

**CONSULTANT APPROVAL FORM**

**CPO:** If Consultant fee is under \$50,000 & construction is under \$250,000 (procedure)

**CSA:** If Construction is under \$4,000,000;

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

**CPO/CSA #:** 22-086-03 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 1/9/24 Division: Roads & Drainage

Project Manager's Name: Angela Spieler, PE Phone #: 863-535-2276

Project Name: COLW Minor Streetscape Improvement Project for E Orange Ave and E Crystal Ave

Total Project Budget: \$800,000.00 Project # 5400206

Estimate of Construction Cost: \$800,000.00 637,433.75

Proposed Consultant: DRMP, Inc Fee: \$162,566.25

Master Consultant Agreement # 22-086

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

Approved By: [Signature] Date 1/10/24  
Division Director/Designee

**Procurement Division**

Date Received: 1/11/24 Date Reviewed by Analyst: 1/12/24

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

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

Date Received: 1/24/24 Date Reviewed: 1/25/24

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

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

Date Received: 2024/01.26 Date Reviewed: 2024/01.26

Approved by: [Signature]  
(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)).



# Consultant Services Authorization

Firm	DRMP, Inc.
Master Agreement No.	2022-086
CSA No.	2022-086-03
Project Name	City of Lake Wales Minor Streetscape Improvement Project for East Orange Avenue and East Crystal Avenue
Project Description	CEI Services
Projects Exhibits and Attachments	Exhibit "A"- Scope of Services Exhibit "B"-Fee Schedule (Master Agreement) Exhibit "C"-Reimbursable Cost Schedule Exhibit "D"-Insurance Documents
Duration (in days)	through completion of construction
Compensation	Total Cost Not to Exceed: \$ 162,566.25
Special Contract Conditions	NONE
Insurance Requirements	Professional Liability
Liquidated Damages	\$ 0 Per Day
Budget Source/Availability	11164.540559014.5666000.5400206

IN WITNESS WHEREOF, the parties hereto have executed this CSA on this \_\_\_ day of \_\_\_\_\_, 20\_\_.

**Attest:**  
STACY M. BUTTERFIELD

POLK COUNTY, a Political subdivision  
of the State of Florida

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Chairperson  
Board of County Commissioners

Date Approved by Board: \_\_\_\_\_

Review as to form and legal sufficiency  
*Sandra B. Howard* 1/25/24  
County Attorney's Office Date

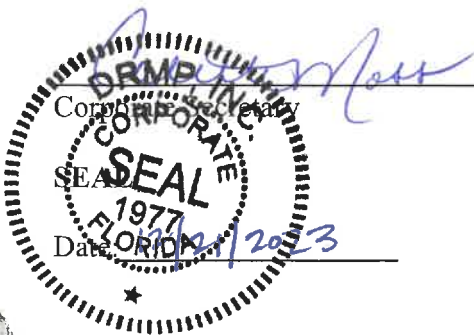
**Attest:**

DRMP Inc.  
CONSULTANT COMPANY NAME

*Lawrence L. Smith, Jr.*  
Authorized Corporate Officer

*Lawrence L. Smith, Jr. / CEO*  
[Printed Name and Title]

Date: *12/21/2023*





December 21, 2023

Angela Spieler, P.E.  
Project Manager  
Polk County Roads and Drainage  
3000 Sheffield Road  
Winter Haven, FL 33880

**Subject: Construction Engineering and Inspection (CEI) Fee and Scope of Services**

**CSA NO.:** 2022-086-02  
**County:** Polk  
**Project Description:** City of Lake Wales Minor Streetscape Improvement Project for East Orange Avenue and East Crystal Ave

Dear Ms. Spieler,

DRMP, Inc. is pleased to provide this Scope of Services and Fee Proposal as requested for completion of CEI services on the above referenced project. CEI services are to be provided to determine that the construction of these planned improvements is completed in reasonable conformance with the contract plans and specifications. Included herein, please find our CEI Scope of Services our Manpower chart showing a not-to-exceed fee of **\$162,566.25**.

The services being requested for the Lake Wales Resurfacing/Streetscape project will include, but not be limited to, the services listed below.

**1.0 Purpose**

This scope of services describes and defines the Construction Engineering and Inspection (CEI) services which are required for contract administration, inspection, materials sampling, and testing for the construction project.

**2.0 Definitions (For the Purposes of this Scope of Services)**

- A. Agreement:** The Continuing Professional Services Agreement for Professional Municipal Engineering Services between the County and the Consultant setting forth the obligations of the parties thereto.
- B. Contractor:** The Consultant contracting with the County for performance of work or furnishing of materials.
- C. Construction Contract:** The written agreement between the County and the Contractor setting



forth the obligations of the parties thereto, including but not limited to, the performance of the work, furnishing of labor and materials, and the basis of payment.

**D. County Project Manager (County PM):** The County employee, or their designee, assigned to manage the construction project.

**E. Engineer of Record (EOR):** The Engineer(s) noted in the Construction Plans as the responsible person for the design and preparation of plans.

**F. Construction Training/Qualification Program (CTQP):** The Florida Department of Transportation (FDOT) program for training and qualifying technicians in aggregates, asphalts, concrete, earthwork, geotechnical, quality control, structures, and final estimates.

**G. Consultant:** The Consulting firm under contract with the County for administration of CEI services

**H. Consultant Engineer:** The employee assigned by the Consultant to be in charge of providing CEI contract administration services for the Consultant.

### **3.0 Scope of Services**

Services provided by the Consultant, as defined in the Task Authorization, shall comply with County and FDOT manuals, procedures, guidelines, and memoranda in effect as of the execution date of said task authorization, unless otherwise directed in writing by the County.

### **4.0 Items to Be Furnished by the County to the Consultant**

The County, on an as needed basis will furnish the following Construction Contract documents for the project. These documents may be provided in either paper or electronic format:

- A. Signed and Sealed Construction Plans
- B. Signed and Sealed Specification Package
- C. Copy of applicable project related permits
- E. Copy of Executed Utility Work Schedules
- F. Copy of the Executed Construction Contract

### **5.0 Items Furnished by the Consultant**

**A. Office Automation:** Provide all software and hardware necessary to efficiently carry out the responsibilities under the agreement.

**B. Field Equipment:** Supply survey, inspection, and testing equipment essential to perform services under the agreement.

**C. Licensing for Equipment Operations:** Obtain proper licenses for equipment and personnel operating equipment when licenses are required. The license and supporting documents shall be available for verification by the County, upon request.

**D. Vehicles** shall be equipped with appropriate safety equipment and must be able to



effectively carry out the requirements of this Scope of Services. Vehicles shall have the name and phone number of the Consultant visibly displayed on both sides of the vehicle.

#### **6.0 Liaison Responsibility of the Consultant**

A. For the duration of the Task Authorization (#), keep the County's PM informed of all significant activities, decisions, correspondence, reports, and other communications related to its responsibilities under the Agreement and authorized task.

B. Facilitate communications between all parties (i.e. Utility Agency Owners, EOR, Contractor, FDOT, City, and County) ensuring responses and resolutions are provided in a timely manner.

Maintain accurate records to document the communication process.

C. Submit all administrative items relating to invoice approval, personnel approval, time extensions, and supplemental amendments or change order to the County PM for review and approval.

#### **7.0 Performance of the Consultant**

During the terms of the Agreement and Task Authorization (#), the County will review various phases of the Consultant's operations, such as construction inspection, materials sampling and testing, and administrative activities to determine compliance with this scope of services and the Agreement. Cooperate and assist County representatives in conducting the reviews. If deficiencies are indicated, remedial action shall be implemented immediately. County recommendations and Consultant's responses/actions are to be properly documented by the Consultant. No additional compensation shall be allowed for remedial action taken by the Consultant to correct deficiencies.

#### **8.0 Requirements of the Consultant**

##### **A. General:**

1. It shall be the responsibility of the Consultant to administer, monitor, and inspect the Construction Contract between the County and Contractor, such that the project is constructed in reasonable conformance with the plans, specifications, and special provisions for the Construction Contract.

2. The Consultant shall be responsible for the quality of deliverables. The Consultant will submit a Quality Control (QC) Plan in pdf format within ten (10) days of task authorization to provide CEI services. The QC document will outline the Quality Control process which will be utilized on the project to ensure completeness and accuracy of project deliverables. The Consultant must maintain documentation to demonstrate the Quality Control plan process was followed during the project. The County PM may request documentation to confirm the QC plan has been followed at any time during the project.

##### **B. Contract Support:**

Services shall include maintaining the required level of review of the Contractor compliance



activities to assure compliance with the plans, specifications, and special provisions of the Construction Contract. Maintain complete and accurate records of compliance activities and events relating to the project performance. These services will include but are not limited to the following:

1. Prepare construction meeting agendas, minutes, and conduct construction meetings.
2. Prepare for and conduct a pre-construction meeting.
3. Prepare for and conduct weekly construction progress meetings.
4. Prepare for and conduct utility coordination meetings.
5. Document significant construction activities and events.
6. Coordinate utility relocations.
7. Review Request for Additional Information received from the contractor and coordinate responses with the County PM and Engineer of Record.
8. Review and evaluate monthly pay estimates.
9. Prepare and submit the County PM, a monthly construction status report.

#### **C. Survey Control:**

If necessary, verify the survey control points and benchmarks at appropriate intervals along the project in order to:

1. Make are record measurements necessary to verify quantities for pay items.
2. Verify the project is constructed within reasonable conformance with the plans and contract documents.

#### **D. On-Site Inspections:**

1. Monitor the Contractor's on-site construction activities and inspect materials entering into the work zone in accordance with the plans, specifications, and special provisions for the Construction Contract. Maintain detailed and accurate records of the Contractor's daily operations and of significant events that affect the work.
2. Review the Contractor's Temporary Traffic Control Plan (TTCP). Perform and document regular inspections of the Contractor's TTCP. Consultant's employees performing such services shall carry an Advanced Maintenance of Traffic Certification.
3. Review the Contractor's Erosion Control Plan and Best Management Practices. Perform and document regular inspections of Contractor's Erosion Control practices.

#### **E. Sampling and Testing:**

1. When directed by the City, the Consultant shall verify the contractor is performing quality control testing in accordance with the contract and specifications. In addition, the Consultant will coordinate verification materials sampling and testing with the County's laboratory and staff.
2. Determine the acceptability of all materials and completed work items on the basis of test results or provided certifications.
3. Require quality control documentation, testing, and/or reports performed by the Contractor to be submitted during the same week that the construction work is done.



#### **F. Engineering Services:**

Services shall include maintaining the required level of surveillance of Contractor activities, interpreting plans, specifications, and special provision for the Construction Contract. Maintain complete and accurate records of all activities such as "Daily Construction Reports" and events relating to the project.

1. Verify the Contractor is conducting inspections, preparing reports, and monitoring storm water pollution prevention measures associated with the project. Provide at least one (1) inspector who has successfully completed the "Florida Storm water, Erosion, and Sedimentation Control Training and Certification Program for Inspectors and Contractors.
2. Analyze the Contractor's base line schedule and monthly schedule updates for compliance with the contract documents. Elements including but not limited to, completeness, logic, activity duration, milestone dates will be reviewed. Verify the schedule conforms with the construction phasing and TTCP sequences. Provide a written review of the schedule identifying significant omissions, unreasonable activity durations, or errors in logic.
3. Analyze issues which arise on the project and proposals submitted by the Contractor. Work with the County PM to resolve said issues and process the necessary documentation in accordance with the contract documents.
4. Coordinate and document utility construction progress to be performed by Utility Agency Owners. Facilitate coordination and communication between Utility Agency representatives, County staff, the EOR, and the Contractor. Identify potential utility conflicts and assist in the resolution of utility issues.
5. Produce reports, verify quantity calculations and field measure for payment purposes, as needed, to prevent delays in contractor operations and to facilitate prompt processing of such information in order for the County to make timely payment to the Contractor.
6. Perform Shop Drawing reviews, coordinate shop drawing reviews with the EOR, and maintain a Shop Drawing Tracking Log.
7. Video the pre-construction conditions throughout the project limits. Provide a video photo log or video of project activities, with emphasis on potential claim items/issues and on areas of potential public controversy.
8. Perform analysis and provide recommendations to the County PM regarding potential project issues.
9. Perform analysis of and provide recommendations to the County PM regarding claims submitted by the contractor for additional compensation or requests for time extension.
10. Perform analysis of and coordinate responses with the Engineer of Record regarding



Requests for Information or Requests for Modification submitted by the Contractor.

11. Prepare Final Estimates package and prepare Construction Close-Out documentation as required by the County.
12. Review Contractor developed "ASBUILT" plans for conformance with completed work.

**G: Personnel:**

The Consultant shall staff the project with the qualified personnel necessary to efficiently and effectively carry out its responsibilities.

1. The Consultant shall utilize only competent personnel, qualified by experience. All project staff shall have a working knowledge of the Construction Contract documents and must possess the necessary qualifications, including FDOT CTQP certifications, for fulfilling the duties of the position they hold. The following FDOT CTQP certifications are required by position:

- i. Senior Project Engineer- Final Estimates Level 2, Quality Control Manager
- ii. Project Administrator- Asphalt Paving Level 2, Concrete Field Technician Level 2, Earthwork Construction Inspection Level 2, Final Estimates Level 1
- iii. Inspector- Aggregate Base Testing Technician, Asphalt Paving Level 2, Concrete Field Technician Level 2, Earthwork Construction Inspector Level 2

2. Personnel changes during construction must be approved by the County PM

3. The Consultant shall establish and maintain appropriate staffing throughout the duration of the construction. Responsible personnel, thoroughly familiar with all aspects of construction and final measurements of the various pay items, shall be available to resolve disputed final pay quantities until a final acceptance letter has been provided to the Contractor. Construction Engineering and Inspection forces will be required of the Consultant while the Contractor is working. If the Contractor operations are substantially reduced or suspended, the Consultant will reduce its staff appropriately.

**H: Other Services:**

Upon written authorization by the County PM or designee, the Consultant will perform additional services in connection with the project, not otherwise identified in this Scope of Services. The following items are not included as part of the Task Authorization (#) but may be required by the City to supplement the Consultant's services:

1. Assist in preparing for arbitration hearings or litigation that occurs during the construction of the project.



**I: Post Construction Claims Review:**

In the event the Contractor submits a claim for additional compensation and/or time after the Consultant has completed the project, the County may direct the Consultant to analyze the Contractor's claim, engage in negotiations leading to the settlement of the claim, and process the required documentation to close out the claim.

**J: Fee for Services Rendered**

The Consultant agrees to provide these services for a not-to-exceed fee of **\$162,566.25**.





**Exhibit "B"**  
**Effective June 13, 2022**

<b>Administrative/Office Support</b>	<b>Rate</b>	<b>Environmental</b>	<b>Rate</b>
Administrative Support I	\$75.00	Environmental Scientist I	\$80.00
Administrative Support II	\$85.00	Environmental Scientist II	\$90.00
Senior Administrative Support	\$120.00	Environmental Scientist III	\$115.00
Senior Administrative Supervisor	\$130.00	Chief Environmental Scientist	\$130.00
Administrative Department Manager	\$195.00	Senior Ecologist	\$160.00
Reproduction Support	\$80.00	<b>Geographic Information Systems (GIS)</b>	
Information Systems I	\$95.00	GIS Technician	\$65.00
Information Systems II	\$125.00	GIS Analyst I	\$85.00
<b>Graphic Design</b>		GIS Analyst II	\$95.00
Graphic Designer I	\$85.00	GIS Analyst III	\$130.00
Graphic Designer II	\$130.00	GIS Project Manager	\$140.00
<b>Technical Writing</b>		GIS Senior Project Manager	\$185.00
Technical Writer I	\$75.00	<b>Geomatics/Surveying and Mapping</b>	
Technical Writer II	\$90.00	2-Person Survey Crew	\$170.00
<b>Public Relations</b>		3-Person Survey Crew	\$220.00
Public Relations I	\$95.00	4-Person Survey Crew	\$260.00
<b>Engineering</b>		Survey Technician I	\$105.00
Engineering Technician I	\$85.00	Survey Technician II	\$115.00
Engineering Technician II	\$125.00	Survey Technician III	\$120.00
Engineer I	\$110.00	Surveyor IV (PSM/PLS)	\$150.00
Engineer II	\$120.00	Surveyor V (PSM/PLS)	\$180.00
Engineer III	\$170.00	Surveyor VI (PSM/PLS)	\$220.00
Senior Engineer I (PE)	\$235.00	Surveyor VII Chief	\$275.00
Chief Engineer II (PE)	\$250.00	<b>LIDAR (Remote Sensing)</b>	
<b>Planning</b>		Mobile LIDAR Daily Rate (Equipment)	\$4,500.00
Planner I	\$95.00	Unmanned Autonomous System (UAS) Operator	\$155.00
Planner II	\$115.00	UAS Technician	\$95.00
Senior Planner I	\$140.00	UAS LiDAR Daily Rate (Equipment)	\$1,500.00
Senior Planner II	\$165.00	<b>Ground Penetrating Radar (GPR)</b>	
<b>Construction Engineering Inspection (CEI)</b>		GPR Technician	\$120.00
Inspector I	\$62.00	2-Person GPR/Concrete Imaging Crew	\$185.00
Inspector II	\$76.00	<b>Subsurface Utility Engineering (SUE)</b>	
Senior Inspector I	\$90.00	1-Person Utility Designate	\$120.00
Senior Inspector II	\$106.00	2-Person Utility Designate/Locate Crew	\$185.00
Specialist (Materials, Contract, IT, etc.)	\$125.00	3-Person Vacuum Excavation SUE Crew	\$240.00
Project Administrator I	\$140.00	4-Person Vacuum Excavation SUE Crew	\$285.00
Project Administrator II	\$160.00	SUE Manager	\$180.00
Inspection Manager	\$185.00	Senior SUE Manager	\$220.00
Resident Engineer	\$215.00	Utility Locate Coordinator	\$150.00
<b>National Bridge Inspection Standards (NBIS)/Bridge Inspection</b>		Senior SUE Technician	\$120.00
NBIS Engineer	\$200.00	<b>Management</b>	
NBIS Team Leader	\$155.00	Project Manager I	\$210.00
NBIS Team Member	\$80.00	Senior Project Manager I	\$250.00
<b>Expert Witness</b>		Senior Project Manager II	\$325.00
Expert Witness Research	\$150.00	Supervising Engineer	\$235.00
Expert Witness Testimony	\$300.00	Department Manager I	\$210.00
<b>Designer</b>		Department Manager II	\$250.00
Designer I	\$144.00	Division Manager I	\$275.00
Designer II	\$156.00	Division Manager II	\$325.00
Designer III	\$168.00	Principal	\$405.00



15310 Amberly Drive, Suite 200, Tampa, Florida 33647  
Phone: 813.265.9800 | Fax: 813.265.9822  
1.833.811.3767 | www.DRMP.com

**Polk County  
RFP 22-242**

August 12, 2022

**DRMP, Inc. Multiplier**

<b>Base Rate:</b>	<b>100%</b>
<b>Overhead &amp; Fringe Benefits:</b>	<b>172.55</b>
<b>Sub Total</b>	<b>272.55</b>
<b>12% profit</b>	<b>32.706</b>
<b>FCCM</b>	<b>.265</b>
<b>Expense</b>	<b>4.14</b>
<b>Multiplier</b>	<b>3.09661</b>

**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** Actual Costs
  
3. **Special Consultants** 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)

