR Plant. The project site is approximately 33.8 acres, and the drainage design needed to account for conditions during the facility improvements and attenuation of future

impervious areas from anticipated expansion of the WRF. Used ICPR to model rainfall and stormwater runoff and to perform hydraulic routing through the storm drainage system. Provided permitting services with FDEP (ERP) and Nassau County. Responsible for assisting with ICPR drainage model and calculations. (Project Value: \$563,985)

Associate Engineer, Lofton Oaks Water Treatment Plant Civil Engineering Design, JEA, Nassau County, FL – JEA required the majority of the existing components of this supplemental peaking plant to be reconstructed. Provided civil engineering design services including paving, grading, drainage design, and stormwater permitting, including FDEP ERP and Nassau County. Assisted with design and calculations for stormwater ponds. (Project Value: \$56,838)

Associate Engineer, West Paris Avenue Stormwater Infrastructure Extension, Town of Port Royal, SC – Engineering and Construction Administration services to complete a stormwater infrastructure extension located from the intersection of West Paris Avenue and Madrid Avenue to the drainage pipe network on Paris Avenue the outfalls to the Cypress Wetlands. This project was funded with a South Carolina Infrastructure Investment Program (SCIIP) Grant from the SC Rural Infrastructure Authority. Responsible for assistance with drainage design and grant funding administration. (Project Value: \$56,229)

Associate Engineer, Stormwater Master Plan RIA Infrastructure Planning Grant Application, Town of Port Royal, SC – The Town of Port Royal has documented flooding issues in the older sections of town. In order to address these issues, the Town needs to collect up to date data to develop a GIS database of the existing stormwater system and a stormwater master model. The Town sought a South Carolina Rural Infrastructure Authority grant to assist with these efforts. 4Waters supported the Town's application by preparing technical content and cost estimates. The Town was awarded the maximum award amount, \$250,000. (Project Value: N/A)

Associate Engineer, Villages Stormwater Improvements, Town of Port Royal, SC – Engineering and construction administration services to complete improvements in the area between 11th Street and 9th Street known as the Villages. The improvements may include increased pipes sizes of the conveyances system from Paris Avenue to the Madrid Pond, Madrid Pond Outfall improvements, paving and stormwater collection system of the alleys, and grading improvements. The funding for the majority of this project is from a SCIIP Grant that the Town obtained with the support of 4Waters. (Project Value: \$38,090)

Anthony Brown

Senior Inspector



EXPERIENCE SUMMARY:

Mr. Brown has 10 years of experience (5 as a Sr Inspector) working in the FDOT CEI industry since 2014 and specializes in multiple areas of construction inspection, including: asphalt plant inspection, earthwork, concrete, asphalt paving, drilled shaft inspection, and pile driving inspection. He maintains an exemplary understanding of FDOT specifications and construction procedures and has worked directly out of the District 1 Materials Office as a consultant. He has successfully completed numerous FDOT projects that included sampling, testing, and reporting; and is highly familiar with both MAC and Site Manager Mr. Brown also has extensive laboratory testing experience including aggregate, soils, and concrete.

PROJECT EXPERIENCE:

433202-1-52-01

**State Road 17, Highlands County
November 2018 – January 2019**

Senior Inspector

This project consists of milling and resurfacing along SR17 and Arbuckle Creek Rd in Sebring, Florida. Mr. Brown provided CEI Senior VT Inspection services for this project as the sole inspector for this project. His duties include Earthwork, Concrete, Asphalt Paving inspection and verification testing.

Grayson O’Cain, Project Administrator, FDOT Bartow Operations Center: (863) 519-4100; Cell (863) 272-4972. \$1.8M total project cost.

418403-2-52-01

**State Road 600, Osceola County
July 2016 – November 2018**

Field Inspector

This project consisted of the reconstruction of US92/ SR600 in Kissimmee, Florida. Mr. Brown provided CEI VT Inspection services for this project. His duties include Earthwork, Drilled Shafts, Signals, Storm Sewer, Concrete, Thermo, Asphalt Paving inspection and verification testing.

Kris Morgan, Jacobs Project Administrator, (813) 614-3776. \$220M total project cost.


FDOT District 1 Materials – Pavement Assessment Specialist

December 2019 – Current

Pavement Assessment Specialist

This project consisted of conducting roadway field reviews of existing pavement to assist in project design. Duties include taking detailed notes of existing deficiencies, documenting existing conditions through video/pictures, and producing field reports. Other duties included pavement coring and reviewing cores collected by department consultants.

Taylor Smith, Pavement Evaluation Engineer, (863) 519-4221. \$900K project fees (ongoing).



Education
 Auburndale High School 2006
 Everest University 2007 to 2008
 Polk State 2008 to 2009
 Army 2010 to 2013

TIN#
 B65001988

Certifications
 CTQP Earthwork Construction Inspector I & II
 CTQP Concrete Field Technician I
 CTQP Asphalt Plant Technician I & II
 CTQP Asphalt Paving Technician I & II
 CTQP Final Estimates I & II
 CTQP Drilled Shaft Inspection
 CTQP Driven Pile Inspection
 ACI Concrete Field Testing Technician I
 ACI Concrete Laboratory Testing Technician I
 ACI Concrete Transportation Construction Inspector
 FAA Airfield Pavement Inspection
 Qualified Stormwater Management Inspector
 Concrete Batch Plant Inspector
 IMSA Signals Inspector
 IMSA Signals Technician
 Nuclear Gauge Safety
 MOT Advanced
 QC Manager
 Critical Structures Construction Issues

Marcus Grant

Laboratory Manager / Senior Field Inspector



EXPERIENCE SUMMARY:

Marcus Grant has over 18 years of experience working in the FDOT Construction Material Testing industry and specializes in the area of asphalt inspection testing and reporting, earthwork sampling, testing and reporting, concrete sampling and testing as well as creating and maintaining a CMEC accredited lab for over 12 years. He has a thorough understanding of FDOT specifications, and construction procedures. He has successfully completed numerous asphalt, earthwork and concrete construction projects that included sampling, testing, and plant verification work. Marcus Grant also has extensive laboratory testing experience including aggregate, soils, and concrete.

PROJECT EXPERIENCE:

SR17 & Arbuckle Creek Rd, Highlands County

January 2019 – March 2019

FIN: 433202-1-52-01

CEI Inspector

This project consists of milling and resurfacing along SR17 and Arbuckle Creek Rd in Sebring, Florida. Mr. Grant provided CEI VT Inspection services for this project as the sole inspector for this project. His duties include Earthwork, Concrete, Asphalt Paving inspection and verification testing.

Tim Dewitz, Project Administrator, FDOT Bartow Operations Center: (863) 519-4100; Cell (863) 272-4915. \$1.6M total project cost.

FDOT D1 & D7 VT Asphalt Plant Inspection

October 2017 to Present

Asphalt Plant Inspector

Marcus provides Asphalt Plant VT inspection services for projects in both District 1 and District 7. These services include all inspection, testing and reporting required for Hot Mix Asphalt that is to be incorporated into FDOT construction projects.

Keneth Collier, FDOT District 1 & 7 District Bituminous Supervisor, Office: (863) 519-4249. \$3.1M project fees (ongoing).

CEI Group 160, District 5 Maintenance Phase Projects


February 2020 to March 2021

FIN: 444000-1-72-10 (E5V74)

CEI Inspector

For this maintenance project, Marcus has been responsible for verifying all personnel and equipment on-site, confirming MOT set-up, video documenting the desilting process, and verifying that all pipe runs have been properly desilted per the project plans. Marcus is also responsible for updating the project worksheet, and notating operational changes not identified in the plans; as well as completing daily DWR on Site Manger.

KNavarro, Construction Project Administrator, Office: (407) 278-2729. \$260K (Madrid CFTL fees only)



Education
Lake Gibson High School Graduated in 2002

TIN#
G65354183

Certifications
CTQP Earthwork Construction Inspector Level I & II
CTQP Concrete Lab Testing Technician Level I
CTQP Concrete Field Technician Level I
CTQP FDOT Concrete Field Inspector Specification
CTQP Asphalt Plant Technician Level I & II
CTQP Asphalt Paving Technician Level I & II
CTQP LBR Testing Technician
CTQP Aggregate Testing Technician
CTQP QC Manager
CTQP Pile Driving Inspection
ACI Concrete Field Testing Technician
ACI Concrete Laboratory Testing Technician Level 1
ACI Concrete Strength Testing Technician
ACI Aggregate Testing Technician Level 1
RSO
Nuclear Gauge Safety
MOT Advanced

John Delashaw, PE

Principal, Geotechnical Engineer



Mr. Delashaw currently serves as the Bartow office Principal of the GeoSciences Group for Madrid CFTL (Madrid), which includes four Divisions within the firm and is the project principal and/or technical lead for most of the company's geotechnical projects. Much of his over 35 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.

Project Experience

Polk County, Roads & Drainage New Annex, Winter Haven, FL | Geotechnical Principal. This Polk County project included a geotechnical investigation with site development and foundation recommendations followed by Construction and Materials Testing services during construction. These services were for the new 12,600 sf Annex Facility on Sheffield Road and associated parking areas. Madrid fees exceeded \$22K (\$1.3M est const cost).

CRUSA Water Production Facility, Warehouse Building and Other Infrastructure Projects, Bartow, FL | Geotechnical Principal. Madrid initially provided field and laboratory materials testing and inspection services for new construction at the CRUSA Water Production Facility. Over a 5-yr period, Madrid was then asked to provide various testing and geotechnical consulting services for multiple other components of this project over several years, supporting both the design teams and the contractors.

Deeson Rd Pump Station & Force Main, Lakeland, FL | Geotechnical Principal. SPT borings to assist with the design of lift station and force main. The project included design of shoring, excavation, pipe bedding and backfilling, and directional drilling. Madrid fees exceeded \$7K (\$450K est const cost).

Polk County Sheriff's Office Training Center, Bartow, FL | Geotechnical Principal Madrid provided preliminary (multiple alternatives on previously strip-mined and reclaimed sites) and final (selected site) geotechnical services for the new Training Center, pavement areas and associated stormwater ponds. Services continued during construction for surcharge monitoring and QA/QC Inspections and Testing. Madrid fees exceeded \$100K (\$1.8M est const cost).

PRWC SE Wellfield WTPF, Booster Stations 1 and 2, and multiple Pipeline Segments, Lake Wales, FL | Geotechnical Principal. Madrid evaluated various tanks for settlement and foundation support using either shallow or deep foundations (piles), foundation design of Reverse Osmosis Process Area, Concentrate Treatment Area, Bio Scrubbers, Fuel Tanks, Generators, multiple building structures, booster pump stations, electrical buildings, all summarized in our geotechnical reports. Also evaluated subsurface conditions along thousands of linear feet of pipeline and numerous road crossings, assist with the design of shoring, excavation, pipe bedding and backfilling, and directional drilling options. Madrid fees exceed \$550K for this \$4.26M design project (est \$35M construction cost).

Masterpiece Rd Fire Station, Lake Wales, Polk County, FL | Geotechnical Principal. Geotechnical investigation, including several SPT Borings and test pits, followed by laboratory testing, engineering evaluations and design recommendations for a new Fire Station, and associated pavements and stormwater facilities. Madrid fees \$8.6K (\$500K est const cost).



Years of Experience

- 35 Years

Education

- B.S., Civil Engineering, San Diego State University

Professional Registration

- Professional Engineer, Florida # 48154 (1994)
- Professional Engineer, Mississippi # 21324 (2013)

Continuing Education

- Properties of Fills for MSE Walls – ASCE Webinar, January 2018
- Geo-Frontiers Conference – 2011 (Paper presented at conference – published in proceedings– June 2017)
- Geotechnical and Materials Engineers Conf. ('98,'01,'04,'07,'10-'14, '16,'17,'18,'19,'22-'24)
- Florida Dam Safety Annual Conference 1997 through 2004 (technical presenter 1999 & 2003)



Brian Shore, RLA

Senior Landscape Architect

Years of Experience: 25

Years With the Firm: 25

Registrations & Certifications:

Registered Landscape Architect, FL, 2005
 FDOT Intermediate Maintenance of Traffic, FL, 2013

Education:

Bachelor of Science, Landscape Architecture
 North Carolina A&T State University, 2000

Continuing Education:

Eminent Domain for Landscape Architects, 2013
 FDOT Landscape Highway Seminar, 2005, 2006, 2008 and 2013
 FDOT Outdoor Advertising Workshop, November 2008 and February 2010
 FDOT Plan Reviewer's Workshop, November 2006 and November 2007
 FDOT Specifications Package Preparation Training Certificate, 2016
 Irrigation: The End to Water Waste in Landscapes 2013
 Landscape Palm Diseases, 2013
 LAP Project Inception to Notice to Proceed, October 2007
 LAP Training for Right-of-Way and Real Estate Acquisition, May 2008

Professional & Civic Activities:

Member, American Society of Landscape Architects

Professional Experience:

As a Senior Landscape Architect, Mr. Shore has significant experience in landscape architectural design and landscape construction services for a variety of public and private projects. Specialties include landscape, hardscape, and irrigation design services for streetscape and roadway projects including the FDOT, all aspects of active and passive park design, health-care campuses, and environmental wetland habitat creation. Other experience includes various residential and commercial projects.

Relevant Project Experience:

FDOT District I SR 572/Drane Field Road Roundabout at Waring Road #CA900 - For this roundabout project in Polk County, Miller Legg is conducting a landscape inventory and analysis for the construction of a multi-lane roundabout at the intersection of SR 572 (Drane Field Road) and Waring Road. Landscape architectural services include coordination with the District Landscape Architect (DLA) and the Florida Scenic Highway program to minimize conflicts with existing drainage and utilities and ensure preservation and protection of existing vegetation. Miller Legg is a subconsultant to RK&K, LLP.

FDOT District I Fowler Street at SR 884/ Colonial Boulevard Intersection Improvements #CA668 - Miller Legg is providing standalone landscape architecture services including planting design for the urban corridor and intersection along with irrigation to support plant

establishment. An inventory of all plant material was completed and analyzed. Staff will coordinate planting plans with the Florida Scenic Highways Program as well as coordinate for unobstructed views to outdoor advertising (ODA) billboards. We are a subconsultant to Avant Engineering.

Lake County CR 437 Realignment and Roundabout –

For the CR 437 realignment and roundabout project, three separate roundabouts were connected by a two-lane roadway with on street bicycle paths, a shared use multi-purpose path, and sidewalks. Miller Legg prepared conceptual planting design of ROW and center of the roundabout Islands. Miller Legg provided fully rendered typical sections for the public involvement effort. The firm was a subconsultant to Kisinger Campo & Associates.

City of Sunny Isles Beach Landscape Architecture Services Contract -

Miller Legg is providing the City a variety of landscape architecture services under the firm's Continuing Services Contract for Landscape Architecture Services. Tasks provided include DRC Assignments, **Plans Review**, Permit Reviews, Inspections for Final Closeouts, Arborist and Tree Inspections, Code Compliance for Tree Dispositions, Rose Garden Design for Meditation Garden at Town Center Park, Revised Technical Specifications for Environmental and Landscape Architecture, Review and Renew entire Landscape Architecture Code – existing and future, and Review and Update contract for Landscape Maintenance.



Years of Experience: 7
 Years With the Firm: 6

Registrations & Certifications:

Registered Landscape Architect, FL, 2023, LA6667655
FDOT Intermediate Maintenance of Traffic, FL, 2023

Education:

Master of Landscape Architecture
 Florida International University, 2019
Bachelor of Arts, Religion, Minor in Education
 Florida State University, 2014

Professional Experience:

Mr. Bradley is a Landscape Architect supporting the firm's projects including those in the public sector such as municipal parks and recreation master plans, park landscape, hardscape and irrigation design, educational facilities as well as streetscape for the Florida Department of Transportation.

Michael Bradley, RLA

Landscape Architect

Relevant Project Experience:

Lake County CR 437 Realignment and Roundabout –

For the CR 437 realignment and roundabout project, three separate roundabouts were connected by a two-lane roadway with on street bicycle paths, a shared use multi-purpose path, and sidewalks. Miller Legg prepared conceptual planting design of ROW and center of the roundabout Islands. Miller Legg provided fully rendered typical sections for the public involvement effort. The firm was a subconsultant to Kisinger Campo & Associates.

Osceola County Jack Brack Road Widening from

Narcoossee Road to Absher Road - Miller Legg is providing conceptual analysis, irrigation sleeving design and an irrigation sleeving schedule for future irrigation anticipated along this 2.6-mile segment of Jack Brack Road in St. Cloud. Optional services may include Landscape Opportunity Plans to show planting opportunities and constraints of the site and certified arborist services such as tree dispositions. Miller Legg is a subconsultant to Ardurra.

Florida Department of Transportation (FDOT) District I SR 572/Drane Field Road Roundabout at Waring Road #CA900 -

For this roundabout project in Polk County, Miller Legg is conducting a landscape inventory and analysis for the construction of a multi-lane roundabout at the intersection of SR 572 (Drane Field Road) and Waring Road. Landscape architectural services include coordination with the District

Landscape Architect (DLA) and the Florida Scenic Highway program to minimize conflicts with existing drainage and utilities and ensure preservation and protection of existing vegetation. Miller Legg is a subconsultant to RK&K, LLP.

Florida Department of Transportation (FDOT) District I SR 31 at CR 74 Roundabout in Charlotte County #CA734 -

Miller Legg is conducting a landscape inventory and analysis along approximately 0.72 miles of CR 74 (Bermont Road) and 0.65 miles of SR 31 in Charlotte County. The scope includes tree inventory and evaluation and landscape planting design, including creation of a Landscape Opportunity Plan (LOP), providing an irrigation feasibility analysis report, and providing Outdoor Advertising (ODA) coordination. Miller Legg is a subconsultant to The Bentley Group.

City of Sunny Isles Beach Landscape Architecture

Services Contract - Miller Legg is providing landscape architecture services under the firm's Continuing Services Contract for Landscape Architecture Services. Tasks provided include DRC Assignments, **Plans Review**, Permit Reviews, Inspections for Final Closeouts, Arborist and Tree Inspections, Code Compliance for Tree Dispositions, Rose Garden Design for Meditation Garden at Town Center Park, Revised Technical Specifications for Environmental and Landscape Architecture, Review and Renew entire Landscape Architecture Code – existing and future, and Review and Update contract for Landscape Maintenance.



Tab 4 Is the Firm a "Polk County Entity"?



RK&K
LAKELAND

402 S. Kentucky Avenue, Suite 400
Lakeland, FL 33801

RK&K has a physical location within the boundaries of Polk County, FL, at which 15 employees are located and business activity is managed and controlled on a day-to-day basis. RK&K has been located within the boundaries of Polk County since October 2011. During this time, RK&K has occupied two office locations within the County.

This contract will be managed from our Lakeland, FL office with support and additional resources from our Tampa, Orlando, Miami, Fort Lauderdale, and Tallahassee offices, as needed. Additional resources are available at a firm-wide level with over 1,900 personnel to assist in various disciplines, if necessary. RK&K has teamed with local firms physically located within Polk County and the region, who are well known for their areas of expertise. Our local team members are experienced, available, and ready to begin work immediately.

As documented proof, we have included our local business tax receipts from 2023 to current year, 2025, as well as first and last pages of our Lakeland office lease on the following pages. A copy of the full lease can be provided upon request.



October 2011 - 2016
RK&K Lakeland
101 West Main Street #240
Lakeland, FL 33815



January 2016 - Current
RK&K Lakeland
402 South Kentucky Avenue, Suite #400
Lakeland, FL 33801

2024 Business Tax Receipt

CITY OF LAKELAND
BUSINESS TAX RECEIPT
Business Tax Office, 2285 Massachusetts Ave., Lakeland, FL 33801 Expires on: 9/30/2024

Account Number:	1361971	This business tax receipt does not permit the holder to operate in violation of any City law, ordinance or regulation. Any change in location or ownership must be approved by the City Business Tax Section, subject to zoning restrictions. This receipt does not constitute an endorsement, approval or disapproval of the holder's skill or competence or of the compliance or non-compliance of the holder with other laws, regulations or standards.
Workers:	12	
Square Footage:	3,500	
Tax:	5277.63	
Location Address:	402 S KENTUCKY AV	
Business Name & Mailing Address:	RUMMEL, KLEPPER & KAHL, LLP 402 S KENTUCKY AV SUITE 400 LAKELAND, FL 33801	

R. Bruce Turner

RECEIPT MUST BE CONSPICUOUSLY DISPLAYED IN YOUR PLACE OF BUSINESS VALID ONLY WHEN SIGNED

2023 Business Tax Receipt

POLK COUNTY LOCAL BUSINESS TAX RECEIPT		EXPRESSES:	09/30/2023
ACCOUNT NO. 181334	CLASS: B+		
OWNER NAME	LOCATION		
MARK M - CPA DUMLER	402 S KENTUCKY AVE Suite 400 LAKELAND		
BUSINESS NAME AND MAILING ADDRESS	CODE	ACTIVITY TYPE	
RUMMEL, KLEPPER AND KAHL, LLP RUMMEL, KLEPPER & KAHL, LLP 402 S KENTUCKY AVE SUITE 400 LAKELAND, FL 338015336	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 - 831020 07/13/2022 OPY	OLP 57.75	RUMMEL, KLEPPER AND KAHL, LLP	

2025 Business Tax Receipt

POLK COUNTY LOCAL BUSINESS TAX RECEIPT		EXPRESSES:	09/30/2026
ACCOUNT NO. 181334	CLASS: B+		
OWNER NAME	LOCATION		
PETER PATRONE	402 S KENTUCKY AVE Suite 400 LAKELAND		
BUSINESS NAME AND MAILING ADDRESS	CODE	ACTIVITY TYPE	
RUMMEL, KLEPPER AND KAHL, LLP RUMMEL, KLEPPER AND KAHL, LLP 402 S KENTUCKY AVE SUITE 400 LAKELAND, FL 338015336	540190	PROFESSIONAL ENGINEER PROFESSIONAL LICENSE (IF APPLICABLE) DBPR 84817	
OFFICE OF JOE G. TEDDER, CFC * TAX COLLECTOR	THIS POLK COUNTY LOCAL BUSINESS TAX RECEIPT MUST BE CONSPICUOUSLY DISPLAYED AT THE BUSINESS LOCATION		
PAID - 3548482 09/29/2025 OPY	OLP 57.75	RUMMEL, KLEPPER AND KAHL, LLP	

COMMERCIAL LEASE

THIS LEASE made this 29th day of ~~JANUARY~~, 2016, between TP TWELVE LLC, a Delaware limited liability company (hereinafter referred to as the "*Landlord*") and RUMMEL KLEPPER & KAHL, LLP, a Maryland limited liability partnership (hereinafter referred to as the "*Tenant*").

WITNESSETH:

ARTICLE I
PREMISES

1.1 Landlord, for and in consideration of the covenants, conditions, agreements and stipulations herein contained, does hereby lease unto Tenant, and Tenant does hereby take and hire from Landlord, those certain premises consisting of approximately 5,758 rentable square feet, as determined by Landlord's architect measured in accordance with BOMA measurement standards for office buildings (hereinafter referred to as the "*Demised Premises*" or the "*Premises*"), consisting of a portion of the 4th floor of the multi-story professional office building (hereinafter referred to as the "*Building*") located upon real property situate in the County of Polk, State of Florida, legally described on Exhibit "A" which is attached hereto (hereinafter referred to as the "*Real Property*"). The Building and Real Property are commonly known as the Citizens Bank and Trust Plaza Building, 402 South Kentucky Avenue, Lakeland, FL 33801. The agreed-upon space plan of the Demised Premises (the "*Space Plan*") is attached hereto as Exhibit "B".

1.2 Landlord hereby grants to Tenant and Tenant's employees, agents, customers, contractors, invitees, permitted assigns and successors, the right to use, in common with all others to whom Landlord has, or may hereafter grant privileges to use the same, the Common Areas (defined below) located within the Building and upon the Real Property. "*Common Areas*" include, without limitation: all sidewalks, streets, approaches, drives, parking areas, entrances, lobbies and common corridors in and upon the Real Property.

ARTICLE II
TERM AND COMMENCEMENT DATE

2.1 The term of this Lease ("*Lease Term*" or "*Term*") shall commence on the Commencement Date (hereinafter defined), and shall continue for the balance of the month in which the Commencement Date occurs and for a period of eighty-four (84) full consecutive calendar months thereafter, unless the Lease Term is renewed or terminated earlier in accordance with the provisions hereof; provided, however, that if the Commencement Date is on the first day of a month, the Lease Term shall continue for a period of eighty-three (83) full consecutive calendar months after the month in which the Lease Commencement Date occurs. The term "*Lease Term*" shall include any and all renewals and extensions of the term of the Lease.


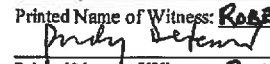
39.9 Time of Essence. TIME IS OF THE ESSENCE IN TENANT'S CARRYING OUT EACH AND EVERY TERM AND PROVISION OF THIS LEASE.

39.10 Force Majeure. In the event that either party hereto shall be delayed or hindered in or prevented from the performance of any act required hereunder by reason of a labor strike, lockout, inability to procure materials, failure of power, riot, insurrection, war or other reason of a like nature not the fault of the party delayed in performing work or doing acts required under the terms of this Lease, then performance of such act shall be excused for a period equivalent to the period of such delay. The provisions of this Section shall not operate to excuse Tenant from prompt payment of fixed monthly rent, additional rent or any other payment required by the terms of this Lease.

39.11 The parties acknowledge that Tenant shall not be liable for any fees associated with early termination of Tenant's existing lease at 101 West Main Street, Suite 240, Lakeland, FL 33815.

IN WITNESS WHEREOF, the Landlord hereto has set its hand and seal and to any duplicates hereof, this 29th day of JANUARY, 2016.

LANDLORD
TP TWELVE LLC, a Delaware limited liability company


Printed Name of Witness: ROBERT V. FLEMING II

Printed Name of Witness: RUDY DEFERIO

By: 
John A. Sargent, Vice President

IN WITNESS WHEREOF, the Tenant hereto has set its hand and seal and to any duplicates hereof, this 29th day of JANUARY, 2016.

TENANT
RUMMEL KLEPPER & KAHL, LLP, a Maryland limited liability partnership

Printed Name of Witness: _____
Printed Name of Witness: _____

By: 
Title: PARTNER

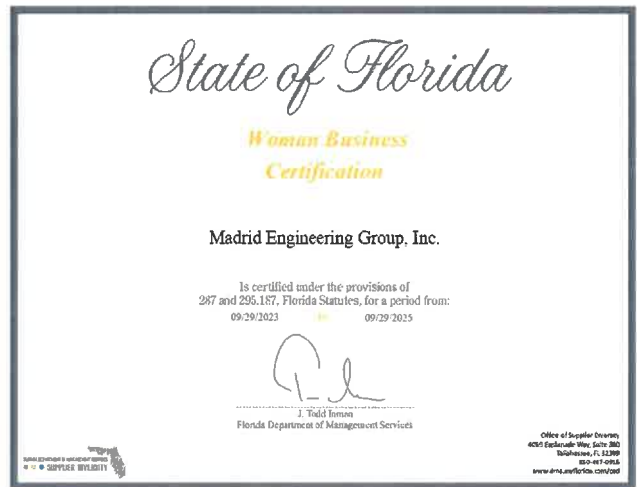
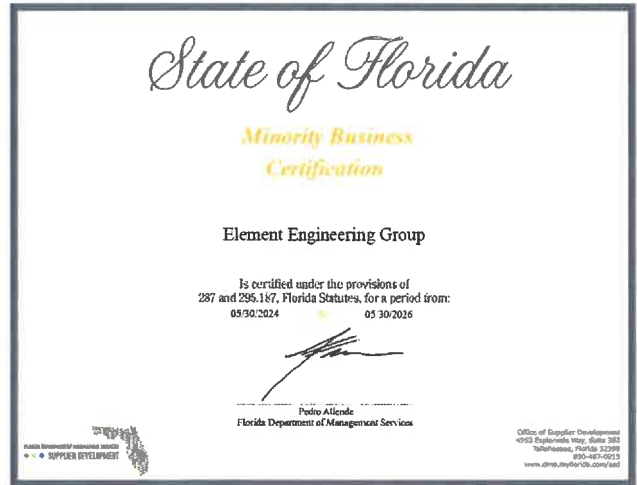
Tab 5 Is the Firm a “Certified Woman or Minority Business Enterprise”

We understand that Polk County’s goal is to ensure a procurement environment in which women and minority-owned enterprises (W/MBE) have the best opportunity to participate in the County’s procurement process and compete fairly for contracts. While RK&K is not a certified WBE or MBE, we are dedicated to the business development of our WBE/MBE partners. As a demonstration of this commitment, we have included four strong WBE/MBE firms on our team to provide added depth and technical expertise.

As a Polk County business, our team has vast knowledge of the communities and the developing areas in which we will be working. Additionally, our team has worked on many projects within Polk County and we have established strong relationships with many local consultants, including several MBE and WBE firms. Our firm will take all necessary affirmative steps to assure that MBE and WBE firms are used whenever possible.

Our strong commitment to this area will continue in the years to come as we assist Polk County Land Development with the further improvement of its extensive network.

Copies of our subconsultants’ Women/Minority Business Certifications are provided below.



Tab 6 Interactions with County and Regulatory Agency Staff

Our team has extensive relationships with Polk County, FDOT, SWFWMD, SWFWMD, USACE, FDEP, and FEMA giving us a thorough understanding of permit requirements and the ability to obtain quick approvals.

POLK COUNTY STAFF

RK&K is proud to have worked with Polk County Land Development over the past three years providing inspection support. This has allowed Josh to form an excellent relationship with Tim Bearden and the Land Development team which will carry forward to this next contract. RK&K's experience with Polk County Land Development, Polk County Roads and Drainage, FDOT District One, and several municipalities within Polk County provides our team the relationships and technical capability to efficiently perform any task for this contract.

REGULATORY AGENCY EXPERIENCE

Our team understands all local permitting requirements within Polk County. RK&K staff regularly schedule and attend SWFWMD and USACE pre-app coordination meetings on behalf of Polk County, the City of Lakeland, FDOT District One, and other clients. We have secured SWFWMD, FDEP, and USACE permits for multiple Polk County projects including Galloway Road Roundabout, Fort Fraser Trail, Main at Combee, and Indian Woods.

We submit several **SWFWMD** environmental resource permit and exemption applications per year. Joe Baan, Liz Lorello, and Brett Berube's working relationships with Monte Ritter, Bob Dasta, Paul Tanke, David Kramer, Chaz LaRiche, Lisa Bowers, and other SWFWMD staff go back years. To improve coordination with SWFWMD, we have included Artemis's Cynthia Grizzle on our team. Cynthia also has a long history of working with SWFWMD to develop and permit solutions to flooding issues.

We regularly coordinate with the **USACE** and are monitoring the potential re-institution of the State 404 Program. Should this authority be re-delegated to FDEP, we permitted several projects, including the Fort Fraser Trail, under the State 404 program. We are currently coordinating with the USACE for Section 404 permits on projects in Seminole and Brevard Counties.

RK&K is FDOT District One's drainage review consultant for all drainage connection permits filed in Polk County. This puts us in regular communication and coordination with Brent Setchell, Ryan Molloy, and other drainage-related decision makers at the FDOT. We will also support the County by ensuring compliance with all issued permits through construction.

Brett Berube and our environmental staff frequently coordinate with Zakia Williams of the **US Fish and Wildlife Service (USFWS)** on federally protected species survey methodology and Endangered Species Act Section 7 consultation. In addition, we work with various staff from the **Florida Fish and Wildlife Conservation Commission's (FWC)** Tallahassee and Southwest Regional (Lakeland) offices, most often with regional gopher tortoise biologist Lisa Esposito. Our subconsultant partners Artemis and 4Waters are also capable of providing natural resources support as needed.



ABILITY TO WORK WITH LAND DEVELOPMENT OR OTHER DIVISION STAFF

RK&K's passion and commitment to excellence are reflected in the strength and diversity of our team. Our success is built on the close relationships we've cultivated with both clients and teaming partners—relationships that foster trust, collaboration, and shared goals. We embrace a partnering approach and are fully prepared to work seamlessly with Polk County's divisions of Land Development, Planning, Utilities, Building, and all levels in between. This collaborative mindset promotes proactive communication and ensures efficient, successful project delivery. RK&K aligns only with firms that share our values and uphold rigorous quality standards, enabling us to consistently provide exceptional client service. With deep contract experience and a strong construction background, RK&K is uniquely positioned to lead this contract and deliver outstanding results for Polk County Land Development.

Tab 7 Surveys of Past Performance

Survey Questionnaire – Polk County

RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

To: Tim Bearden (Name of Person completing survey)

Polk County (Name of Client Company/Consultant)

Phone Number: (863) 370-8927 Email: TimBearden@polk-county.net

Subject: Past Performance Survey of Similar work:

Project name: Land Development Inspection Services

Name of Vendor being surveyed: Rummel, Klepper & Kahl, LLP d/b/a RK&K

Cost of Services: Original Cost: \$1.4 million Ending Cost: N/A

Contract Start Date: October 2022 Contract End Date: October 2025

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 Tim Bearden

Signature of Evaluator: 

Please fax or email the completed survey to: jbeer@rkk.com

Survey Questionnaire – Polk County

RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

To: Conner Updike, PE (Name of Person completing survey)

Polk County Roads & Drainage (Name of Client Company/Consultant)

Phone Number: (863) 535-2200 Email: ConnerUpdike@polk-county.net

Subject: Past Performance Survey of Similar work:

Project name: ARPA-Funded Drainage Improvements, Task: Indian Woods Drainage Improvements

Name of Firm being surveyed: Rummel, Klepper & Kahl, LLP

Cost of Services: Original Cost: \$277,099 Ending Cost: \$277,099

Contract Start Date: 5/2022 Contract End Date: 7/2025

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 Conner Updike, PE

Signature of Evaluator: 

Please fax or email the completed survey to: llorello@rkk.com

Survey Questionnaire – Polk County

RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

To: Jay M. Jarvis, PE (Name of Person completing survey)

Polk County Board of Commissioners (Name of Client Company/Contractor)

Phone Number: 863.535.2200 Email: jayjarvis@polk-county.net

Total Annual Budget of Entity \$2.5B

Subject: Past Performance Survey of Similar work:

Project name: Fort Fraser Trail Analysis and Design

Name of Vendor being surveyed: Rummel, Klepper & Kahl, LLP d/b/a RK&K

Cost of Services: Original Cost: \$492k Ending Cost: \$628k (Expanded design scope. Added post design. Added gopher tortoise relocation)

Contract Start Date: 3/01/2021 Contract End Date: Ongoing (post-design services)

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 Jay M. Jarvis, PE

Signature of Evaluator: 

Please fax or email the completed survey to: jbaan@rkk.com

Revised 3.7.23

Survey Questionnaire – Polk County

RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

To: Pedro Berrios (Name of Person completing survey)
City of Winter Haven (Name of Client Company/Consultant)
 Phone Number: 863.291.5853 Email: pberrios@mywinterhaven.com
 Subject: Past Performance Survey of Similar work:
 Project name: CEI for Logistics Parkway Extension
 Name of Vendor being surveyed: Rummel, Klepper & Kahl, LLP d/b/a RK&K
 Cost of Services: Original Cost: \$1,475,817.00 Ending Cost: N/A
 Contract Start Date: March 2023 Contract End Date: March 2026

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)	8
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	9
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	8
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	8
7	Ability to resolve issues promptly	(1-10)	9
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)	9
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	8

Printed Name of Evaluator Pedros Berrios

Signature of Evaluator: *Pedro A. Berrios*

Please fax or email the completed survey to: jbeer@rkk.com

Submittal Documents

Proposers Incorporation Information

(Submittal Page)

The following section should be completed by all proposers and submitted with their proposal submittal:

Company Name: Rummel, Klepper & Kahl, LLP

DBA/Fictitious Name (if applicable): RK&K

TIN #: 52-0599112

Address: 402 S. Kentucky Ave, Ste 400

City: Lakeland

State: FL

Zip Code: 33801

County: Polk

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

Contact Person: Josh Carter, PE

Phone Number: 863.682.4081

Cell Phone Number: 863.370.9682

Email Address: jcarter@rkk.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: MD

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

September 17, 2025

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA
ADDENDUM #1
RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

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

Contained within this addendum: Questions and answers.

Tabatha Shirah

Tabatha Shirah
 Sr. Procurement Analyst
 Procurement Division

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

Signature: 

Printed Name: Miriam Kronisch, PE, CCM

Title: Partner

Company: Rummel, Klepper & Kahl, LLP d/b/a RK&K

October 2, 2025

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA
ADDENDUM #2
RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

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

Contained within this addendum: Questions and answers.

Tabatha Shirah

Tabatha Shirah
 Sr. Procurement Analyst
 Procurement Division

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

Signature: 
 Printed Name: Miriam Kronisch, PE, CCM
 Title: Partner
 Company: Rummel, Klepper & Kahl, LLP d/b/a RK&K

October 3, 2025

**POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA
 ADDENDUM #3
 RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)**


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

Contained within this addendum: Question and answer.

Tabatha Shirah

Tabatha Shirah
 Sr. Procurement Analyst
 Procurement Division

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

Signature: 
 Printed Name: Miriam Kronisch, PE, CCM
 Title: Partner
 Company: Rummel, Klepper & Kahl, LLP d/b/a RK&K

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONSULTANT 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 CONSULTANT 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.

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

Company Name: Rummel, Klepper & Kahl, LLP d/b/a RK&K

Signature: 

Title: Partner

Date: 9/23/2025

State of: Virginia

County of: Fairfax

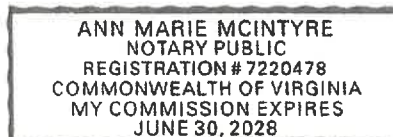
The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 23 day of September, 2025, by Miriam Kronisch (name) as Partner (title of officer) of Rummel, Klepper & Kahl, LLP (entity name), on behalf of the company, who is personally known to me or has produced _____ as identification.

Notary Public Signature: 

Printed Name of Notary Public: Ann Marie McIntyre

Notary Commission Number and Expiration: 7220478 / 6/30/2028

(AFFIX NOTARY SEAL)



EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION

(Florida Statutes, Section 448.095)

PROJECT NAME: 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

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 subcontractor 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 subcontractor. 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 subcontractors to provide an affidavit attesting that the subcontractor 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 subcontractor 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 23 day of September, 2025.

ATTEST:

By: 
PRINTED NAME: KEVIN M. MEUTZ
Its: DIRECTOR

CONSULTANT:

By: 
PRINTED NAME: Miriam Kronisch, PE, CCM
Its: Partner

EXHIBIT B

Polk County RFP 25-625
Professional Services - Land Development



Job Class	From		To	
	Raw Rate		Raw Rate	
CADD/Computer Technician	\$27.26	-	\$46.38	
CEI Assist Contract Support Spec	\$40.86	-	\$42.56	
CEI Assist Proj Admin/Project Engineer	\$46.00	-	\$51.97	
CEI Contract Support Specialist	\$45.00	-	\$50.35	
CEI Inspector (Structures)	\$42.50	-	\$47.78	
CEI Inspector 3	\$38.00	-	\$41.90	
CEI Inspector 2	\$31.00	-	\$38.00	
CEI Inspector 1	\$28.10	-	\$31.00	
CEI Project Admin/CEI Project Engineer	\$60.50	-	\$63.50	
CEI Scheduler	\$65.74	-	\$93.31	
CEI Secretary/Clerk Typist	\$26.00	-	\$30.00	
CEI Senior Inspector- Bldg Struct.	\$44.10	-	\$48.77	
CEI Senior Project Engineer	\$81.75	-	\$95.29	
CEI Survey Modeler	\$28.57	-	\$41.04	
Chief Designer	\$54.76	-	\$66.50	
Chief Engineer 1	\$90.00	-	\$101.49	
Chief Engineer 2	\$90.85	-	\$106.00	
Chief Landscape Architect	\$73.50	-	\$101.59	
Chief Planner	\$73.73	-	\$88.43	
Chief Scientist	\$60.66	-	\$76.83	
Chief Utility Coordinator	\$56.84	-	\$64.90	
Community Outreach Specialist	\$31.64	-	\$38.47	
Community Outreach Specialist - Junior	\$34.62	-	\$34.62	
Designer	\$36.49	-	\$48.91	
Engineer 1	\$48.08	-	\$57.21	
Engineer 2	\$59.60	-	\$70.63	
Environmental Specialist	\$36.21	-	\$40.95	
Geotech Engr- Bridge DSF	\$30.13	-	\$30.38	
Geotech Engr for Bridge Pile Foundations	\$34.57	-	\$38.75	
Geotechnical Technician- DSF	\$30.13	-	\$35.90	
Geotechnical Technician-Pile Foundation	\$20.00	-	\$40.00	
GIS Specialist	\$37.73	-	\$58.13	
Land Planner	\$44.72	-	\$44.72	
Planner	\$36.51	-	\$43.27	
Principal Engineer	\$86.06	-	\$114.21	
Project Landscape Architect	\$46.00	-	\$59.28	
Project Manager 1	\$68.73	-	\$84.13	
Project Manager 2	\$75.82	-	\$87.50	
Project Manager 3	\$87.00	-	\$113.32	
Senior Engineer 1	\$75.52	-	\$90.00	
Senior Engineer 2	\$79.03	-	\$97.06	
Senior Engineering Technician	\$33.00	-	\$43.35	
Senior Geotech Engr- DSF	\$67.50		\$67.50	
Senior Geotech Engr-Bridge Pile Foundation	\$63.00		\$70.00	

Job Class	From Raw Rate	To Raw Rate	From Fully loaded	To Fully loaded
Senior Geotech Technician-Pile Foundation	\$29.00	\$37.40	\$89.90 -	\$115.94
Senior Geotechnical Technician-DSF	\$33.34	\$41.16	\$103.35 -	\$127.60
Senior Utility Coordinator	\$45.00 -	\$66.63	\$139.50 -	\$206.55
SUR UAS Operator	\$35.00	\$83.97	\$108.50 -	\$260.31
Utility Coordinator	\$36.50 -	\$51.61	\$113.15 -	\$159.99

Fran McAskill
Director
Procurement Division



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EXHIBIT C

Board of County Commissioners

REIMBURSABLE COST SCHEDULE

- | | |
|--|---|
| 1. Subcontractor Services | Actual Costs |
| 2. Travel & Mileage Expenses | In accordance with Chapter 112.061, F.S.; and further defined in the Polk County Employee Handbook for pre-approved out-of-county travel (excluding travel from home offices located outside of Polk County to the Polk County line). |
| 3. Pre-approved Equipment
(includes purchase and rental of equipment used in project) | Actual Costs |