

# REQUEST FOR LEGAL SERVICES

TO: COUNTY ATTORNEY'S OFFICE (AT01)

ATTENTION: Noah Milov   
(CHECK ONE) Heather Bryan

FROM: Conner Updike, P.E. 863-535-3232 DATE: 4/16/26  
(Name and Phone Number)

RETURN TO: Conner Updike DIVISION: Roads & Drainage (TR02)

BOARD AGENDA DATE: 5-19-26 COUNTY MANAGER ITEM:

PROJECT: Lake Bonny Alternative Analysis and Outfall Feasibility/Design

CSA/CONTRACT NUMBER: 25-85-10

MODIFICATION NUMBER: CHANGE ORDER NUMBER:

TYPE OF AGREEMENT: CSA Agreement

NAME OF CONSULTANT/CONTRACTOR: Dewberry

*Please indicate any time limits and attach all necessary documentation.*

REQUEST IN DETAIL: Review CSA and Execute Forms

*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:	<u>Noah</u>	Log-In Date:	<u>APR 27 2026</u>
CAO Project Number:	<u>2226-281</u>	Log-Out Date:	<u>4/27/2026</u>

**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 #:** 22-85-10 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 3/20/26 Division: Roads & Drainage

Project Manager's Name: Conner Updike, PE Phone #: 863-535-2323

Project Name: Lake Bonny Alternative Analysis and Outfall Feasibility/Design

Total Project Budget: \$5,000,000 Project # 5400002

Estimate of Construction Cost: ~~\$NA~~ \$250,000 (Pipe under CSA)

Proposed Consultant: Dewberry Fee: \$160,740.00

Master Consultant Agreement # 22-242

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

Approved By: [Signature] Date 4/1/26  
Division Director/Designee

**Procurement Division**

Date Received: 4/24/26 Date Reviewed by Analyst: 4/27/26

Approved by: \_\_\_\_\_  
(Procurement Director/Designee)

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

Date Received: 4/27/26 Date Reviewed: 4/27/26

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)).

**Consultant Services Authorization**

Firm Name:	Dewberry
Master Agreement No.:	25-85
CSA No.:	25-85-10
Project Name:	Lake Bonny Alternative Analysis and Outfall Improvements
Project Description:	Provide design services to review the Lake Bonny Alternative Analysis completed by the City of Lakeland and provide engineering and permitting services for the relocation of existing stormwater force main from the Lake Bonny pump station. The proposed alignment will directly discharge into Lake Parker.
Project Exhibits and Attachments	Exhibit "A" - Scope of Services for this CSA Exhibit "B" - Current Fee Schedule (Master Agreement) Exhibit "C" - Reimbursable Cost Schedule Exhibit "D" - Professional Liability (Project Specific)
Duration (in days)	Thru Completion of Construction
Compensation (Lump sum or Not to exceed to be identified in Exhibit "A")	\$160,740.00
Liquidated Damages (if applicable)	\$NA_/Per Day
Budget Source/Availability	14971.540152101.5666000.5400002

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

**Attest:**

STACY M. BUTTERFIELD

By: \_\_\_\_\_

Deputy Clerk

Date Approved by County: \_\_\_\_\_

POLK COUNTY, a political subdivision  
of the State of Florida

By: \_\_\_\_\_

\_\_\_\_\_, Chairman

Board of County Commissioners

Review as to form and legal sufficiency

Nirah Walker 4/27/2020

County Attorney's Office Date

Dewberry Engineers Inc

**Attest:**

Collin M. Collins

Corporate Secretary

Date

CONSULTANT COMPANY NAME

Matthew A. O'Connor

Authorized Corporate Officer

Matthew A. O'Connor 04-02-26

[Printed Name and Title]

Date

**SEAL**

**EXHIBIT A**  
**PROFESSIONAL SERVICES AGREEMENT**  
**CSA 22-085**  
**POLK COUNTY ROADS AND DRAINAGE**  
**Engineering Services for Lake Bonny Alternative Analysis**

**Dewberry Engineers, Inc.**, (CONSULTANT) is entering into a Professional Services Agreement (AGREEMENT) with Polk County, Florida (COUNTY) based on the Master Consulting Agreement 2022-085 Signed October 2022. Pursuant to this AGREEMENT, the COUNTY has requested that the CONSULTANT provide certain professional services in support of the Lake Bonny Alternative Analysis as further detailed in this AGREEMENT.

**A. PROJECT BACKGROUND AND DESCRIPTION**

Polk County Roads and Drainage Division seeks to evaluate and advance stormwater management improvements for the Lake Bonny area. AECOM previously completed an Alternative Analysis that identified potential options to mitigate flooding, improve drainage conveyance, and enhance water quality. This scope of work defines the tasks for the consultant to review, validate, and expand upon the AECOM analysis to support County decision-making and potential project implementation.

The objective of this work is to provide technical evaluation, verification, and recommendations based on the AECOM Alternative Analysis, and potential variations of Alternative 1. The consultant will confirm feasibility, compare performance of proposed alternatives, assess permitting requirements, and assist in identifying a preferred alternative suitable for design and funding consideration.

**B. SCOPE OF SERVICES**

The purpose of this Agreement is for the CONSULTANT to assist the COUNTY with producing an alternative analysis report, cost estimate and flood control benefits in the area of Lake Bonny. This analysis will extend to Lake Parker and ultimately Saddle Creek. The Scope of Services proposed to accomplish the COUNTY's requested work is as follows:

**PHASE 1 – PROJECT MANAGEMENT AND MEETINGS**

**Task 101 - Project Management**

This task consists of overall management of the project including contract administration, budget management, invoicing, and coordination.

**PHASE 2 – LAKE BONNY ALTERNATIVE ANALYSIS**

**Task 201 - Assessment of Historical Data, Coordination, and Meetings**

Obtain and review the AECOM Lake Bonny Watershed Assessment and all supporting data, modeling files, and GIS datasets. Review prior studies, drainage reports, as-built information, and relevant County stormwater records. Conduct a coordination meeting with Polk County staff to confirm objectives, constraints, and data needs. Verify model setup, hydrologic and hydraulic parameters, and key assumptions used in AECOM's analysis. Perform a technical review of model results and conclusions. Identify any data gaps, inconsistencies, or assumptions that may affect the validity of the recommended alternatives.

**Task 202 - Analysis, Alternatives Development, and Cost Benefit Analysis**

Evaluate the AECOM Alternative 1 proposed improvements for hydraulic performance, constructability, environmental impact, maintenance, and cost. Develop a comparative matrix summarizing advantages,

disadvantages, estimated costs, and anticipated permitting requirements. If appropriate, propose refinements or additional alternative concepts based on updated data or County priorities.

Coordinate with Polk County Roads and Drainage staff for input and direction throughout the analysis. Identify potential regulatory agencies with jurisdiction (SWFWMD, FDEP, USACE, CSX, etc.) and outline anticipated permitting pathways. Prepare supporting materials for County or stakeholder presentations as requested.

### **Task 203 – Final Report**

Prepare a concise technical memorandum summarizing the evaluation process, findings, and recommended alternatives. Include cost estimates, conceptual layout(s), and discussion of implementation considerations. Provide digital files of all supporting analyses, GIS layers, and updated modeling. Conduct a presentation or meeting with Polk County staff to review results and obtain final feedback.

## **PHASE 3 – DESIGN & PERMITTING**

### **Task 300 – Design**

The County intends to construct a 30-inch steel casing in the CSX ROW to convey emergency pumped flows from Lake Bonny to Lake Parker. Prepare a set of construction plans, including plan and profile, cross-sections, and details to permit and construct the CSX ROW crossing. Develop an opinion of probable construction cost and provide 30-90-100 review submittals for Polk County staff to review results and obtain final feedback.

### **Task 301 – CSX ROW Permitting**

Development of materials and applications for CSX meetings for ROW crossing. This task includes pre-application and four (4) coordination meetings with regulatory agency(s) to discuss the permitting needs and respond to two (2) Requests for Additional Information (RAI).

## **C. DELIVERABLES**

The CONSULTANT shall prepare and submit to the COUNTY, including electronic format when applicable, all deliverables. For this project, the majority of the information will be included in the final report except for the model and GIS files.

- Meeting agendas and summaries
- Updated modeling and analysis files (if applicable)
- Comparative evaluation matrix of alternatives
- Technical memorandum and conceptual figures
- Final recommendation report and presentation materials
- Final construction plans and permit(s) for the casing in the CSX ROW.

## **D. SCHEDULE**

CONSULTANT will proceed with the services identified in this AGREEMENT immediately upon receipt of an executed copy of this AGREEMENT and a formal Notice-to-Proceed (NTP) from the COUNTY. CONSULTANT expects to complete this task within 10 months.

## **E. COMPENSATION AGREEMENT**

This work authorization establishes a time and materials price, and CONSULTANT shall perform the services for the not-to-exceed amount of **\$160,740** which includes a 10% contingency fee of **\$14,613**. The COUNTY shall be invoiced monthly on a percent complete basis.

Task 101 – Project Management	\$ 8,055
Task 201 – Assessment of Historical Data, Coordination and Meetings	\$14,532
Task 202 – Analysis, Alternatives Development, and Cost Benefit Analysis	\$47,288
Task 203 – Final Report	\$15,670
Task 301 – CSX Design	\$17,904
Task 302 – CSX Permitting	\$ 8,926
Task 401/2 – Survey and SUE	\$33,752

**Project Assumptions**

- AECOM data and models will be made available to the consultant in usable format.



Polk County Roads and Drainage  
 Lake Bonny Alternative Analysis  
 Dewberry Staff

		Subs											Total						
Phase/Task	Task Description	Project Manager	Chief Scientist	Chief Engineer I	Engineer I	Engineering Intern	Secretary	Clerical	Engineering Technician	Chief Designer	Total Hours	Total Dewberry	Total Subs		Dewberry & Subs	Direct Costs	Grand Total		
		\$ 340.00	\$ 170.00	\$ 249.00	\$ 124.00	\$ 110.00	\$ 90.00	\$ 101.00	\$ 80.00	\$ 212.00			By Task	Albrecht Modeling	Survey/SUE				
<b>Phase 100</b>	<b>Project Management and Meetings</b>	<b>4</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>53</b>	<b>\$ 7,855.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,855.00</b>	<b>\$ 200.00</b>	<b>\$ 8,055.00</b>	
Task 101	Project Management	4	24	0	0	0	10	15	0	0	53	\$ 7,855.00			\$ -	\$ 7,855.00	\$ 200.00	\$ 8,055.00	
<b>Phase 200</b>	<b>Lake Bonny</b>	<b>0</b>	<b>24</b>	<b>84</b>	<b>105</b>	<b>170</b>	<b>10</b>	<b>2</b>	<b>16</b>	<b>16</b>	<b>427</b>	<b>\$ 62,490.00</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>	<b>\$ 77,490.00</b>	<b>\$ -</b>	<b>\$ 77,490.00</b>	
Task 201	Assessment of Historical Data, Coordination and Meetings	0	4	28	20	40	0	0	0	0	92	\$ 14,532.00	\$ -		\$ -	\$ 14,532.00		\$ 14,532.00	
Task 202	Analysis, Alternatives Development, and Cost Benefit Analysis	0	10	44	60	80	0	0	0	16	210	\$ 32,288.00	\$ 15,000.00		\$ 15,000.00	\$ 47,288.00		\$ 47,288.00	
Task 203	Final Report	0	10	12	25	50	10	2	16	0	125	\$ 15,670.00	\$ -		\$ -	\$ 15,670.00		\$ 15,670.00	
<b>Phase 300</b>	<b>CSX - Permitting</b>	<b>0</b>	<b>4</b>	<b>22</b>	<b>40</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>56</b>	<b>158</b>	<b>\$ 26,830.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,830.00</b>	<b>\$ -</b>	<b>\$ 26,830.00</b>	
Task 301	CSX design	0	2	12	20	16	0	0	2	48	100	\$ 17,904.00	\$ -		\$ -	\$ 17,904.00		\$ 17,904.00	
Task 302	CSX permitting	0	2	10	20	16	0	0	2	8	58	\$ 8,926.00	\$ -		\$ -	\$ 8,926.00		\$ 8,926.00	
<b>Phase 400</b>	<b>Field Data Collection</b>	<b>0</b>	<b>4</b>	<b>8</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>36</b>	<b>\$ 6,352.00</b>	<b>\$ -</b>	<b>\$ 27,400.00</b>	<b>\$ 27,400.00</b>	<b>\$ 33,752.00</b>	<b>\$ -</b>	<b>\$ 33,752.00</b>	
Task 401	Survey	0	2	4	8	0	0	0	0	8	22	\$ 4,024.00	\$ -	\$ 27,400.00	\$ 27,400.00	\$ 31,424.00		\$ 31,424.00	
Task 402	SUE	0	2	4	8	0	0	0	0	0	14	\$ 2,328.00				\$ 2,328.00		\$ 2,328.00	
															<b>SubTotal</b>	\$	<b>146,127.00</b>		
															<b>Contingency 10%</b>	\$	<b>14,613.00</b>		
															<b>Grand Total</b>	\$	<b>160,740.00</b>		

**Fran McAskill**  
*Director*  
**Procurement Division**



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**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).....	\$ 0.15/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 (includes purchase and rental of equipment used in project)		Actual Costs