

Select Agenda Date: July 15, 2025

Select a Category: Contract

Select a Division: Roads & Drainage Division

Select a Workflow: Trans. Through Proc No Fiscal Impact (Trans)

SUBJECT

Approve Consultant Services Authorization (CSA) No. 22-090-04 with Kimley-Horn & Associates (Consultant) for design services for the E. Bridgers Ave Sidewalk Project. (\$163,623.00 one-time expense)

DESCRIPTION

The E. Bridgers Ave Sidewalk Project is included in the FY 2024-2025 CIP for the Roads & Drainage Division. New sidewalk is needed along East Bridgers Avenue from 3rd Street to the paved shoulder along US 92, approximately 200 feet east of the entrance to the Auburndale Veterinary Clinic on East Bridgers Avenue to connect to the existing sidewalk and provide connectivity to the city-wide network along mixed-use frontages. County staff has negotiated a CSA with the Consultant to provide design services for this Project.

This CSA provides for professional engineering services to perform utility coordination and subsurface utility exploration (SUE), permitting, sidewalk and drainage design and plan preparation. The Consultant is to perform these services at a total not-to-exceed fee of \$163,623.00 and will be completed in accordance with the project schedule and compensation as detailed in "Exhibit A".

RECOMMENDATION

Request the Board approve CSA No. 22-090-04 with the Consultant at not-to-exceed fee of \$163,623.00 for the E. Bridgers Ave Sidewalk Project.

FISCAL IMPACT

Funds are budgeted and available in the Transportation Millage Fund.

CONTACT INFORMATION

Klayton Fees, P.E., Project Manager
Roads & Drainage Division
(863) 535-2281

Jay M. Jarvis, P.E., Director
Roads & Drainage Division
(863) 535-2200

CONSULTANT APPROVAL FORM

CPO: If Consultant fee is under \$50,000 & construction is under \$250,000

CSA If Construction is under \$7,500,000;

OR for study activity if consultant fee is under \$500,000- (FS 287.055 CCNA)

CPO/CSA #: 22-090-04 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 6/5/25 Division: Roads & Drainage

Project Manager's Name: Klayton Fees, PE Phone #: (863) 535-2281

Project Name: E. Bridgers Ave Sidewalk

Total Project Budget: \$ 620,623.00 Project # 5400012

Estimate of Construction Cost: \$ 457,000.00

Proposed Consultant: Kimley-Horn & Associates Fee: \$ 163,623.00

Master Consultant Agreement # 22-090

Attach Scope of Services Proposed by the Consultant (Exhibit "A")

Approved By: [Signature] Date 6/5/25
Division Director/Designee

Procurement Division

Date Received: 6/12/25 Date Reviewed by Analyst: 6/12/25

Approved by: [Signature] 6/12/25
(Procurement Director/Designee)

County Attorney's Office (Required for all CSA's)

Date Received: 6/12/2025 Date Reviewed: 6/17/2025

Approved by: [Signature]
(County Attorney Office Signature)

County Manager's Office (Required if consultant fee is greater than \$100,000)

Date Received: _____ Date Reviewed: _____

Approved by: _____
(County Manager Office Signature)

Additional Attachments: number of days to complete project, not to exceed/lump sum amount, justification for consultant selected, fee schedule, and Professional Liability COI (COI applicable to CSA only, description field must be project specific (contract requirement)).

Selection Procedure for Consultants with Continuing Contracts CCNA Continuing Contracts Justification Form

Please submit this form along with any Original CSA/CPO Consultant Approval Form

Division: Roads & Drainage
Project Manager: Klayton Fees, P.E.

Step 1:

Review list for appropriate Expertise, Experience, and Personnel (List all consultants awarded a master agreement under the RFP)

Consultant	Expertise	Experience	Personnel	Local (Y/N)	Elevated for Consideration (Y/N)
AECOM	Y	Y	Y	Y	Y
AIM Engineering & Survey	Y	Y	Y	Y	Y
Burgess and Niple	Y	Y	Y	N	Y
CONSOR Engineers	Y	Y	Y	Y	Y
Dewberry Engineers	Y	Y	Y	Y	Y
DRMP	Y	Y	Y	Y	Y
HDR Engineering	Y	Y	Y	N	Y
HNTB	Y	Y	Y	Y	Y
Jacobs Engineering Group	Y	Y	Y	N	Y
Kimley-Horn and Associates	Y	Y	Y	N	Y
Kissinger Campo & Associates	Y	Y	Y	N	Y
Mott MacDonald Florida	Y	Y	Y	N	Y
NVS	Y	Y	Y	N	Y
Patel, Greene, and Associates	Y	Y	Y	Y	Y
Rummel, Klepper & Kahl	Y	Y	Y	Y	Y
WSP USA Environmental & Infrastructure	Y	Y	Y	Y	Y
WSP USA	Y	Y	Y	Y	Y

State justification for each firm NOT elevated and why:

Step 2:

Past performance on similar projects satisfactory (List all consultants elevated from Step 1)

Consultant	Has past performance been satisfactory (Y/N)	Elevated for Consideration(Y/N)
AECOM	Y	Y
AIM Engineering & Survey	Y	Y
Burgess and Niple	Y	Y
CONSOR Engineers	Y	Y
Dewberry Engineers	Y	Y
DRMP	Y	Y
HDR Engineering	Y	Y
HNTB	Y	Y
Jacobs Engineering Group	Y	Y
Kimley-Horn and Associates	Y	Y
Kissinger Campo & Associates	Y	Y
Mott MacDonald Florida	Y	Y
NVS	Y	Y
Patel, Greene, and Associates	Y	Y
Rummel, Klepper & Kahl	Y	Y
WSP USA Environmental & Infrastructure	Y	Y
WSP USA	Y	Y

State justification for each firm NOT elevated and why:

Step 3:

Total amount of money the County has contracted with each Consultant elevated to Step 2 during the last 24 months.

Consultant	Contracted Amount	Elevated (Y/N)
AECOM	\$ 424,181.75	N
AIM Engineering & Survey	\$ 288,191.68	N
Burgess and Niple	\$ 509,441.00	N
CONSOR Engineers	\$ 200,947.50	N
Dewberry Engineers	\$ 176,066.32	N
DRMP	\$ 401,840.25	N
HDR Engineering	\$ 645,259.54	N
HNTB	\$ 435,988.40	N
Jacobs Engineering Group	\$ 593,171.16	N
Kimley-Horn and Associates	\$ 114,475.00	Y
Kissinger Campo & Associates	\$ 769,166.15	N
Mott MacDonald Florida	\$ 167,439.10	N
NVS	\$ 269,452.23	N
Patel, Greene, and Associates	\$ 283,366.05	N
Rummel, Klepper & Kahl	\$ 631,132.22	N
WSP USA Environmental & Infrastructure	\$ 465,482.72	N
WSP USA	\$ 454,247.59	N

Step 4:

State justification, if the chosen consultant does not have the least amount of contract obligation.



IN WITNESS WHEREOF, the parties hereto have executed this CSA on this ____ day of _____, 20__.


POLK COUNTY, a Political subdivision
of the State of Florida

By: _____
Chairperson
Board of County Commissioners

Review as to form and legal sufficiency
Noah Miller *02/17/2025*
 County Attorney's Office Date

Kimley-Horn & Associates

CONSULTANT COMPANY NAME



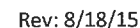
Authorized Corporate Officer

Hao Chau, Vice President

[Printed Name and Title]

SEAL

Date: May 30th, 2025 Date: May 30, 2025





May 09, 2025

Klayton Fees, PE
Project Manager, Roads & Drainage
Polk County – Roads and Drainage Division
3000 Sheffield Road
Winter Haven, FL 33880

INDIVIDUAL PROJECT ORDER NUMBER 04

MSA 22-090-04 EAST BRIDGERS AVE. SIDEWALK

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and Polk County Roads and Drainage (the Client) in accordance with the terms of the Master Consultant Agreement for Professional Engineering Services (MSA 22-090) dated October 4th, 2022 which is incorporated herein by reference.

Identification of Project:

Project Name: E Bridgers Road Sidewalk Design
KH Project Manager: Joseph A. Roberts Jr.

Project Understanding

The County has requested a proposal for engineering services for sidewalk and drainage design along East Bridgers Ave. The sidewalk's western terminus will be east of 3rd Street at E Bridgers Ave, providing connection to an existing sidewalk to the west, and the eastern terminus will be east of Victoria Blvd. at the entrance to Auburndale Veterinary Clinic. The sidewalk improvements length along E Bridgers Ave is approximately 1,850 linear feet. The proposed project includes a 5-ft wide sidewalk and associated drainage improvements. The existing right of way width along E Bridgers Ave varies along the project corridor from approximately 70ft to 110ft. The sidewalk route crosses the intersection of Dairy Rd. and E. Bridgers Ave at a signalized intersection. The proposed sidewalk location is south of E. Bridgers Ave, following the right of way until the sidewalk crosses east of Dairy Rd. A pedestrian crossing is anticipated to shift the sidewalk from the south side of E. Bridgers Ave. to the north, east of Dairy Rd.

General topographic survey will be performed by Polk County.

It is anticipated that the sidewalk improvements will be exempt from a Southwest Florida Water Management District (SWFWMD) Environmental Resource Permit (ERP). Kimley-Horn will prepare the permit exemption application associated with the SWFWMD submittal. Proposed SWFWMD permit application package and RAI Responses are not included in this task and can be included as an additional service.



Scope of Services

The following is our understanding of the scope of work that has been requested by Polk County.

Task 1: Project Coordination

Kimley-Horn will provide project management and coordination services with Polk County, Southwest Florida Water Management District (SWFWMD), and utility owners. This task includes one (1) project kickoff meeting and up to six (6) monthly progress/coordination meetings.

Task 2 – Sidewalk Design

This task includes the horizontal and vertical design of 1,850 feet of 5-ft wide sidewalks along E Bridgers Ave. within existing Polk County right of way. The proposed design will include sidewalk improvements along the southern side of E. Bridgers Ave., as an extension of the existing sidewalk. It will then cross Dairy Rd at a signalized intersection and head east approximately 400ft before crossing north across E. Bridgers Ave. at a mid-block pedestrian crossing. The proposed sidewalk will continue along the north side of E. Bridgers Ave. terminating east of Victoria Blvd. at the Auburndale Veterinary entrance. The design will include minor driveway modifications tying into the existing right-of-way to provide access to businesses along the northern side of E. Bridgers Ave.. A curb ramps is included in this design at the southwest corner of the intersection of E. Bridgers Ave and Dairy Rd. Kimley-Horn will coordinate with the County during design to determine the proposed path for the sidewalk along E. Bridgers Ave. Road and the location of the mid-block crossing to shift pedestrian traffic to the northern side of E. Bridgers Ave. This task does not include any milling and resurfacing, or any other modifications to E. Bridgers Ave., except as described above.

The roadway plans will be prepared in accordance with the FDOT Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Street and Highways (Florida Greenbook) and the FDOT Standard Plans. The construction plan sheets will be prepared on 11"x17" format at a horizontal scale of 1" = 40'. The plans will be prepared based on topographic information provided by Polk County as described below. The plans will include up to three (3) typical section(s) to depict the edge of roadway, curb and gutter and/or flush shoulder, roadside buffer areas, sidewalks and other elements within the right-of-way as determined by Kimley-Horn.

Cross sections will be developed at 50-foot intervals along the baseline of survey at a scale of 1" = 20' horizontal and 1" = 10' vertical for E. Bridgers Ave. Existing underground utilities will be shown based on information provided by the utility companies or as identified in the Survey and Utility Investigation task described below.

A level 1 Temporary Traffic Control Plans ("TTCP") will be included with the construction documents and will includes notes and references to FDOT standard plans. Detailed TTCP plans are not included in this task and can be performed as an additional service, if required.

Kimley-Horn will design a gravity wall, if needed, to accommodate the sidewalk between 3rd Street and Dairy Rd. to mitigate impacts to drainage.

Existing and proposed utility relocation information provided as described in the Utility Coordination task below, will be shown on the roadway plan sheets. This task does not include a master utility plan, proposed utility design or utility adjustment sheets, and these items can be performed as additional service if required.



Kimley-Horn will design the signing and pavement marking for the roadway and up to one (1) mid-block crossing with post mounted bi-directional solar powered RRFB's over E. Bridgers Ave. in accordance with the current version of the Manual on Uniform Traffic Control Devices (MUTCD), the FDOT Standard Plans, and the Americans with Disabilities Act Standards for Accessible Design. The design will be shown on 11"x17" format at a 1" = 40' scale on the roadway plan sheets. The plans will include type, color and spacing of striping and raised pavement markings. Regulatory, warning and directional signing will also be shown on the plan sheets.

The project submittal phases to the County will be at 60%, 100% and Final. Up to two (2) rounds of County comments will be reviewed and incorporated. Final plans will be signed and sealed by a Florida registered professional engineer.

Task 3 – Drainage Design and Drainage Construction Plans

Kimley-Horn will design a drainage collection system and provide a design report to accommodate the proposed sidewalks. This design may include regrading roadside swales, berms, proposed inlets, pipes, and concrete flumes. Kimley-Horn will prepare drainage calculations for review of the proposed design by County Staff; including review of proposed spread calculations. Kimley-Horn will prepare the final design package for the stormwater improvements in accordance with County's direction, FDOT Drainage Manual, and requirements by regulatory agencies.

The drainage analysis will include the following:

- Perform a general review of existing plans and permits for background data pertinent to the project area.
- Prepare a hydraulic analysis of swale systems to determine an appropriate design for the proposed drainage system.
- Prepare a runoff analysis and ditch calculations and document all calculations in a drainage design report.

Drainage Map(s) will be prepared for the project at a scale of 1" = 200'. The drainage map(s) will show roadway drainage basins, existing drainage features, offsite basins and flow patterns/arrows. Design information relative to the drainage structures and/or swales will be shown on the roadway plan and profile sheets. Erosion control features will be designed and included on erosion control plan sheets. Proposed drainage structure cross sections are not included in this task and can be included as an additional service.

Task 4 – Lighting

Kimley-Horn will perform lighting analysis in AGi32 lighting software to meet FDOT and Polk County standards. Kimley-Horn will perform the lighting analysis at the intersection of E. Bridgers Ave at Dairy Road to meet Florida Greenbook criteria. Although not required by Florida Greenbook, vertical photometric calculations at crosswalks will be analyzed to meet FDOT Lighting Retrofit criteria.

This task will include voltage drop calculations. Results of the photometric analysis will be documented in a Lighting Design Analysis Report (LDAR). The LDAR will be provided under a separate cover from the roadway plans as supplemental information. Kimley-Horn will coordinate with the power company and Polk County (maintaining agency) during the design process.

Lighting plans will be assembled in accordance with the FDOT Design Manual (FDM). The lighting plans will be submitted as part of the roadway plan set and the LDAR will be provided as supplemental material. Addressing agency comments will be handled under the permitting task below.



Task 5 - Environmental Site Assessment

A review of the habitat within the project limits will be conducted for the potential for state and federally listed species. Any signs (including burrows, scat, nests, or tracks) of listed species will be recorded during the field review and recorded with a GPS. The review will determine the potential habitat for the presence of listed species by either the Florida Fish and Wildlife Conservation Commission (FWC) under Chapter 68A-27.003-005 F.A.C. or the U.S. Fish and Wildlife Service (USFWS) under 50 CFR 17.11-12 within the Project.

The project is located within suitable habitat for the federally protected sand skink and coordination with USFWS will be required to determine if a sand skink survey is needed. If a sand skink survey is needed it will occur during the survey season from March 1st - May 15th or October 15th - December 15th. This scope does not include effort for the sand skink survey which can be added as an optional service.

A site visit will be conducted to delineate the extents of on-site wetlands and/or surface waters (or determine top of bank is the jurisdiction for surface waters) in accordance with the State Unified Wetland Delineation Methodologies described in Chapter 62-340, Florida Administrative Code (FAC) and the US Army Corps of Engineers (USACE) 1987 Wetland Delineation Manual and Regional Supplement. Wetlands and surface waters will be classified in accordance with the Florida Department of Transportation (FDOT) Florida Land Use and Cover Classification System (FLUCFCS). Wetlands and surface waters will be marked with flagging and recorded with a Trimble GPS unit.

It is not anticipated that wetlands or surface waters are present within the project limits and Section C of the Environmental Resource Permit (SWFWMD) will not be required. The summary technical memorandum will be provided as part of the supporting documentation for the SWFWMD permit application.

This scope does not include any additional site visits or permitting activities other than those detailed above.

Task 6 – Utility Coordination

Kimley-Horn will perform the following Utility Coordination services for this project:

- Identify utilities along the corridor through an 811 Ticket
- Submit plans to utilities at 60% and 90% submittals
- Create and update Conflict Matrix
- Coordinate a maximum of two (2) utility meetings with impacted utilities

Task 7 – Subsurface Utility Investigation Services

Kimley-Horn has retained the services of ECHO, Inc. for a detailed scope of services see Appendix "A".

Task 8 – Construction Phase Services

Kimley-Horn will be available to provide construction phase services, as requested, for the following services:

- Attend up to one (1) pre-construction meeting with Contractor and County staff
- Attend up to four (4) 2-hour site visits coordinated with the County and/or the Contractor
- Attend up to four (4) construction progress meetings during construction as requested by the County and the Contractor



- Review and reply to up to ten (10) rounds of shop drawing submittals for the improvements controlled by the construction documents
- Provide written responses to the County for up to five (5) contractor Requests for Information ("RFI")
- Review contractor pay requests

Kimley-Horn shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor shall the Consultant have any authority or responsibility to stop or direct the work of any contractor. The Consultant's visits shall be for the purpose of endeavoring to provide the Client a greater degree of confidence that the completed work of its contractors will generally conform to the construction documents prepared by the Consultant. This task does not include engineering inspection services. The Consultant neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform their work in accordance with the contract documents.



Additional Services

The following services are not included in this scope but may be performed if authorized by the County. Fees for these additional services will be agreed upon prior to their performance.

- Legal descriptions and parcel sketches
- Right of way acquisition coordination services
- Stormwater Management Design for water quality treatment and attenuation
- Signalization analysis, design or plans
- Geotechnical Services
- Roadway design or improvements except as described above
- Auxiliary lanes or access change improvements along existing roadways
- Detailed Temporary Traffic Control Plans
- Master utility plan, proposed utility design or utility construction plans
- Landscape Plans
- Structural design
- Specific protected species surveys
- Archaeological or historical surveys
- Protected species permitting
- Contamination assessment
- Permitting with other agencies not listed above
- Attendance at meetings in addition to those noted in the scope of services
- Engineering inspection services
- Retaining wall structural analysis and plans

Information Provided By Client

Kimley-Horn will provide a survey graphic and description of the following to the Client requesting the topographic survey to be completed by the County for this project. Kimley-Horn will rely on this information for design.

- Available right of way and easement data
- Available record or as-built plans for existing roadway and/or development construction plans
- Available permits
- Topographic Survey
 - Design-level B Boundary, Topographic Survey by a registered surveyor for the entire alignment corridor
 - Limits previously sent to County
 - Locate the existing right-of-way and produce a right-of-way base map of the referenced alignment including County and Section Lines.
 - Information, locations and elevations of crown lines, centerlines, edges of pavement, pavement markings, above ground utilities, visible features of underground utilities, identification and designation of existing utilities, existing drainage structures (including inverts, and sizes along the entire project corridor), and establishment of roadway baselines with reference points.
 - Vertical Datum to be in NAVD 1988. Deliverables will include:
 - Topographic Survey in either MicroStation DGN format
 - Accurate Digital terrain model (DTM) or surface for use in MicroStation
 - Signed and sealed survey in PDF format on 11 x 17 sheet for inclusion in the Plan set.



Schedule

We will provide our services as expeditiously as practicable with the goal of meeting a mutually agreed upon schedule.

Fee and Expenses

Kimley-Horn will perform the services in Tasks 1 – 9 for the total not to exceed fee below. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by the County.

Task	Not To Exceed Fee
Task 1: Project Coordination	\$ 13,840
Task 2: Roadway Design	\$ 47,275
Task 2a: Signing and Pavement Marking Design	\$11,380
Task 3: Drainage Design	\$ 32,450
Task 4: Lighting Design	\$ 13,630
Task 5: Environmental Site Assessment	\$ 8,000
Task 6: Utility Coordination	\$4,900
Task 7: Subservice Utility Investigation Services	\$ 19,458
Task 8: Construction Phase Services	\$ 12,690
Total Not to Exceed Fee	\$ 163,623

Not to exceed fees will be invoiced monthly based upon the overall percentage of services performed.

Closure

We appreciate the opportunity to provide these services. Please contact me at (407) 427-1661 or joseph.roberts@kimley-horn.com if you have any questions.

Sincerely,
KIMLEY-HORN AND ASSOCIATES, INC.

By: Joseph A. Roberts Jr., P.E.
Associate

By: Hae-Chau, P.E.
Vice-President

8. Bridges Ave. - Staff Hour Estimation - Polk County Consulting Services

Task	Classification	Chief Engineer 2	Chief Engineer 1	Senior Engineer 2	Senior Engineer 1	Engineer 2	Engineer 1	Engineering Intern	Engineering Tech	Design Intern	Chief Designer	Chief Planner	Senior Planner	Land Planner	Chief Scientists	Senior Env. Specialist	Env. Specialist	Senior Specialist	Secretary/Clerical	Prime Fee Subtotal	Subcontract Fee Subtotal
1	Decision/Staff	340.00	300.00	265.00	235.00	205.00	170.00	150.00	115.00	75.00	30.00	0	0	0	20	0	28	0	42	\$ 144,155.00	\$ 19,458.00
2	Project Coordination																				
3	Site Visit, Design		10	15	25	55	70	75												\$ 47,275.00	\$ -
4	Site Visit, Design		5	10	15	35	55	55		30										\$ 11,380.00	\$ -
5	Site Visit, Design		3		8	20		45												\$ 32,450.00	\$ -
6	Site Visit, Design																			\$ 13,890.00	\$ -
7	Site Visit, Design																			\$ 8,000.00	\$ -
8	Site Visit, Design																			\$ 4,900.00	\$ -
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Appendix A

Subsurface Utility Investigation Scope and Fee

April 17, 2025

Joseph A. Roberts Jr., P.E. (FL, MN, PR), FRSE | Associate
Kimley-Horn | 200 S. Orange Ave. Suite 600
Orlando FL 32801
Direct: 407 427 1661 | Mobile: 352 232 2744

Proposal for Professional Subsurface Utility Engineering (SUE) Services

Project: E. Bridgers Ave. Sidewalk, Polk County, FL

Dear Mr. Roberts:

At ECHO UES, Inc. (ECHO) we value your consideration and appreciate the opportunity to provide this technical proposal for professional services in support of your project. This technical proposal, inclusive of an economic offer and schedule, details the approach we consider to be the most suitable for this project.

Project Synopsis: Based on the information made available to ECHO, we understand the project consists of engineering services for the design and construction of a new sidewalk and associated grading improvements for approximately 2,100 linear feet (1,850 LF along E. Bridgers Ave. and 250 LF along Dairy Rd.), in Polk County. ECHO has been requested to provide subsurface utility engineering services in support of this project and as further described below.

SCOPE OF SERVICES

Subsurface Utility Engineering (SUE) Services

ECHO's SUE (designating/QLV B) efforts will be performed within the project limits as described above and as shown in the attached exhibit.

Quality Level B SUE (Designating): Using a combination of field investigative techniques and technology, including surface geophysical instruments (e.g., GPR, pipe/cable locators) and vacuum excavation, if needed, ECHO will identify utilities within the project limits and identify their horizontal position. The results will be marked on the ground surface using the most appropriate method (i.e., pin flags, paint etc.), surveyed and included in the topographic survey file.

ECHO will attempt to identify and mark detectable underground utilities within the project limits, with the exclusion of irrigation lines, services lines, sewer laterals, and main gravity lines (sewer and storm).

Specifically, ECHO proposes to perform SUE QLV B services as follows: Dairy Rd. = 4 underground utilities x 250 LF = 1,000 LF and E. Bridgers Ave. = 5 underground utilities x 1,850 LF = 9,250 LF for a total of 10,250 linear feet of underground utilities.

Quality Level A SUE (Locating): ECHO will attempt to expose utilities via minimally intrusive methods (e.g. use of vacuum excavation) to confirm their characteristics (e.g. type, size, material, direction, configuration) and provide an accurate location. At completion of each excavation (test hole) ECHO will record all verifiable utility information, mark the utility location with the most appropriate method (e.g. wooden lathes, "X" mark on concrete, disc and nail on asphalt) and restore the field to as close as possible to its original conditions.

ECHO proposes to perform up to eighteen (18) utility verification test holes in support of the design for the following items:

- ***E. Bridgers Ave. (southside, W. of Dairy Rd.) for modifications to drainage ditches = 4 test hole x-sections (every 300') x 3 THs/x-section = 12 THs***
- ***One (1) drainage structure at southwest corner of the intersection of Dairy and E Bridgers Ave. = 2 THs***
- ***Two (2) pedestrian crossing foundations east of Dairy Rd. = 4 THs***

Survey of utility information

- ECHO will survey and map all SUE Quality Level B (Designating) line work and SUE Quality Level A (Locating) test hole locations.
- The survey will be based on the North American Datum of 1983 (NAD83), East Zone and elevations will be referenced to the North American Vertical Datum 1988 (NAVD 88).
- All survey efforts will be conducted in accordance with the Standards of Practice set forth in Rule Chapter 5J-17, F.A.C., pursuant to Section 472.027, F.S.
- The horizontal and vertical survey control will be provided by Kimley-Horns surveyor of record (SOR).

Deliverables:

- Field deliverables will consist of field marks (e.g. pin flags, paint marks, wooden lathes, nails/discs etc.) showing the position of the designated and located utilities.
- Office deliverables will consist of:
 - Images and a sketch (not to scale unless otherwise stated) based on the project plans or aerial imagery publicly available.
 - Test hole data report (THDR).
- Survey digital CADD file (in MicroStation SS10 format) and a signed and sealed surveyor's report.

Notes and Limitations:

1. Client shall facilitate access to the site and provide any relevant project information.
2. Site must be clear from obstacles impeding access to any portion of the project limits.
3. Standard work hours are from 7:00am to 4:00pm, Monday through Friday; additional charges may occur (following discussion with the Client) in case of weekend or nighttime work.
4. ECHO will not work on any site that is known to be contaminated with any hazardous or harmful substance.

5. Any permit or fee requested to perform the work complying with any stakeholder's requirement will be submitted to the Client with a 5% administrative markup.
6. FDOT Design Standards (Index 600 Series) will be utilized for the Maintenance of Traffic (MOT). Should the site require modification to the Index 600 for non-standard MOT arrangements, ECHO will seek the Client's concurrence to obtain signed and sealed project's specific MOT plans (to be provided by others).
7. Any cost associated with signed and sealed MOT plans will be submitted to the Client with a 5% administrative markup.
8. Unless otherwise stated within this proposal, test holes have usual depth of up to eight (8) ft. from the ground surface, and diameter of up to 1 ft. Should there be a need for deeper or wider excavations, additional charges may apply.
9. The original ground surface at each test hole location will be restored to as close as possible to its original conditions, using concrete mix or asphalt cold patch as applicable. Any deviation from this standard (e.g. use of hot asphalt, flowable fill etc.) may require additional charges and the use of specialty subcontractors.
10. Regardless of the type of estimate proposed (e.g. lump sum, time and materials, etc.) such estimate should be considered indicative and based on preliminary information. Should any situation out of ECHO's control heavily impact ECHO's field work performance (e.g. adverse site conditions), ECHO reserves the right to seek additional funds to complete the work.
11. The exact location of any underground utility is not guaranteed unless clearly exposed and visually verified at a specific location. Utility characteristics, methods of installation, soil conditions and the surrounding environment all may impact adversely the results of any utility investigation with surface geophysical instruments and technology. No guarantee is made that all utilities will be found and identified.
12. Independently from ECHO's scope of work and performance, the Client shall comply with the relative chapter from the Florida (or any other applicable) Statutes: "Underground Facility Damage Prevention and Safety Act" and call 811 prior to any excavation taking place.
13. Subsurface Utility Engineering, Designating and Locating terms all refer to the American Society of Civil Engineers / Utility Engineering and Surveying Institute / Construction Institute "Standard Guideline for Investigating and Documenting Existing Utilities" (ASCE/UESI/CI 38-22). Should ECHO adopt this standard for the performance of the scope of work and preparation of deliverables, clear mention to the Standard shall be made throughout the deliverable.

Proposed Schedule: to be discussed and determined upon receipt of the Notice to Proceed (NTP).

Fee: ECHO's competitive offer, which is inclusive of all field, office, materials, supplies, and equipment costs are:

Subsurface Utility Engineering - \$19,457.68 (Limiting Amount)

Acceptance: We will honor this proposal for 60 days. If accepted, please return to our attention together with a professional services agreement / task work order authorization and official Notice to Proceed.

At ECHO UES, Inc. we believe in collaboration and communication with our clients and are driven to understand their needs and provide time-effective and cost-effective solutions. ECHO strives to provide quality utility and survey reliable data to design better, build faster, and safely enhance Engineering, Design, Construction and Maintenance of infrastructure.

Thank you for considering ECHO for this important project and please do not hesitate to contact me directly should you have any questions or concerns.

Sincerely,

ECHO UES, Inc.



Jerry Comellas, Jr., PE
President

Vicinity Map



SUE Limits

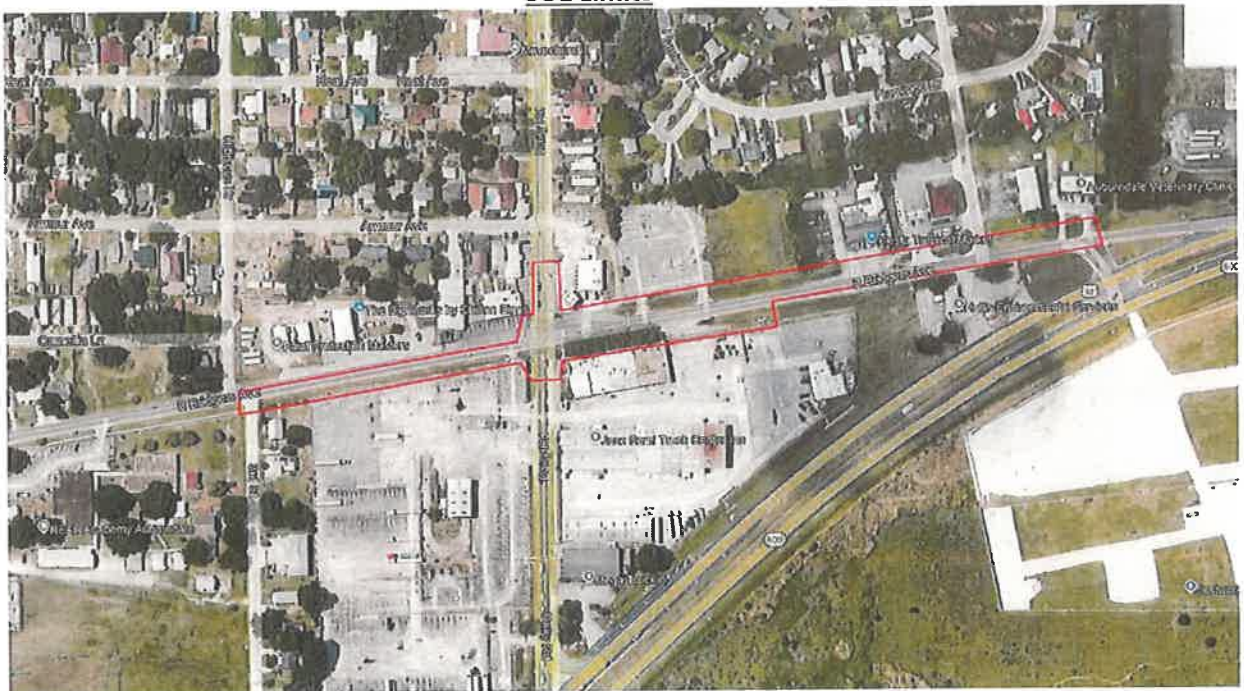


Exhibit B



Kimley-Horn and Associates, Inc.

Polk County RFP No. 22-242

Classification	Rates
Chief Engineer 2	\$320 - \$360
Chief Engineer 1	\$275 - \$325
Senior Engineer 2	\$240 - \$290
Senior Engineer 1	\$210 - \$260
Engineer 2	\$175 - \$230
Engineer 1	\$150 - \$190
Engineering Intern	\$120 - \$160
Engineering Technician	\$100 - \$125
Design Intern	\$69 - \$76
Chief Designer	\$190 - \$235
Chief Planner	\$255 - \$345
Senior Planner	\$185 - \$265
Land Planner	\$135 - \$205
Chief Scientist	\$200 - \$250
Senior Environmental Specialist	\$130 - \$200
Environmental Specialist	\$100 - \$150
Senior Landscape Architect	\$180 - \$345
Project Landscape Architect	\$150 - \$265
Landscape Architect	\$130 - \$260
Landscape Designer/Landscape Planner	\$110 - \$145
Landscape Architect Intern	\$95 - \$130
Senior Specialist	\$120 - \$235
Secretary/Clerical	\$70 - \$120

Rates based on 3.5 multiplier.

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**

	Single Side	Double Sided
A. Regular Copying		
8 ½ x 11 (black & white).....	\$ 0.15/page	\$ 0.25/sheet
8 ½ x 11 (color).....	\$ 0.30/page	\$ 0.40/sheet
8 ½ x 14 (black & white).....	\$ 0.15/page	\$ 0.25/sheet
8 ½ x 14 (color).....	\$ 0.30/page	\$ 0.40/sheet
11 x 17 (black & white).....	\$ 0.25/page	\$ 0.35/sheet
11 x 17 (color).....	\$ 0.40/page	\$ 0.50/sheet
9 ½ x 24 Single Side Only.....	\$ 1.00/page	
17 x 22 Single Side Only.....	\$ 2.00/page	
18 x 24 Single Side Only.....	\$ 2.00/page	
24 x 36 Single Side Only.....	\$ 3.00/page	
30 x 30 Single Side Only.....	\$ 5.00/page	
32 x 34 Single Side Only.....	\$ 5.00/page	
Other sizes-per square inch.....	\$ 0.03/page	
Compact Digital Disk	\$ 6.00/disk	
B. Blueprint Copy		\$10.00/page
2. Subcontractor Services (No markup permitted) Actual Costs
3. Special Consultants (No markup permitted) Actual costs
4. Computer Services Non-reimbursable
5. Travel Expenses In accordance with Chapter 112.061, F.S.;
and further defined in the Polk County Employee Handbook.
6. Postage, Fed Express, UPS Actual Costs
7. Pre-approved Equipment Actual Costs
(includes purchase and rental of equipment used in project)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/15/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Edgewood Partners Insurance Center 3780 Mansell Rd. Suite 370 Alpharetta GA 30022	CONTACT NAME: Greyling COI Specialist PHONE (A/C. No. Ext): 770.552.4225 E-MAIL ADDRESS: greylingcerts@greyling.com	FAX (A/C. No):
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: National Union Fire Ins Co of Pittsburg		19445
INSURER B: Allied World Assurance Co (U.S.) Inc.		19489
INSURER C: New Hampshire Insurance Company		23841
INSURER D: Lloyd's of London		85202
INSURER E:		
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:** 1733611735**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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

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

Re: KHA Project #049574xxx; CSA 22-090-04; East Bridgers Avenue Sidewalk; Joseph Roberts. Polk County Board of County Commissioner are named as Additional Insureds with respects to General, Automobile & Umbrella Liability where required by written contract. Waiver of Subrogation in favor of Additional Insured(s) where required by written contract & allowed by law. Should any of the above described policies be cancelled by the issuing insurer before the expiration date thereof, 30 days' written notice (except 10 days for nonpayment of premium) will be provided to the Certificate Holder.

CERTIFICATE HOLDER**CANCELLATION**

Polk County, a Political Subdivision of the State of Florida
3000 Sheffield Road
Winter Haven FL 33880

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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REQUEST FOR LEGAL SERVICES

TO: COUNTY ATTORNEY'S OFFICE (AT01)

ATTENTION: Noah Milov
(CHECK ONE) Heather Bryan

✓

FROM: Klayton Fees (863) 535-2281
(Name and Phone Number)

DATE: 6/11/25

RETURN TO: Klayton Fees

DIVISION: Roads & Drainage

BOARD AGENDA DATE: 7/15/25

COUNTY MANAGER ITEM: ☐

PROJECT: E. Bridgers Ave Sidewalk

CSA/CONTRACT NUMBER: 22-090-04

MODIFICATION NUMBER: _____

CHANGE ORDER NUMBER: _____

TYPE OF AGREEMENT: CSA

NAME OF CONSULTANT/CONTRACTOR: Kimley-Horn & Associates

Please indicate any time limits and attach all necessary documentation.

REQUEST IN DETAIL: _____

Please review attachments for the Board Agenda date indicated and return APPROVED documents at your earliest convenience. THANK YOU.

For CAO Use Only:

County Attorney

Assigned Staff:

Noah

Log-In Date:

JUN 12 2025

CAO Project Number:

25-401

Log-Out Date:

6/17/2025