

## 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 #:** 22-088-01 (Assigned by Procurement)

To be completed by the requesting Division:

**Date:** 02/21/2023 **Division:** Roads & Drainage Division

**Project Manager's Name:** William Lorenzo, P.E. **Phone #:** 863-535-2286

**Project Name:** Cypress Parkway at Lake Marion Creek Road Intersection Improvements

**Total Project Budget:** \$2,200,000.00 **Project #** 5400234

**Estimate of Construction Cost:** \$1,800,000.00

**Proposed Consultant:** HNTB Corporation **Fee:** \$102,255.00

**Master Consultant Agreement #** 22-088

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

**Approved By:** [Signature] **Date** 2/21/23  
Division Director/Designee

**Procurement Division**

**Date Received:** 2-24-23 **Date Reviewed by Analyst:** 2-24-23

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

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

**Date Received:** 2/28/23 **Date Reviewed:** 3/2/23

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

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

**Date Received:** [Signature] **Date Reviewed:** 2023/03.02

**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)).

**Selection Procedure for Consultants with Continuing Contracts**

Division: Roads & Drainage Division  
Division Director: Jay M. Jarvis, P.E.

Date Analysis Performed:  
February 21, 2023

CSA 22-088-01

Scope: Cypress Parkway at Lake Marion Creek Road Intersection Improvements

**Step 1: Review current list of Master Consultant Agreements**

Consultant	Address	Local Y/N	Elevated for Consideration
AECOM	212 E. Main Street, Bartow, FL 33830	Y	Y
AIM Engineering & Survey	195 South Orange, Ave., Suite 1, Bartow, FL 33830	Y	Y
Burgess and Niple	1511 N. Westshore Blvd, Suite 500, Tampa, FL 33607	N	Y
CONSOR Engineers	801 South Florida Ave, Lakeland, FL 33801	Y	Y
Dewberry Engineers	202 Lake Miriam Dr., Suite B1, Lakeland, FL 33813	Y	Y
DRMP	1125 Bartow Rd, Suite 100, Lakeland, FL 33801	Y	Y
HDR Engineering	4830 W. Kennedy Blvd., Suite 400, Tampa, FL 33609	N	Y
HNTB	555 North Broadway Ave, Bartow, FL 33830	Y	Y
Jacobs Engineering Group	5401 W. Kennedy Blvd, Suite 300, Tampa, FL 33609	N	Y
Kissinger Campo & Associates	201 N. Franklin St., Suite 400, Tampa, FL 33602	N	Y
Kimley-Horn and Associates	189 South Orange Avenue, Suite 1000, Orlando, FL 32801	N	Y
Mott MacDonald Florida	8875 Hidden River Way, Suite 300, Tampa, FL 33637	N	Y
NVS	201 South Bumby Avenue, Orlando, FL 32803	N	Y
Patel, Greene, and Associates	215 Easet Main Street, Bartow, FL 33830	Y	Y
Rummel, Klepper & Kahl	402 S. Kentucky Ave, Suite 400, Lakeland, FL 33801	Y	Y
Wood Environmental & Infrastructure Solutions	5051 South Florida Avenue, Suite 301, Lakeland, FL 33813	Y	Y
WSP USA	1649 Williamsburg Square, Suite 206, Lakeland, FL 33803	Y	Y

**Step 2: Review List for appropriate Expertise, Experience, and Personnel**

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

State justification for each firm not elevated by category:

N/A

State justification for each firm that is elevated by category:

All firms have appropriate expertise, experience, and personnel.

**Step 3: Past Performance on Similar Projects Satisfactory**

Consultant	Past Performance on Similar Projects Satisfactory	Elevated for Consideration
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
Kissinger Campo & Associates	Y	Y
Kimley-Horn and Associates	Y	Y
Mott MacDonald Florida	Y	Y
NVS	Y	Y
Patel, Greene, and Associates	Y	Y
Rummel, Klepper & Kahl	Y	Y
Wood Environmental & Infrastructure Solutions	Y	Y
WSP USA	Y	Y

State justification for each firm not elevated by category:

N/A



## Consultant Services Authorization

Firm	HNTB Corporation
Master Agreement No.	22-088
CSA No.	22-088-01
Project Name	Cypress Parkway at Lake Marion Creek Road Intersection Improvements
Project Description	The consultant will prepare an evaluation report of roundabout vs traditional mast arm traffic signal. County will select preferred alternative for final design.
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 all related work.
Compensation	Total Cost Not to Exceed: \$ 102,255.00
Special Contract Conditions	None
Insurance Requirements	Professional Liability
Liquidated Damages	\$ 0.00 Per Day
Budget Source/Availability	14971.540152101.5663400.5400234

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  
Janet B. Hall 3/2/23  
County Attorney's Office Date

Attest:

HNTB Corporation  
CONSULTANT COMPANY NAME

Craig W. Dawson  
Corporate Secretary

Leonard C. Becker  
Authorized Corporate Officer

Leonard Becker / Senior Vice President  
[Printed Name and Title]

SEAL

Date: 2/8/2023

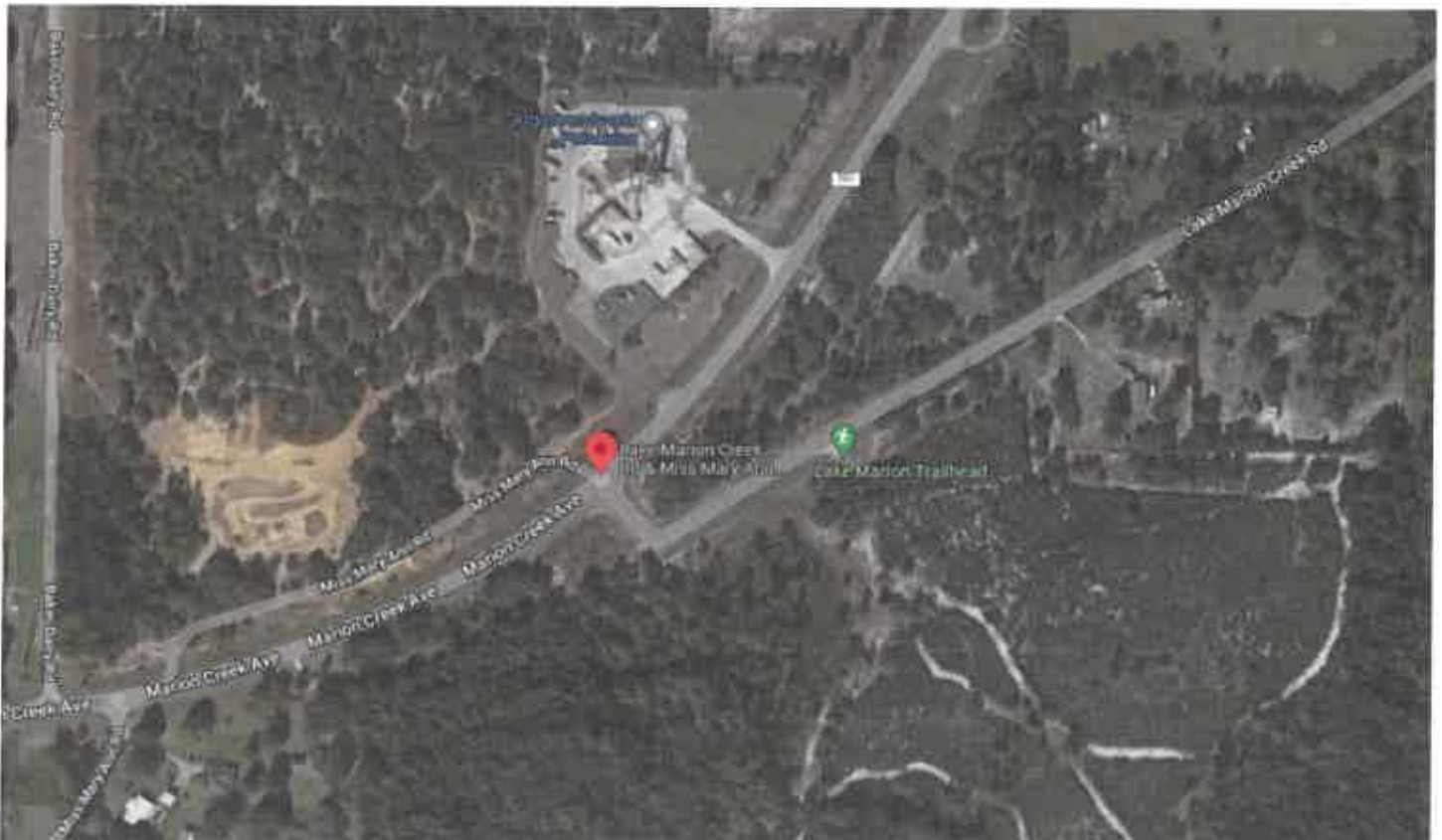
Date: 2/8/2023

**Exhibit "A"**  
**Scope of Services for**  
**Cypress Parkway and Lake Marion Creek**  
**Intersection Alternatives Analysis**  
**1/10/2023**

**I. PURPOSE & BACKGROUND**

The purpose of this Exhibit is to define the responsibilities of HNTB Corp. (CONSULTANT) and Polk County Roads and Drainage Division (COUNTY) in connection with the intersection alternatives analysis for Cypress Parkway at Lake Marion Creek Road in Haines City, Polk County, Florida. Based on traffic count information, signal warrant analysis and crash data provided by COUNTY, CONSULTANT shall prepare the traffic analysis for the intersection and determine the capacity and operational improvements needed to bring the overall intersection performance to an acceptable level of service on all approaches. The CONSULTANT shall also prepare a roundabout evaluation for the intersection and perform geometric and operational analysis to establish the roundabout alignment, geometry and lane requirements. The CONSULTANT shall utilize the results of the traffic analysis to develop one (1) conceptual intersection alternative for a signalized intersection design addition and/or extension of auxiliary turn lanes, one (1) conceptual intersection alternative for a roundabout design, and (1) additional concept should a third alternative be identified.

Cypress Parkway is a northeast-southwest roadway that operates as the major corridor. Lake Marion Creek Road intersects Cypress Parkway at a right angle, as shown below, and is controlled by a stop condition (unsignalized).



**POLK COUNTY** has requested the **CONSULTANT** to analyze and develop intersection alternatives for Cypress Parkway at Lake Marion Creek Road with the goal of creating a safe intersection, operates within the adopted level of service standard and adjusted to accommodate the developmental activities to the west of this intersection including the Marion Creek Estates to the north of the intersection. The posted speeds for Cypress Parkway and Lake Marion Creek Road is 55 MPH and 45 MPH, respectively. The project location will extend towards the connectivity with the Lake Marion Trail. The **CONSULTANT** will provide anticipated right-of-way requirements for each alternative but will not be finalized until the design phase.

The design alternatives shall be based on the 2018 Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (aka "Florida Greenbook"), FY 2021-22 FDOT Standard Plans for Road Construction, 2009 FHWA Manual on Uniform Traffic Control Devices, and the Polk County Technical Standards Manual (revised 5/2012).

## **II. ALTERNATIVES ANALYSIS SERVICES**

The **CONSULTANT** shall furnish professional engineering services for the preliminary intersection design alternatives for the subject project.

The **CONSULTANT'S** Scope of Services shall include:

- Perform 24-hr approach counts to identify peak hours for the intersection and perform 8-hour turning movement counts for the intersection either on Tuesday, Wednesday, or Thursday.
- Detailed traffic data analysis for each of the intersection alternatives approved for further evaluation by the COUNTY. The alternatives analysis will account for a 20-year design year condition from the opening year.
- As part of the background traffic, the **CONSULTANT** will incorporate the traffic impacts from the proposed Marion Creek Estates Traffic Impact Study.
- The growth rate may be derived from the latest approved District One Regional Planning Model (D1RPM) base year to horizon year model growth, population growth trends, or historical growth trends (if sufficient data is available). The growth rate will be submitted to the COUNTY for approval before using to forecast future volumes.
- Review the crash data and verify from the COUNTY and local sources such as the Police Department (PD) as needed. Crash data shall be summarized for the most recent five (5) years where data is available.
- Utilize FDOT's SPICE spreadsheet to predict the number of crashes expected under each of the three (3) Build Alternatives.
- High level ICE analysis to determine feasible intersection configurations and include accommodations to the Lake Marion Trail.
- Review the County's signal warrant analysis as part of the alternatives analysis.
- Perform preliminary drainage analysis review for each alternative.
- Provide preliminary right-of-way requirements for each alternative (not to be finalized till design phase).
- Determine any permitting efforts required for each alternative.
- Develop construction cost estimates for each alternative using FDOT's 6-month state moving average and FDOT's local district 8 average.
- Perform benefit/cost (B/C) analysis for each of the alternatives.
- Provide a technical memorandum to the COUNTY presenting all alternatives and providing an intersection alternative recommendation.
- Preparation of intersection alternative exhibits (plan view roll plots or 11"x17" sheets).
- Present the alternatives to the COUNTY and address all questions.
- The **CONSULTANT** will request a Sunshine One Call Design Ticket.



- Review and address conceptual temporary traffic control considerations and constraints in the intersection analysis report.

The **COUNTY** shall furnish the following to the **CONSULTANT**:

- Provide crash data for the intersection.
- Developer's plans and commitments to access management.
- Furnish the **CONSULTANT** with copies of existing right-of-way maps within the vicinity of the project and topographic survey.
- Provide notice to the consultant of any known utilities within the project limits.
- Provide Gracelyn Grove Traffic Study
- Provide County's Signal Warrant Analysis

### **III. DESIGN REQUIREMENTS AND PROVISIONS FOR WORK**

#### **Design Construction Standards**

**CONSULTANT** shall prepare the design in accordance with current editions of the following:

- 2018 Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (aka "Florida Greenbook")
- FDOT Florida Roundabout Guide
- FDOT Florida Intersection Design Guide
- NCHRP Report 672- Roundabouts: An Informational Guide (Second Edition)
- FDOT Project Traffic Forecasting Handbook.
- FDOT Traffic Analysis Handbook
- FY 2021-22 FDOT Standard Plans for Road Construction
- January 2022 FDOT Standard Specifications for Road and Bridge Construction
- 2009 FHWA Manual on Uniform Traffic Control Devices (Revised 5/2012)
- Polk County Technical Standards Manual, revised 10/2009

In case of conflicts between criteria stated in the aforementioned documents, the **CONSULTANT** shall contact **COUNTY** for directions. If it becomes necessary for **CONSULTANT** to deviate from the standard design criteria specified in the documents, the **CONSULTANT** shall formally request authorization from the **COUNTY** by submitting a design variance request that describes the condition and states in writing, the reasons for the deviations. The Request for Design Variance shall be signed and sealed by the Engineer of Record.

#### **Plans Preparation**

**CONSULTANT** shall prepare plans and other documents that are accurate, legible, and complete in detail. Final Submittals shall be made to **COUNTY** in reproducible form and on disk for those items described in this Scope of Services. The scope for plans preparation will be developed in a subsequent amendment following approval of the intersection concept. Submittals **CONSULTANT** shall prepare exhibits, memorandums and other documents that are accurate, legible, and complete in detail. All submittals shall be made to **COUNTY** in reproducible form and in electronic format for those items described in this section.

#### **Final Design Project Schedule**

**CONSULTANT's** services shall commence upon receipt of written notice to proceed issued by **COUNTY**. The **CONSULTANT** shall submit the draft Intersection Alternatives Analysis report 70 days from the issuance of the Notice to Proceed. Upon receiving draft comments from the **COUNTY**, the **CONSULTANT** shall finalize the report within 20 days.

### **Exclusions**

This scope of services does not include:

- **Design Phase** – A separate Scope of Services will be provided at the completion of the alternatives analysis (Design Phase to include: Roadway, Drainage, Structures, Lighting, and Traffic Design services)
- **Signal Warrant Analysis** – Provided by County
- **Traffic Counts** – Provided by County per Project Kick-Off meeting minutes.
- **Utility design or utility relocation design services**
- **Lighting analysis or design**
- **Survey or R/W Mapping services** – Provided by County
- **R/W Cost Estimates**– Provided by County
- **R/W Appraisal support, Acquisition support, or Expert witness services**

### **Project Fees**

This project is a limiting amount contract and shall not exceed a cost of **\$\$102,255.00**.



**Polk County Contract**  
**RFP No.: 22-242**

<b>HNTB Classification</b>	<b>Fully Loaded Hourly Rates</b>
Principal	\$320.00
Chief Architect	\$290.00
Senior Project Manager	\$290.00
Chief Engineer/Planner	\$285.00
Chief Scientist	\$260.00
Chief Community Outreach Specialist	\$250.00
Senior Architect	\$250.00
Senior ITS Specialist	\$230.00
CEI Project Administrator	\$225.00
Senior Engineer/Planner	\$215.00
Architect	\$210.00
Chief Designer	\$200.00
Senior Community Outreach Specialist	\$200.00
Senior GIS Specialist	\$200.00
Project Manager	\$190.00
Project Engineer/Planner	\$175.00
Senior Designer	\$165.00
Community Outreach Specialist	\$150.00
Engineer/Planner	\$150.00
GIS Specialist	\$150.00
ITS Specialist	\$150.00
Scientist	\$150.00
Senior Technician	\$135.00
CEI Senior Inspector	\$130.00
Designer	\$125.00
Engineering/Planning Intern	\$125.00
Contract Support Specialist	\$115.00
Technician	\$115.00
CEI Inspector	\$100.00
GIS Analyst	\$100.00
Secretary/Clerical	\$100.00



**HNTB Corporation**  
Engineers Architects Planners

201 N. Franklin Street  
Suite 1200  
Tampa, FL 33602

Telephone (813) 402-4150  
Facsimile (813) 402-4245  
[www.hntb.com](http://www.hntb.com)



HNTB Multiplier	
Overhead	138.380%
Expenses	2.770%
FCCM	0.094%
Operating Margin	47.500%
	188.744%
	2.89



**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**  
(includes purchase and rental of equipment used in project) Actual Costs



# CERTIFICATE OF LIABILITY INSURANCE

1/1/2024

DATE (MM/DD/YYYY)  
1/27/2023

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).

<b>PRODUCER</b> Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000 kctsu@lockton.com	<b>CONTACT</b> NAME: PHONE: (A/C, No. Ext): E-MAIL: ADDRESS:  <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Zurich American Insurance Company <b>INSURER B:</b> American Guarantee and Liab. Ins. Co. <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	<b>NAIC #</b> 16535 26247
<b>INSURED</b> 1489520 HNTB CORPORATION 201 N. FRANKLIN STREET, SUITE 1200 TAMPA FL 33602		

**COVERAGES**      **CERTIFICATE NUMBER:** 19283132      **REVISION NUMBER:** XXXXXXXX

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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENTL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	GLO 0769451	1/1/2023	1/1/2024 EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ex occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMPROP AGG \$ 4,000,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	BAP 0769452	1/1/2023	1/1/2024 COMBINED SINGLE LIMIT (Ex accident) \$ 2,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	Y	AUC 1424208	1/1/2023	1/1/2024 EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ XXXXXXXX
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC 0769453	1/1/2023	1/1/2024 <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 181, Additional Remarks Schedule, may be attached if more space is required)  
THIS CERTIFICATE SUPERSEDES ALL PREVIOUSLY ISSUED CERTIFICATES FOR THIS HOLDER, APPLICABLE TO THE CARRIERS LISTED AND THE POLICY TERM(S) REFERENCED.  
RE: HNTB JOB #79337; CSA NO. 2022-088-01, CYPRESS PARKWAY & LAKE MARION CREEK ROAD INTERSECTION IMPROVEMENTS. POLK COUNTY IS AN ADDITIONAL INSURED AS RESPECTS GENERAL LIABILITY, AUTO LIABILITY, AND UMBRELLA/EXCESS LIABILITY IF REQUIRED BY WRITTEN CONTRACT. WAIVER OF SUBROGATION APPLIES TO GENERAL LIABILITY, AUTO LIABILITY, EXCESS/UMBRELLA LIABILITY, AND WORKERS COMPENSATION/EMPLOYER'S LIABILITY, WHERE ALLOWED BY STATE LAW AND IF REQUIRED BY WRITTEN CONTRACT.

## CERTIFICATE HOLDER

## CANCELLATION

19283132  
79337-POLK COUNTY, A POLITICAL SUBDIVISION  
OF THE STATE OF FLORIDA  
PROCUREMENT DIVISION; ROOM 150  
330 W. CHURCH STREET  
BARTOW FL 33830

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

*Joseph M. Agnello*



# CERTIFICATE OF LIABILITY INSURANCE

5/1/2023

DATE (MM/DD/YYYY)

1/27/2023

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**PRODUCER** Lockton Companies  
444 W. 47th Street, Suite 900  
Kansas City MO 64112-1906  
(816) 960-9000  
kctsu@lockton.com

**CONTACT**  
NAME:  
PHONE:  
FAX:  
(A/C, No, Ext): (A/C, No):  
E-MAIL:  
ADDRESS:

**INSURED** 1445095 HNTB CORPORATION  
201 N. FRANKLIN STREET, SUITE 1200  
TAMPA FL 33602

INSURER(S) AFFORDING COVERAGE		NAC#
INSURER A:	Lexington Insurance Company	19437
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

**COVERAGES****CERTIFICATE NUMBER:** 19283154**REVISION NUMBER:** XXXXXXXX

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	ADOL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b>  CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>  GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC <input type="checkbox"/>  OTHER:		NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX DAMAGE TO RENTED PREMISES (Ea occurrence) \$ XXXXXXXX MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ XXXXXXXX GENERAL AGGREGATE \$ XXXXXXXX PRODUCTS - COMPROP AGG \$ XXXXXXXX \$
	<b>AUTOMOBILE LIABILITY</b>  ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY		NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXXX BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$
	<b>UMBRELLA LIAB</b> EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$		NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMPLOYEE EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	NOT APPLICABLE			PER STATUTE OTH- ER E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX
A	<b>PROFESSIONAL LIABILITY</b>	N Y	061853762	5/1/2022	5/1/2023	\$2,000,000 PER CLAIM/ ANNUAL AGGREGATE

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

RE: HNTB JOB #79337; CSA NO. 2022-088-01, CYPRESS PARKWAY & LAKE MARION CREEK ROAD INTERSECTION IMPROVEMENTS.

**CERTIFICATE HOLDER**

19283154  
79337-POLK COUNTY, A POLITICAL SUBDIVISION  
OF THE STATE OF FLORIDA  
PROCUREMENT DIVISION; ROOM 150  
330 W. CHURCH STREET  
BARTOW FL 33830

**CANCELLATION**

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: Elizabeth Voss  
(CHECK ONE) Sandi Howard



FROM: William G. Lorenzo, P.E. 863-535-2286  
(Name and Phone Number)

DATE: 2/21/2023

RETURN TO: William G. Lorenzo, P.E.

DIVISION: Roads & Drainage TR01

BOARD AGENDA DATE: 3/21/23

COUNTY MANAGER ITEM: ☐

PROJECT: Cypress Parkway at Lake Marion Creek Road Intersection Improvements

CSA/CONTRACT NUMBER: 22-088-01

MODIFICATION NUMBER:

CHANGE ORDER NUMBER:

TYPE OF AGREEMENT: CSA

NAME OF CONSULTANT/CONTRACTOR: HNTB Corporation

*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:

Sandi

Log-In Date:

FEB 20 2022

CAO Project Number:

2023-100

Log-Out Date:

3/2/23 SH