

East Central Park Artificial Mult-Purpose and Senior Baseball Turf Fields August 4, 2024 Page 1 of 10

#### **EXHIBIT A**

East Central Park - Dundee
Civil Engineering Services to Convert Three Multi-Purpose Fields
And Senior Baseball Field to Artificial Turf
Scope of Services and Professional Fee

Client:

Polk County Board of County Commissioners

Project Name:

East Central Park - Dundee

Convert Existing Multi-Purpose Fields and Baseball Field to Artificial Turf

CSI File No.:

WRC25013

Date:

August 4, 2025

Polk County Parks and Natural Resources Division (PNR) is seeking design, permitting, geotechnical services, surveying and construction administration services for converting three (3) natural grass multi-purpose fields and a senior baseball field to artificial turf in East Central Park in Dundee, Fl.

PNR is seeking to convert the above referenced fields of the park to artificial turf. Developing a performance specification and/ or bid documents for a complete artificial turf system that includes sub-base, drainage, carpet and in-fill to meet the site conditions and recreational level of use will be a critical component of the scope / deliverable. The scope includes coordinating and submitting all permit applications, permit modifications, or exemption letters from the agencies described below (i.e. water management district, etc.).

PNR does not anticipate any potable water, sanitary sewer utility design, and/or permitting to be required. Any irrigation to be removed shall be on an "as-found" basis during construction and shall be the reponsibility of the contractor. Irrigation design is not included in the project.

PNR requires digital copies of all data and deliverables, in both a pdf format and in usable shapefiles, when appropriate, to include but not limited to: site survey, geotechnical survey locations, concept design, final design plans, as-builts and other data collected that is georeferenced for this project. This shall include two (2) sets of signed and sealed hard copy plans.

Upon authorization of the Agreement between the Polk County Board of County Commissioners (Client) and Chastain Skillman, Inc. (CS), CS will be responsible to provide engineering services as well as permitting and limited construction administration services for the above-referenced project. Specifically, the Scope-of-Services shall include the following task items:



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SCOPE-OF-SERVICES: CS will be responsible to provide:

## I. Project Initiation:

## 1. Project Kickoff Meeting:

a.) Attend a kickoff meeting with the Client and the Design Team in order to understand the lines of communication, goals/objectives of the project and schedule.

# 2. Preapplication Conferences:

- a.) Schedule and meet with the following regulatory agencies to review the design and permitting requirements for the conversion of the existing grass soccer fields to synthetic turf:
  - Southwest Florida Water Management District.
  - Polk County Land Development.

#### 3. Environmental Services:

- a.) Contract with Environmental Science and Technologies, (ESA) to perform a cursory environmental site review to include:
  - Desk top Review of Parcel Limits Prior to any field surveys, a
    desk top review will be conducted of the site to determine any
    potential constraints that may currently exist. This includes,
    but not limited to, National Wetlands Inventory, National
    Resource Conservation Service Soils and United States
    Geographical Survey Topographic databases. Listed species
    databases. Listed species databases will be reviewed as well
    as Audubon Florida Eagle Watch Bald Eagle Locator.
  - Preliminary Listed Species Survey During the site review a
    preliminary listed species survey will be conducted to
    determine the potential for the existence of state and federally
    listed species and/or their habitat within the review area.
    While on site a 15% gopher tortoise burrow survey will be
    conducted to determine the potential density of individuals on
    the site.
  - Wetland/Waterbody Delineation ESA will delineate all
    wetlands and waterbodies in accordance with Chapter 62-340,
    Florida Administrative Code (F.A.C.). In addition, all other
    surface water (OSW) features within the review area will be
    reviewed and field located where applicable.
  - Environmental Memorandum Preparation Upon completion
    of the field review of the proposed site, an environmental
    Memorandum will be written that define the environmental
    constraints that exist within the Project Area. This memo will
    describe the onsite site conditions, wetlands and waterbodies,
    permitting, mitigation option, listed species avoidance and
    minimization measures.



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- Coastal Zone Management (CZM) Act Exemption Because
  of the location of the park and since wetland features that are
  considered Waters of the U.S. (WOTUS) are not proposed to
  be impacted as a result of the project, it is anticipated that the
  park improvements will be exempt from the CZM Act. As part
  of the Environmental Memo preparation, the CZM Act
  exemption will be addressed.
- Florida Master Site File TRA Search A database search will be conducted with the Department of Historical Resources (DHR) to identify any previously recorded archaeological and cultural resource sites.
- USFWS Coordination ESA will conduct early coordination with the USFWS to decide if species surveys are warranted and to determine the potential effects the project will may have on federally listed species such as the Eastern indigo snake, sand skink, blue-tailed mole skink and Florida scrub jay. If no surveys are required for the above listed species, a letter from USFWS will be secured and provided to the client prior to construction.

## 4. Topographical Survey:

- a) CS will be responsible for preparing a Topographic Survey of an approximately 20-acre portion of East Central Park, Parcel Id #272827-835500-000350, located at 11 Lake Mabel Loop Road, Dundee, 33838. This survey will be prepared to aid in the design of the site. The specific scope items are listed below.
  - Conduct office research, field coordination, and quality control measures as deemed necessary by CS in order to produce the survey.
  - The horizontal datum for the project will be NAD 83 (2011 Adjustment), Florida State Plane, West Zone (902). All measurements will be in US Surveyor's Feet (sFT).
  - Boundary and/or right-of-way location.
  - Locate and depict aboveground improvements on the survey within the project limits.
  - Depict provided and/or visual easements, rights-of-way and encumbrances that affect the surveyed parcel.
  - The vertical datum for the project will be based on the North American Vertical Datum of 1988 (NAVD88).
  - Provide spot elevations and one-foot (+/-) contours. The spot elevations upon which the contours are based will be indicated on the drawings. An interpolated one-foot contour line (+/- 6 inches) will also be plotted on the drawing.
  - The spot elevations will extend approximately to the limits as shown on the attached Survey Exhibit and parcel boundaries.



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- Provide invert information of accessible storm water and sanitary sewer structures.
- Locate trees of 6-inch diameter or larger as measured at approximately 4 feet above the ground. In areas of dense tree coverage, only the edge of the tree line will be depicted.
- Pavement markings and roadway signage location with sign content.
- Provide electronic copy of the survey in AutoCAD Civil 3D 2018, excluding title block and certifications.
- Provide an electronic copy of the signed and sealed survey(s)
  of the above-referenced site. The survey(s) will be performed
  in accordance with standards of practice adopted by the State
  of Florida Department of Agriculture and Consumer Services.

Survey Certification: The survey certification shall read as follows: I hereby certify that this drawing correctly reflects the results of a recent survey made under my direction and this survey was made in accordance with Standard of Practice adopted by the State of Florida Department of Agriculture and Consumer Services, Board of Professional Surveyors and Mappers, Chapter 5J-17 of the Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.

## 5. Geotechnical Investigation Report:

- a) Contract with Madrid Engineering Group, Inc. to provide a Geotechnical Report of the soccer field area to include:
  - Site reconnaissance to review existing conditions in the field.
  - Utility locates via Sunshine One Call (required 3 days prior to the field work).
  - Mobilization to the site.
  - Conduct eight (8) hand auger borings (6 in the multi-purpose fields and 2 in the baseball field), to a maximum depth of 6 feet below ground surface (beg), within the soccer field area.
  - Conduct two (2) shallow (approximately 2 feet deep) test pits and two (2) hand auger borings to a depth of 10 feet below existing grade (beg), within the retention area. At the base of the test pit, two (2) undisturbed samples will be collected (1 horizontal and 1 vertical) for permeability testing in the laboratory.
  - Provide an electronic copy of the report signed and sealed by a registered professional geotechnical engineer which will include:
    - A description of the site, fieldwork, laboratory testing and general soil conditions encountered.
    - Measured apparent and estimated seasonal high groundwater level within the soccer field and retention areas.



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o General geotechnical recommendations for stormwater pond.

## II. Conceptual Plan:

- 1. Attend one (1) meeting with the Client and Design Team for the purpose of finalizing the layout and dimensions of the multi-use and baseball fields.
- 2. After the above meeting, submit the final Conceptual Plan to the Client for approval.

# III. Civil Engineering Site/Grading/Soccer Fields:

- Based on the approved Conceptual Site Plan above, prepare the final engineered Site Plan for the three (3) multi-purpose fields and the senior baseball field.
- 2. Design collector storm sewer to existing on-site retention area. No new impervious area is proposed.
- Contract with OSports to provide:
  - Prepare plans and specifications for the three (3) proposed multipurpose fields and senior baseball field, including:
    - Field Layout and striping/graphics plans based off NCAA and/or NFHS design requirements.
    - Field area grading plans.
    - o Field area utility plans containing:
      - Layout of field underdrain and storm collector system.
      - Layout of electrical or future use conduit pathways.
    - o Field cross sections and field related details.
  - Prepare plans and specifications for one (1) proposed senior baseball field, including:
    - Field layout and striping/graphics plan based off NCAA and/or NFHS design requirements.
    - Field area grading plans.
    - Field area utility plans containing:
      - Layout of field underdrain and storm collector system.
      - Layout of electrical or future use conduit pathways.
    - o Field cross sections and field related details.
  - Prepare plans and specifications for the construction of perimeter fencing and netting for multi-purpose fields as needed,
  - Assist with coordination of graphics design for the field lines, field logo and any donor names with PNR and include in our plan set.
  - Provide drawings stamped and sealed by a Professional Architect and/or Engineer registered in the State of Florida.
  - Attend a design kick-off meeting and up to (3) design review meetings with PNR and any stakeholders to determine the basis of design, design schedule and address any comments of the design of the facility.
  - Provide drawings and specifications for review at 30%, 60% and 90%
     Construction Documents/For Permit deliverables.



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 Provide opinion of probable cost for the artificial turf fields at 60% and 90% deliverables.

# IV. Permit Documents and Applications:

- 1. Prepare and submit permit packages and respond to comments from required agencies and jurisdictions. The following are anticipated:
  - a. Southwest Florida Water Management District Exemption to Environmental Resource Permit. No new impervious area is proposed.
  - b. Polk County Land Development Review.
  - c. Coastal Zone Management Act (Exemption).
  - d. Florida Department of Environmental Protection NPDES to be submitted by Owner or Contractor.

# V. Project Specifications Manual:

 Provide the County with project specifications for all civil engineering, including the artificial turf. A technical specifications manual, with Opinion of Probable Cost (Containing Quantities) will be provided at 60% and 90% completion with final construction specifications and Opinion of Probable Cost being provided at 100% completion.

#### VI. Limited Construction Administration:

- 1. Phase I consisting of the Senior Baseball field and the closest multi-use (football) field.
  - a. Limited construction administration shall consist of the following:
    - Responding to bidder's questions (RFI's).
    - Attend a construction kick-off meeting with PNR, contractors, and any subcontractors to review planned construction activities, construction drawings and specifications.
    - Reviewing Shop Drawings and submittals.
    - Review/Prepare Change Orders.
    - Review Contractor's Application for Payments.
    - Attend up to Sixteen (16) construction meetings at 2 hrs. each.
    - Respond to Contractor questions.
    - Attend substantial and final inspections on-site.



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- 2. Phase 2 consisting of the remaining two (2) Multi-use fields.
  - Limited construction administration shall consist of the following:
    - Responding to bidder's questions (RFI's).
    - Attend a construction kick-off meeting with PNR, contractors, and any subcontractors to review planned construction activities, construction drawings and specifications.
    - Reviewing Shop Drawings and submittals.
    - Review/Prepare Change Orders.
    - Review Contractor's Application for Payments.
    - Attend up to Sixteen (16) construction meetings at 2 hrs. each.
    - Respond to Contractor questions.
    - Attend substantial and final inspections on-site.

## VII. Record Drawings

- 1. Phase I Construction consisting of the Senior Baseball field and the closest multi-use (football) field.
  - a. Prepare record drawings based on the contractor provided as-built drawings. CS requires four (4) signed/sealed (Florida Registered Professional Surveyor) copies of the "as-built" drawings, as well as, a pdf file and a CAD file.
  - b. Provide 1 hard copy, 1 pdf copy, and 1 CAD copy to the Client.
- 2. Phase 2 Constuction consisting of remaining two (2) Multi-use fileds.
  - a. Prepare record drawings based on the contractor provided as-built drawings. CS requires four (4) signed/sealed (Florida Registered Professional Surveyor) copies of the "as-built" drawings, as well as, a pdf file and a CAD file.
  - b. Provide 1 hard copy, 1 pdf copy, and 1 CAD copy to the Client.

#### **EXAMPLE OF SERVICES NOT INCLUDED:**

- Payment of utility locate fees, if any, provided by the utility companies.
- Archaeological cultural resource field study.
- Appraisal or land acquisition services.
- Wetland delineation and location, permitting or design.
- Bald Eagle Permitting.
- Gopher Tortoise Permitting or Relocation.
- Listed species relocation.
- Phase I Site Assessment.
- Concrete walks, fencing, dugouts, lighting or any other services for baseball field beyond those expressly stated in the Scope-of-Services herein.
- Research, Excavation, and location of underground improvements.
- Boundary Survey or ALTA/ACSM Land Title Survey.
- As-built Survey.
- Landscape and irrigation services.



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- Electrical, Potable Water or Sanitary Sewer Utilities.
- Baseball Outfield Fencing.
- Verification of accuracy of information provided by others.
- Any other services not expressly stated in the Scope-of-Services herein.

#### **ASSUMPTIONS:**

The Scope-of-Services and Compensation arrangement outlined in this Task Order are based on the following assumptions:

- It is assumed that the Client will furnish CS with all information as to its requirements including any special or extraordinary considerations for the Project, and also to make available existing pertinent data.
- 2. It is assumed that the information required to complete CS's services will be readily available.
- It is assumed that the information provided by the Client and any third parties is accurate and can be relied upon by CS.
- 4. It is assumed that a zoning or land use change will not be required for the development.
- It is assumed that the gopher tortoise permitting, and relocation is not part of this work.
- 6. It is assumed that the sand-skink survey and permitting is not a part of this work.

#### PERIOD OF SERVICE:

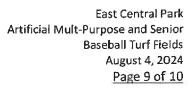
Upon acceptance of this agreement and receipt of a Notice to Proceed from Polk County, the Consultant will promptly initiate its services, and would expect to substantially complete the services through submittal for permitting within approximately One-Hundred Twenty (120) days. The time required for review of drawings by the agencies, approval of permits, and the County's Construction Manager review is estimated at 90 days but is beyond the control of the Consultant.

The following general schedule is anticipated for the period of service:

<u>Task</u>	<u>Duration</u>
Project Design	120 Days
Permitting	60 Days
Bidding (During Permitting)	60 Days
Construction	240 Days
Permitting Close-out	30 Days

#### **COMPENSATION:**

Our compensation for the Professional Engineering Services delineated above will be based on the Lump Sum of \$210,041.00 as summarized below.





TASK	DESCRIPTION	FEE, \$		
I.	Project Initiation			
1	Kickoff Meeting	1,570		
2	Preapplication Conferences	1,890		
3	Environmental Services	6,995		
4	Topographical Survey	17,260		
5	Geotechnical Investigation Report	8,550		
H	Conceptual Plan (30%)	25,997		
III	Civil Engineering Site/Grading/Soccer Fields			
1	Final Site Plan	3,020		
2	Collector Storm Sewer and Retention Area	3,520		
3	60% Design Plans, Opinion of Probable Cost, Technical Specs.	28,213		
4	90% Design Plans, Opinion of Probable Cost, Technical Specs.			
5	100% Design Plans, Opinion of Probable Cost, Technical Specs	28,213		
IV	Permit Documents and Applications	7,840		
V	Project Specifications Manual	6,000		
VI	Limited Construction Administration			
	Phase 1 Construction	19,500		
	Phase 2 Construction	19,500		
VII	Record Drawings			
	Phase 1 Construction	1,880		
	Phase 2 Construction	1,880		
	LUMP SUM (Including Reimbursables)	\$210,041		

TASK	CONTINGENCY	FEE, \$
I.	15% Contingency (Not to be Utilized without prior County Approval)	31,506.15
	LUMP SUM	\$31,506.15

The Client and CS agree that the individual tasks may be exceeded, provided the total fixed fee is not exceeded without the prior written authorization from the Client.



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We trust that this working arrangement is agreeable with you, and if so, would appreciate execution of this Letter-of-Agreement in the appropriate spaces provided below and the return of one executed copy of same to this office.

Signed and accepted by:	
CHASTAIN-SKILLMAN-INC.	POLK COUNTY BOCC
W. R. Cauthan, PE	Authorized Representative for Client
Vice President of Civil Engineering	
Sept. 2, 2025	
Date	Date

# Exhibit "B" - Fee Schedule

# Polk County RFP 22-315 Professionl Engineering Services for Parks Natural Resources Bill Rates

Raw Labre Rates by Position / Title           Position / Title         Raw Labre Rates by Distrion / Maximum         Maximum         Minimum		Dill Nates							
Position/Title         Minimum         Maximum         Minimum         Maximum         Maximum           Prinicipal/Program Manager         \$ 52.89         \$ 123.08         \$ 184.06         \$ 428.32           Sr Consultant         \$ 49.76         \$ 118.05         \$ 173.16         \$ 410.81           Department Director         \$ 55.00         \$ 74.12         \$ 191.40         \$ 257.94           Sr Project Manager         \$ 56.01         \$ 76.92         \$ 194.91         \$ 267.68           Sr Project Engineer/Professional         \$ 56.01         \$ 76.92         \$ 194.91         \$ 267.68           Project Engineer/Professional         \$ 45.67         \$ 57.69         \$ 160.08         \$ 200.76           Project Engineer/Professional         \$ 45.67         \$ 57.29         \$ 158.93         \$ 199.37           Assistant Project Manager         \$ 28.00         \$ 51.23         \$ 97.44         \$ 178.28           Engineer IV         \$ 32.00         \$ 42.97         \$ 111.36         \$ 149.54           Engineer II         \$ 31.50         \$ 39.86         \$ 100.62         \$ 138.71           Engineer I         \$ 29.20         \$ 37.85         \$ 101.62         \$ 131.72           Engineer I         \$ 26.44         \$ 29.33         \$ 92.01		_				<del>-</del>			15 (2.40)
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Project Engineer/Professional   \$ 45.67   \$ 57.29   \$ 158.93   \$ 199.37	Sr Project Engineer/Professional		56.01	_	76.92	_		-	
Assistant Project Manager \$ 28.00 \$ 51.23 \$ 97.44 \$ 178.28 Engineer IV \$ 32.00 \$ 42.97 \$ 111.36 \$ 149.54 Engineer III \$ 31.50 \$ 39.86 \$ 109.62 \$ 138.71 Engineer II \$ 29.20 \$ 37.85 \$ 101.62 \$ 131.72 Engineer I \$ 26.44 \$ 29.35 \$ 92.01 \$ 102.14 GIS Database Manager/Programer \$ 45.25 \$ 49.81 \$ 157.47 \$ 173.34 GIS Analyst \$ 37.12 \$ 45.92 \$ 129.18 \$ 159.80 Project Coordinator II \$ 28.12 \$ 38.50 \$ 97.86 \$ 133.98 Project Coordinator I \$ 15.00 \$ 28.12 \$ 52.20 \$ 97.86 Intern \$ 12.00 \$ 23.00 \$ 41.76 \$ 80.04 Sr Construction Representative \$ 35.92 \$ 42.00 \$ 125.00 \$ 146.16 Construction Representative \$ 24.00 \$ 36.01 \$ 83.52 \$ 125.31 CADD Manager \$ 41.34 \$ 56.00 \$ 143.86 \$ 194.88 Sr CADD Designer \$ 28.00 \$ 41.99 \$ 97.44 \$ 146.13 Designer \$ 20.00 \$ 32.21 \$ 69.60 \$ 112.09 Survey Director \$ 64.00 \$ 69.15 \$ 222.72 \$ 240.64 Sr Project Manager (Survey) \$ 38.40 \$ 52.00 \$ 133.63 \$ 180.96 Assistant Project Manager (Survey) \$ 28.00 \$ 38.50 \$ 97.44 \$ 133.98 And Crew	Project Manager		46.00						
Engineer IV \$ 32.00 \$ 42.97 \$ 111.36 \$ 149.54 Engineer III \$ 31.50 \$ 39.86 \$ 109.62 \$ 138.71 Engineer II \$ 29.20 \$ 37.85 \$ 101.62 \$ 131.72 Engineer I \$ 26.44 \$ 29.35 \$ 92.01 \$ 102.14 GIS Database Manager/Programer \$ 45.25 \$ 49.81 \$ 157.47 \$ 173.34 GIS Analyst \$ 37.12 \$ 45.92 \$ 129.18 \$ 159.80 Project Coordinator II \$ 28.12 \$ 38.50 \$ 97.86 \$ 133.98 Project Coordinator I \$ 15.00 \$ 28.12 \$ 52.20 \$ 97.86 Intern \$ 12.00 \$ 23.00 \$ 41.76 \$ 80.04 Sr Construction Representative \$ 35.92 \$ 42.00 \$ 125.00 \$ 146.16 Construction Representative \$ 24.00 \$ 36.01 \$ 83.52 \$ 125.31 CADD Manager \$ 41.34 \$ 56.00 \$ 143.86 \$ 194.88 Sr CADD Designer \$ 28.00 \$ 41.99 \$ 97.44 \$ 146.13 Designer \$ 20.00 \$ 32.21 \$ 69.60 \$ 112.09 Survey Director \$ 64.00 \$ 69.15 \$ 222.72 \$ 240.64 Sr Project Manager (Survey) \$ 38.40 \$ 52.00 \$ 133.63 \$ 180.96 Assistant Project Manager (Survey) \$ 28.00 \$ 38.50 \$ 97.44 \$ 133.98 3 man Crew \$ 185.00 \$ 185.00 \$ 185.00	Project Engineer/Professional		45.67			_			
Engineer III         \$ 31.50         \$ 39.86         \$ 109.62         \$ 138.71           Engineer II         \$ 29.20         \$ 37.85         \$ 101.62         \$ 131.72           Engineer I         \$ 26.44         \$ 29.35         \$ 92.01         \$ 102.14           GIS Database Manager/Programer         \$ 45.25         \$ 49.81         \$ 157.47         \$ 173.34           GIS Analyst         \$ 37.12         \$ 45.92         \$ 129.18         \$ 159.80           Project Coordinator II         \$ 28.12         \$ 38.50         \$ 97.86         \$ 133.98           Project Coordinator I         \$ 15.00         \$ 28.12         \$ 52.20         \$ 97.86           Intern         \$ 12.00         \$ 23.00         \$ 41.76         \$ 80.04           Sr Construction Representative         \$ 35.92         \$ 42.00         \$ 125.00         \$ 146.16           Construction Representative         \$ 24.00         \$ 36.01         \$ 83.52         \$ 125.31           CADD Manager         \$ 41.34         \$ 56.00         \$ 143.86         \$ 194.88           Sr CADD Designer         \$ 28.00         \$ 41.99         \$ 97.44         \$ 146.13           Designer         \$ 20.00         \$ 32.21         \$ 69.60         \$ 112.09           Survey Di	Assistant Project Manager		28.00		51.23		97.44	_	178.28
Engineer II         \$ 29.20         \$ 37.85         \$ 101.62         \$ 131.72           Engineer I         \$ 26.44         \$ 29.35         \$ 92.01         \$ 102.14           GIS Database Manager/Programer         \$ 45.25         \$ 49.81         \$ 157.47         \$ 173.34           GIS Analyst         \$ 37.12         \$ 45.92         \$ 129.18         \$ 159.80           Project Coordinator II         \$ 28.12         \$ 38.50         \$ 97.86         \$ 133.98           Project Coordinator I         \$ 15.00         \$ 28.12         \$ 52.20         \$ 97.86           Intern         \$ 12.00         \$ 23.00         \$ 41.76         \$ 80.04           Sr Construction Representative         \$ 35.92         \$ 42.00         \$ 125.00         \$ 146.16           Construction Representative         \$ 24.00         \$ 36.01         \$ 83.52         \$ 125.31           CADD Manager         \$ 41.34         \$ 56.00         \$ 143.86         \$ 194.88           Sr CADD Designer         \$ 28.00         \$ 41.99         \$ 97.44         \$ 146.13           Designer         \$ 20.00         \$ 32.21         \$ 69.60         \$ 112.09           Survey Director         \$ 64.00         \$ 69.15         \$ 222.72         \$ 240.64           Projec	Engineer IV	\$	32.00	÷	42.97		111.36	_	149.54
Engineer I       \$ 26.44       \$ 29.35       \$ 92.01       \$ 102.14         GIS Database Manager/Programer       \$ 45.25       \$ 49.81       \$ 157.47       \$ 173.34         GIS Analyst       \$ 37.12       \$ 45.92       \$ 129.18       \$ 159.80         Project Coordinator II       \$ 28.12       \$ 38.50       \$ 97.86       \$ 133.98         Project Coordinator I       \$ 15.00       \$ 28.12       \$ 52.20       \$ 97.86         Intern       \$ 12.00       \$ 23.00       \$ 41.76       \$ 80.04         Sr Construction Representative       \$ 35.92       \$ 42.00       \$ 125.00       \$ 146.16         Construction Representative       \$ 24.00       \$ 36.01       \$ 83.52       \$ 125.31         CADD Manager       \$ 41.34       \$ 56.00       \$ 143.86       \$ 194.88         Sr CADD Designer       \$ 28.00       \$ 41.99       \$ 97.44       \$ 146.13         Designer       \$ 20.00       \$ 32.21       \$ 69.60       \$ 112.09         Survey Director       \$ 64.00       \$ 69.15       \$ 222.72       \$ 240.64         Sr Project Manager (Survey)       \$ 38.40       \$ 52.00       \$ 133.63       \$ 180.96         Assistant Project Manager (Survey)       \$ 28.00       \$ 38.50       \$ 97.44	Engineer III	\$	31.50	<u> </u>	39.86	_	109.62		138.71
GIS Database Manager/Programer \$ 45.25 \$ 49.81 \$ 157.47 \$ 173.34 GIS Analyst \$ 37.12 \$ 45.92 \$ 129.18 \$ 159.80 Project Coordinator II \$ 28.12 \$ 38.50 \$ 97.86 \$ 133.98 Project Coordinator I \$ 15.00 \$ 28.12 \$ 52.20 \$ 97.86 Intern \$ 12.00 \$ 23.00 \$ 41.76 \$ 80.04 Sr Construction Representative \$ 35.92 \$ 42.00 \$ 125.00 \$ 146.16 Construction Representative \$ 24.00 \$ 36.01 \$ 83.52 \$ 125.31 CADD Manager \$ 41.34 \$ 56.00 \$ 143.86 \$ 194.88 Sr CADD Designer \$ 28.00 \$ 41.99 \$ 97.44 \$ 146.13 Designer \$ 20.00 \$ 32.21 \$ 69.60 \$ 112.09 Survey Director \$ 64.00 \$ 69.15 \$ 222.72 \$ 240.64 Sr Project Manager (Survey) \$ 51.92 \$ 69.15 \$ 180.68 \$ 240.64 Project Manager (Survey) \$ 38.40 \$ 52.00 \$ 133.63 \$ 180.96 Assistant Project Manager (Survey) \$ 28.00 \$ 38.50 \$ 97.44 \$ 133.98 3 man Crew \$ 185.00 \$ 210.00 \$ 20.00 \$ 185.00 \$ 185.00	Engineer II	\$	29.20	\$	37.85		101.62		131.72
GIS Analyst \$ 37.12 \$ 45.92 \$ 129.18 \$ 159.80  Project Coordinator II \$ 28.12 \$ 38.50 \$ 97.86 \$ 133.98  Project Coordinator I \$ 15.00 \$ 28.12 \$ 52.20 \$ 97.86  Intern \$ 12.00 \$ 23.00 \$ 41.76 \$ 80.04  Sr Construction Representative \$ 35.92 \$ 42.00 \$ 125.00 \$ 146.16  Construction Representative \$ 24.00 \$ 36.01 \$ 83.52 \$ 125.31  CADD Manager \$ 41.34 \$ 56.00 \$ 143.86 \$ 194.88  Sr CADD Designer \$ 28.00 \$ 41.99 \$ 97.44 \$ 146.13  Designer \$ 20.00 \$ 32.21 \$ 69.60 \$ 112.09  Survey Director \$ 64.00 \$ 69.15 \$ 222.72 \$ 240.64  Sr Project Manager (Survey) \$ 51.92 \$ 69.15 \$ 180.68 \$ 240.64  Project Manager (Survey) \$ 38.40 \$ 52.00 \$ 133.63 \$ 180.96  Assistant Project Manager (Survey) \$ 28.00 \$ 38.50 \$ 97.44 \$ 133.98  3 man Crew \$ 185.00 \$ 210.00  2 Man Crew	Engineer I	\$	26.44	\$	29.35	\$	92.01		102.14
Project Coordinator II         \$ 28.12         \$ 38.50         \$ 97.86         \$ 133.98           Project Coordinator I         \$ 15.00         \$ 28.12         \$ 52.20         \$ 97.86           Intern         \$ 12.00         \$ 23.00         \$ 41.76         \$ 80.04           Sr Construction Representative         \$ 35.92         \$ 42.00         \$ 125.00         \$ 146.16           Construction Representative         \$ 24.00         \$ 36.01         \$ 83.52         \$ 125.31           CADD Manager         \$ 41.34         \$ 56.00         \$ 143.86         \$ 194.88           Sr CADD Designer         \$ 28.00         \$ 41.99         \$ 97.44         \$ 146.13           Designer         \$ 20.00         \$ 32.21         \$ 69.60         \$ 112.09           Survey Director         \$ 64.00         \$ 69.15         \$ 222.72         \$ 240.64           Sr Project Manager (Survey)         \$ 38.40         \$ 52.00         \$ 133.63         \$ 180.96           Assistant Project Manager (Survey)         \$ 28.00         \$ 38.50         \$ 97.44         \$ 133.98           3 man Crew         \$ 185.00         \$ 185.00         \$ 185.00	GIS Database Manager/Programer	\$	45.25	\$	49.81	\$	157.47	\$	173.34
Project Coordinator I         \$ 15.00         \$ 28.12         \$ 52.20         \$ 97.86           Intern         \$ 12.00         \$ 23.00         \$ 41.76         \$ 80.04           Sr Construction Representative         \$ 35.92         \$ 42.00         \$ 125.00         \$ 146.16           Construction Representative         \$ 24.00         \$ 36.01         \$ 83.52         \$ 125.31           CADD Manager         \$ 41.34         \$ 56.00         \$ 143.86         \$ 194.88           Sr CADD Designer         \$ 28.00         \$ 41.99         \$ 97.44         \$ 146.13           Designer         \$ 20.00         \$ 32.21         \$ 69.60         \$ 112.09           Survey Director         \$ 64.00         \$ 69.15         \$ 222.72         \$ 240.64           Sr Project Manager (Survey)         \$ 38.40         \$ 52.00         \$ 133.63         \$ 180.96           Assistant Project Manager (Survey)         \$ 28.00         \$ 38.50         \$ 97.44         \$ 133.98           3 man Crew         \$ 185.00         \$ 185.00         \$ 185.00	GIS Analyst	\$	37.12	\$	45.92		129.18		159.80
Intern         \$ 12.00         \$ 23.00         \$ 41.76         \$ 80.04           Sr Construction Representative         \$ 35.92         \$ 42.00         \$ 125.00         \$ 146.16           Construction Representative         \$ 24.00         \$ 36.01         \$ 83.52         \$ 125.31           CADD Manager         \$ 41.34         \$ 56.00         \$ 143.86         \$ 194.88           Sr CADD Designer         \$ 28.00         \$ 41.99         \$ 97.44         \$ 146.13           Designer         \$ 20.00         \$ 32.21         \$ 69.60         \$ 112.09           Survey Director         \$ 64.00         \$ 69.15         \$ 222.72         \$ 240.64           Sr Project Manager (Survey)         \$ 38.40         \$ 52.00         \$ 133.63         \$ 180.96           Assistant Project Manager (Survey)         \$ 28.00         \$ 38.50         \$ 97.44         \$ 133.98           3 man Crew         \$ 185.00         \$ 185.00         \$ 185.00	Project Coordinator II	\$	28.12	\$	38.50	\$	97.86	_	133.98
Sr Construction Representative         \$ 35.92         \$ 42.00         \$ 125.00         \$ 146.16           Construction Representative         \$ 24.00         \$ 36.01         \$ 83.52         \$ 125.31           CADD Manager         \$ 41.34         \$ 56.00         \$ 143.86         \$ 194.88           Sr CADD Designer         \$ 28.00         \$ 41.99         \$ 97.44         \$ 146.13           Designer         \$ 20.00         \$ 32.21         \$ 69.60         \$ 112.09           Survey Director         \$ 64.00         \$ 69.15         \$ 222.72         \$ 240.64           Sr Project Manager (Survey)         \$ 38.40         \$ 52.00         \$ 133.63         \$ 180.96           Assistant Project Manager (Survey)         \$ 28.00         \$ 38.50         \$ 97.44         \$ 133.98           3 man Crew         \$ 185.00         \$ 185.00         \$ 185.00	Project Coordinator I	\$	15.00	\$	28.12	\$	52.20		97.86
Construction Representative         \$ 24.00         \$ 36.01         \$ 83.52         \$ 125.31           CADD Manager         \$ 41.34         \$ 56.00         \$ 143.86         \$ 194.88           Sr CADD Designer         \$ 28.00         \$ 41.99         \$ 97.44         \$ 146.13           Designer         \$ 20.00         \$ 32.21         \$ 69.60         \$ 112.09           Survey Director         \$ 64.00         \$ 69.15         \$ 222.72         \$ 240.64           Sr Project Manager (Survey)         \$ 38.40         \$ 52.00         \$ 133.63         \$ 180.96           Assistant Project Manager (Survey)         \$ 28.00         \$ 38.50         \$ 97.44         \$ 133.98           3 man Crew         \$ 185.00         \$ 185.00         \$ 185.00	Intern	\$	12.00	\$	23.00	_	41.76		80.04
CADD Manager       \$ 41.34       \$ 56.00       \$ 143.86       \$ 194.88         Sr CADD Designer       \$ 28.00       \$ 41.99       \$ 97.44       \$ 146.13         Designer       \$ 20.00       \$ 32.21       \$ 69.60       \$ 112.09         Survey Director       \$ 64.00       \$ 69.15       \$ 222.72       \$ 240.64         Sr Project Manager (Survey)       \$ 51.92       \$ 69.15       \$ 180.68       \$ 240.64         Project Manager (Survey)       \$ 38.40       \$ 52.00       \$ 133.63       \$ 180.96         Assistant Project Manager (Survey)       \$ 28.00       \$ 38.50       \$ 97.44       \$ 133.98         3 man Crew       \$ 185.00       \$ 185.00       \$ 185.00	Sr Construction Representative	\$	35.92	\$	42.00	\$	125.00	_	146.16
Sr CADD Designer       \$ 28.00       \$ 41.99       \$ 97.44       \$ 146.13         Designer       \$ 20.00       \$ 32.21       \$ 69.60       \$ 112.09         Survey Director       \$ 64.00       \$ 69.15       \$ 222.72       \$ 240.64         Sr Project Manager (Survey)       \$ 51.92       \$ 69.15       \$ 180.68       \$ 240.64         Project Manager (Survey)       \$ 38.40       \$ 52.00       \$ 133.63       \$ 180.96         Assistant Project Manager (Survey)       \$ 28.00       \$ 38.50       \$ 97.44       \$ 133.98         3 man Crew       \$ 185.00       \$ 185.00       \$ 185.00         2 Man Crew       \$ 165.00       \$ 185.00	Construction Representative	\$	24.00	\$	36.01	\$	83.52	\$	125.31
Designer         \$ 20.00         \$ 32.21         \$ 69.60         \$ 112.09           Survey Director         \$ 64.00         \$ 69.15         \$ 222.72         \$ 240.64           Sr Project Manager (Survey)         \$ 51.92         \$ 69.15         \$ 180.68         \$ 240.64           Project Manager (Survey)         \$ 38.40         \$ 52.00         \$ 133.63         \$ 180.96           Assistant Project Manager (Survey)         \$ 28.00         \$ 38.50         \$ 97.44         \$ 133.98           3 man Crew         \$ 185.00         \$ 210.00           2 Man Crew         \$ 165.00         \$ 185.00	CADD Manager	\$	41.34	\$	56.00		143.86		194.88
Survey Director       \$ 64.00       \$ 69.15       \$ 222.72       \$ 240.64         Sr Project Manager (Survey)       \$ 51.92       \$ 69.15       \$ 180.68       \$ 240.64         Project Manager (Survey)       \$ 38.40       \$ 52.00       \$ 133.63       \$ 180.96         Assistant Project Manager (Survey)       \$ 28.00       \$ 38.50       \$ 97.44       \$ 133.98         3 man Crew       \$ 185.00       \$ 210.00         2 Man Crew       \$ 165.00       \$ 185.00	Sr CADD Designer	\$	28.00	\$	41.99	\$	97.44		146.13
Sr Project Manager (Survey)       \$ 51.92       \$ 69.15       \$ 180.68       \$ 240.64         Project Manager (Survey)       \$ 38.40       \$ 52.00       \$ 133.63       \$ 180.96         Assistant Project Manager (Survey)       \$ 28.00       \$ 38.50       \$ 97.44       \$ 133.98         3 man Crew       \$ 185.00       \$ 185.00       \$ 210.00         2 Man Crew       \$ 165.00       \$ 185.00	Designer	\$	20.00	\$	32.21	\$	69.60	\$	112.09
Project Manager (Survey)       \$ 38.40       \$ 52.00       \$ 133.63       \$ 180.96         Assistant Project Manager (Survey)       \$ 28.00       \$ 38.50       \$ 97.44       \$ 133.98         3 man Crew       \$ 185.00       \$ 210.00         2 Man Crew       \$ 165.00       \$ 185.00	Survey Director	\$	64.00	\$	69.15	\$	222.72	\$	240.64
Assistant Project Manager (Survey) \$ 28.00 \$ 38.50 \$ 97.44 \$ 133.98 3 man Crew \$ 185.00 \$ 210.00 2 Man Crew \$ 165.00 \$ 185.00	Sr Project Manager (Survey)	\$	51.92	\$	69.15	\$	180.68		240.64
Assistant Project Manager (Survey)       \$ 28.00       \$ 38.50       \$ 97.44       \$ 133.98         3 man Crew       \$ 185.00       \$ 210.00         2 Man Crew       \$ 165.00       \$ 185.00	Project Manager (Survey)	\$	38.40	\$	52.00	\$	133.63	\$	180.96
2 Man Crew \$ 165.00 \$ 185.00	Assistant Project Manager (Survey)	\$	28.00	\$	38.50	\$	97.44	_	133.98
						\$	185.00	\$	210.00
1 Man Crew \$ 155.00 \$ 170.00	2 Man Crew					\$	165.00	\$	185.00
	1 Man Crew					\$	155.00	\$	170.00

Labor Multiplier Calculation	
Category	Std Multi
Direct Labor	1.00
Fringe Benefits/OH/Adm/GA	2.11
Subtotal	3.11
Profit @ 12%	0.37
Actual Multiplier	3.48



# **DESCRIPTIONS AND RESPONSIBILITIES OF PERSONNEL**

CLASSIFICATION	POSITION OVERVIEW	RESPONSIBILITIES	EDUCATION/EXPERIENCE		
Representative; and subs, Manage project staff, budget, schedule and design activities of project staff.		Communicate with client and subs, Manage activities of project staff, Create budget and schedule, Report to Principal-in Charge	Engineering, 25 years of		
Principal-in-Charge	Represents company, Provides project leadership, Supervises Project Manager	Responsible for project to be completed correctly, on time and on budget	Registered PE, Degree in Engineering, 25 years of experience, supervisory & management experience		
QA/QC	Ensures project quality and efficiency	Make sure team adheres to Quality Control checklist, Reviews external deliverables for quality	15 years of experience, supervisory & management experience		
Project Engineer	Provide project design, permitting, specification preparation and site inspection	Communicate with team members, ensure projects stays on budget and schedule, Report to Project Manager	Registered PE, Degree in Engineering, 5 years of experience		
Survey Director	Provides leadership & development of survey operations, Directs survey field crew	Research existing project information, QA/QC of survey activities, planning of survey crew schedule, communication with client & team members	Registered PSM, 10 years of experience, supervisory & management experience		
Survey Technician	Working on survey field crew	Perform basic survey field tasks	High School Diploma		
Construction Inspector	Monitors construction of project, Provides construction engineering inspection	Coordinates MOT, Provides materials testing, Resolves construction issues, Keeps construction on schedule and inspects for quality	5 years of experience, High School Diploma		
Administrative Professional/Intern	Administrative support	Office duties that include filing, typing and correspondence	High School Diploma		



## **KEY PERSONNEL**

- 1. Ron Cauthan, PE Project Manager
- 2. Lennie Arnold, PE, LEED AP QA/QC
- 3. Jim Chastain, PhD, PE, BCEE, MPH Principal-In-Charge
- 4. Doug Forni, PE Senior Project Engineer Parks
- 5. Drew Morson, PE, CFM Stormwater Lead
- 6. Doug Jones, PE Utilities Engineering/Coordination
- 7. Fred Ammermann, PSM Senior Project Surveyor
- 8. Jeff Ammermann, PSM Project Surveyor
- 9. Sean Childs Survey/CAD Technician
- 10. Albert Truman Construction Project Representative
- 11. Chris Plowman Construction Project Representative

# Fran McAskill Director Procurement Division



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

# **EXHIBIT C**

# **Board of County Commissioners**

## REIMBURSABLE COST SCHEDULE

1.	Reproduction Cost		
	A. Regular Copying	Single Side	Double Sided
	8 ½ x 11 (black & white)		\$ 0.25/sheet
	8 ½ x 11 (color)		\$ 0.40/sheet
	8 ½ x 14 (black & white)		\$ 0.25/sheet
	8 ½ x 14 (color)		\$0.40/sheet
	11 x 17 (black & white)	\$ 0.25/page	\$ 0.35/sheet
	11 x 17 (color)	\$ 0.40/page	\$ 0.50/sheet
	9 1/2 x 24 Single Side Only	\$ 1.00/page	
	17 x 22 Single Side Only		
	18 x 24 Single Side Only		
	24 x 36 Single Side Only		
	30 x 30 Single Side Only		
	32 x 34 Single Side Only		
	Other sizes-per square inch		
	Compact Digital Disk		040.00/
	B. Blueprint Copy		\$10.00/page
2.	Subcontractor Services		Actual Costs
3.	Special Consultants		Actual costs
4.	Computer Services		Non-reimbursable
5.	Travel Expenses	In accordance with	h Chapter 112.061, F.S.;
-		nd further defined in the Polk Coul	•
6.	Postage, Fed Express, UPS		Actual Costs
7.	Pre-approved Equipment		
	(includes purchase and rental of e	quipment used in project)	Actual Costs