



# Consultant Services Authorization

Firm	Dewberry Engineers, Inc.
Master Agreement No.	2022-062
CSA No.	2022-062-03
Project Name	Poinciana Park Soccer Artificial Turf
Project Description	Design, permitting, bid assistance & construction administration services to convert soccer and cricket fields to artificial turf
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)	To project completion
Compensation	\$ 263,637.00 Lump Sump per task
Special Contract Conditions	
Insurance Requirements	Professional Liability
Liquidated Damages	\$0 Per Day
Budget Source/Availability	12264.350572079.5666000.3500074

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: \_\_\_\_\_  
Chairman  
Board of County Commissioners

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

Review as to form and legal sufficiency  
*Nancy Wilson* 11/19/21  
County Attorney's Office Date

Attest:  
  
\_\_\_\_\_  
Corporate Secretary

\_\_\_\_\_  
CONSULTANT COMPANY NAME  
  
\_\_\_\_\_  
Authorized Corporate Officer  
  
\_\_\_\_\_  
[Printed Name and Title]

SEAL

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Print**

**Clear**

# Exhibit "A"

## Scope of Services

Company Name and Address: Dewberry Engineers, Inc., 1479 Town Center Drive, Suite D214, Lakeland, FL 33803

Date: September 27, 2024 Revised November 4, 2024

Project Name: Poinciana Community Park Artificial Turf Project

### A. PROJECT BACKGROUND AND DESCRIPTION

Polk County Parks and Natural Resources (PNR or COUNTY) is requesting professional engineering services for technical, engineering, and construction services to assist with the design, permitting and construction to replace the current four (4) grassed soccer fields within the park for artificial turf. The goal of the COUNTY is to construct all the required systems for the soccer fields and the combination of two (2) fields to be used for Cricket.

PNR is seeking design, permitting, geotechnical, testing, surveying, and construction administration services for converting four (4) natural grass soccer/cricket fields to artificial turf in Poinciana Community Park. This is a unique project because two (2) fields also serve as a cricket pitch and the design must maintain this capability.

PNR is seeking to convert the four (4) existing soccer fields to artificial turf with the ability to use two (2) fields as a cricket pitch. Developing a performance specification and/ or bid documents for a complete artificial turf system that includes sub-base, drainage, carpet, and in-fill to meet the site conditions and recreational level of use will be a critical component of the scope/deliverable. The design should ensure site grading for the fields is minimal to the greatest extent possible to protect existing structures and minimize fill import. The scope includes coordinating and securing all permits, permit modifications, exemption letters, and/or stormwater credits from all the agencies with jurisdiction on this project (i.e. water management district, etc.).

PNR does not anticipate any electrical, potable water, sewer utility design and/ or permitting to be required other than irrigation removal.

PNR requires digital copies of all data and deliverables, in both a pdf format and in usable shapefiles, when appropriate, to include but not limited to site survey, geotechnical survey locations, concept design, final design plans, as-builts and other data collected that is georeferenced for this project.

Dewberry (CONSULTANT) will provide all deliverables in a form, suitable for bidding and construction including digital copies of all data and deliverables, in both PDF and ArcGIS shapefiles when appropriate, to include but not limited to the professional engineering services further detailed within the scope of services for this project. The expected result is to have fully developed design and construction plans with all relevant permitting in place to construct said needs and a set of bid packages for construction services that meets all relevant agency requirements.

### PROPERTY DESCRIPTION:

The park is located in the Poinciana area of Polk County and is accessed from Allegheny Road on the west and Marigold Avenue on the east. The Parcel ID is 28281593536000028 and the property address

is 5109 Allegheny Road. The park is a fully developed 28-acre property featuring four (4) soccer/football fields, softball, dog park, playground, picnic shelters, walking paths basketball courts, grand pavilion, concession/restroom buildings and parking areas.

## **B. SCOPE OF SERVICES**

Upon authorization to proceed from the COUNTY, the CONSULTANT will provide the following identified services.

### **PHASE 100 - PROJECT MANAGEMENT, COORDINATION & MEETINGS**

#### **Task 101: Project Management**

This task consists of overall management of the project including contract administration, budget management, invoicing, monthly status reports, project scheduling, and coordination. This task also includes project status meetings and periodic updates as may be requested by the COUNTY.

#### **Task 102: Coordination and Meetings**

Assist the COUNTY with implementing and preparing documents as needed for compliance with COUNTY requirements. This task also includes general assistance to the COUNTY in preparing appropriate submittals as well as general coordination with other COUNTY departments as may be needed and responding to requests for additional information and status meetings throughout the project.

### **PHASE 200 – PRELIMINARY ENGINEERING PHASE**

#### **Task 201: 30% Concept Plans**

CONSULTANT shall review available information to develop an understanding of the project site. CONSULTANT will prepare a Concept Plan including relationships with other existing facilities within the park. This will include determining the field locations and the extent of the new turf to be installed as well as any portions of the drainage system to be constructed and connected to the existing systems. We will provide to the COUNTY for review and finalization of the plan.

#### **Task 202: Field Data & Survey Collection Phase (Topographic Survey)**

CONSULTANT We will perform a Topographic Survey of the property. All topographic survey data will be collected up to the nearest edge of pavement of adjacent roadways, to the extents of the playground and up to the limits of the drainage systems in the parking lot north of the cricket/soccer fields. We will pick up the catch basin information located near the baseball/softball fields and as shown in the attached exhibit. We will pick up all finished floor elevations of buildings that fall within the extents of said exhibit. Topographic spot shots will be collected on a 50-foot grid. We will create a digital terrain model for the site that will include the location of significant features and above ground evidence of sub-surface utilities. We will provide final drawings that reflect one (1) foot contours. Site benchmarks will be set and shown on the survey. This survey will be prepared in accordance with the Standards of Practice set forth in Chapter 5J17-052 of the Florida Administrative Code. Deliverables to include two (2) certified copies of the survey in PDF and AutoCAD formats. Hard copies are available upon request.

#### **Task 203: Geotechnical Engineering Field Collection**

CONSULTANT will subcontract with Tierra to provide geotechnical services as follows:  
*Geotechnical Services*

1. Review previous geotechnical reports or construction records completed within the project area (if available). Incorporate the available data into Tierra's geotechnical approach and recommendations as applicable.
2. Conduct a visual reconnaissance of the project site, locate, and stake boring locations, and coordinate utility clearance via Sunshine State One Call. Please note that Tierra does not complete utility locating services. Buried utilities will need to be located by others prior to boring excavations.
3. Execute a program of subsurface exploration consisting of subsurface sampling and field-testing.
  - Perform twenty-four (24) hand auger borings to a depth of approximately 5 to 7 feet below grade in the grassed athletic soccer/cricket fields.
  - Perform eight (8) double ring infiltration (DRI) tests.
4. Measure groundwater levels and estimate the Seasonal High Groundwater Table (SHGWT) levels at select boring locations.
5. Visually classify and stratify the soil samples in the laboratory using the Unified Soil Classification System (USCS) as prescribed in ASTM Designations D2487 and D2488.
6. Identify the general location and provide a general description of potentially deleterious materials or conditions discovered in the borings including existing fills or surficial organics that may impact the proposed project.
7. Conduct laboratory testing on select soil samples to confirm the visual classification and estimate engineering properties. Testing may include the following:
  - Fines Content Tests (material finer than the 200 sieve)
  - Full Sieve Gradation Tests
  - Atterberg Limits Tests
  - Organic Content Tests
  - Natural Moisture Content Tests

#### *Geotechnical Consulting Services*

1. Review provided plans, respond to RFI/RFM, and attend project meetings.
2. Generate a boring location plan and soil profiles.
3. Evaluate and determine the suitability of the soils encountered within the borings for utilization in construction.
4. Prepare a geotechnical soil data report that summarizes the course of study pursued, the field data and laboratory data generated, subsurface conditions encountered and our geotechnical recommendations for the proposed improvements.

#### **Exclusions**

The geotechnical design services do not include the following:

- Survey of geotechnical boring locations.
- Delineation of deleterious materials such as organics or debris.
- Design of de-watering systems, drainage systems, pond design, seepage analyses, flow nets, or draw-down analyses.
- Groundwater monitoring.
- Groundwater modeling, flow-nets, or seepage analyses.
- Corrosion protection recommendations for piping.
- Contamination testing services.
- Construction testing or construction inspection services
- Additional geotechnical testing and engineering services that are not included in the above scope of services.

**Task 204: Environmental and Wetland Surveys and Report**

CONSULTANT shall review available information to develop an understanding of existing conditions at the project site. It is our understanding, based on the current Southwest Florida Water Management District (SWFWMD) permit, there are no wetlands on site. We will review the site for confirmation of environmental areas that would modify said permit including the following.

- Field review by our biologist/scientist
- Review for any threatened and endangered (T&E) species (gopher tortoise, sand skin, et cetera) within the park

**Task 301: Stormwater Design**

CONSULTANT will coordinate with COUNTY and SWFWMD to determine the permitting requirements for the park modifications. The CONSULTANT will design proposed site improvements. The design of these improvements will incorporate the stormwater modelling, and the survey and geotechnical data collected (by others) throughout the site to provide a permittable and cost-effective plan. It is anticipated that the design will follow 60%, 90%, and 100% design phases with appropriate meetings, plans, and technical memorandums/Plans as necessary at each phase for review with the COUNTY staff.

**Task 302: Construction Plan Development – 60% Plans**

The CONSULTANT will review the previously prepared plans available including additional data the COUNTY supplies and will develop new construction plans to detail the proposed improvements (in addition to the conceptual level exhibits prepared under Task 201 - (30% Concept Plan). Topographic and any specific purpose survey to be prepared under Phase 202 and 203 will be the basis of the plan sheets. The plans will accompany the permit applications and will facilitate the proposed construction. Plans will be provided at the 60% design phase together with an Engineer's Probable Construction Cost Estimate.

**Task 303: 90% and Final 100% Plans and Specifications**

CONSULTANT will prepare Final Construction Plans at 90% and 100%. The task will include the existing conditions analysis, proposed improvements, Engineer's Probable Construction Cost Estimate for the proposed stormwater systems drainage collection pipes, and construction details for the artificial turf system including Site Grading Plans. Deliverables include includes at each phase of 90% and 100% plans and specifications and Cost Estimate and will be provided in electronic (PDF) format.

**PHASE 400 –PERMITTING**

**Task 401: ERP and Polk County Permitting** –It is expected that the proposed project will require both Environmental Resource Permit (ERP) permits modifications with SWFWMD and Polk County permitting. The CONSULTANT will determine the extent of wetlands and surface waters within the project area if any, document them on the construction plans, and coordinate their permitting implications through regulatory agencies as required. CONSULTANT will utilize the information from Task 202, Biological Site Assessment (Habitat and Listed Species accompany SWFWMD, FDEP, and other regulatory information and prepare, submit, and coordinate ERP application materials and respond to questions from the permitting agencies. As part of the applications, drainage calculations prepare in Task 301 will accompany the proposed field improvements and construction plans.

## **PHASE 500 – Construction Phase Post Engineering Services**

**Task 501: Bid Services** - Limited supplemental technical specifications will be provided. CONSULTANT will assist the COUNTY with preparing the bid document package, reviewing the submittals, answering bidder questions, and attending the pre-bid meetings as requested. County will provide the required documents for the bidding documents and specifications.

**Task 502: Construction Support and Construction Engineering Services (CEI) Services** - Provide construction support services to address contractor questions and generally to support the COUNTY during construction. CONSULTANT will also provide onsite construction observations, construction management, construction inspection, construction progress meetings and meeting minutes, coordinate as-built surveys (to be provided by the contractor), final certifications, permit compliance monitoring, and review pay requests. For this proposal, we are assuming an expected twelve (12) months construction period and propose two (2) 4-hour site visits on a weekly basis during the construction. The number of visits and length of construction are subject to change as the project advances. We have assumed up to twenty-four (24) meetings with the duration of four (4) hours per meeting.

**Deliverables** - The CONSULTANT shall prepare and submit to the COUNTY, including electronic format when applicable, the following deliverables: Meeting summaries, pay application reviews, change orders, allowance authorization approvals, substantial completion inspection and final inspections.

**Deliverables are assumed based on the Notice to Proceed being received by October 30, 2024.**

<b>TASK</b>	<b>ACTIVITY</b>	<b>DELIVERABLE</b>	<b>FEE – Lump Sum Totals</b>	<b>DURATION (Months)</b>
Task 101	Project Management	Monthly Report	\$20,000	16
Task 102	Coordination and Meetings	Appropriate documentation as needed	\$11,500	16
Task 201	30% Concept Plans	30% Concept Plan	\$30,500	1
Task 202	Field Data & Survey Collection Phase (Topographic Survey)	Topographic Survey	\$20,500	1
Task 203	Geotechnical Engineering Field Collection	Geotechnical Report	\$19,200	1
Task 204	Environmental and Wetland Surveys and Report	Preliminary Wetland/Environmental Findings Memorandum Including T&E Species	\$25,800	1
Task 301	Stormwater Design	Stormwater Modelling and Drainage Report	\$21,900	1
Task 302	Construction Plan Development – 60% Plans	Construction Plans at 60% Design Phase, specifications, and Probable Construction Cost Estimate	\$10,750	1
Task 303	90% and Final 100% Plans and Specifications	Report at 90% and 100% Design Phases, specifications, and Probable Construction Cost Estimate	\$10,500	1
Task 401	ERP and Polk County Permitting	Permit Applications	\$13,650	2
Task 501	Bid Services	Technical specifications and answering questions as needed	\$11,200	1
Task 502	Construction Support and Construction Engineering Services (CEI) Services	Deliverables to be included are meeting summaries, pay application reviews, change orders, allowance authorization approvals, substantial completion inspection and final inspections. 24 site construction meetings with 4 hours per meeting.	\$33,750 (\$1,450/site visit)	12
Task 600	Contingency		\$34,387	
<b>Total LUMP SUM</b>			<b>\$263,637</b>	

**Notes:**

1. Tasks 201, 202, 203 and 204 will be performed concurrently. Also, Tasks 301 and 302 will be performed concurrently.
2. Expenses are included in the totals for Project Management of \$ 4,000.00 Lump Sum.
3. Task 600 - The County's Project Manager must approve any uses of the Contingency in writing.

**Assumptions:**

- COUNTY will furnish consultant with readily available reports, studies, and data pertinent to CONSULTANT's services.
- COUNTY will provide one (1) representative to coordinate, schedule, and receive comments and information related to project.
- CONSULTANT assumes the COUNTY will return all comments and any deliverable reviews within seven (7) calendar days to meet expedited schedule.
- COUNTY will pay all SWFWMD and FDEP application fees if applicable.
- CONSULTANT budgeted for twelve (12) months construction services.

**Term:**

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. An updated electronic version of the project schedule in Microsoft Project will be provided to the COUNTY within fourteen (14) working days from the issuance of the Notice to Proceed (NTP).

**Price:** This SCOPE of Services is a lump sum price and shall perform the services for the amount of \$263,637. The COUNTY shall be invoiced monthly on a task complete basis.



**Exhibit "B" - Fee Schedule**

**Item 1.**

**Dewberry Engineers Inc.  
Schedule of Professional Rates  
Polk County, Florida**

Personnel Position	Bill Code	Range of Direct Labor Rates (\$/hr)		Range of Hourly Labor Rates (\$/hr)	
		Minimum	Maximum	Minimum	Maximum
ADMIN ASSISTANT I	AA1	\$15	\$17	\$45	\$51
ADMIN ASSISTANT II	AA2	\$25	\$27	\$75	\$81
ADMIN PROFESSIONAL III	AP3	\$39	\$42	\$117	\$126
ADMIN PROFESSIONAL IV	AP4	\$50	\$55	\$150	\$165
CADD TECHNICIAN I	CD1	\$21	\$23	\$63	\$69
CADD TECHNICIAN II	CD2	\$24	\$26	\$72	\$78
CADD TECHNICIAN III	CD3	\$40	\$43	\$120	\$129
CADD TECHNICIAN IV	CD4	\$36	\$39	\$108	\$117
CONSTRUCTION PROFESSIONAL I	CP1	\$36	\$39	\$108	\$117
CONSTRUCTION PROFESSIONAL II	CP2	\$46	\$50	\$138	\$150
CONSTRUCTION PROFESSIONAL III	CP3	\$57	\$62	\$171	\$186
CONSTRUCTION PROFESSIONAL IV	CP4	\$64	\$70	\$192	\$210
CONSTRUCTION PROFESSIONAL V	CP5	\$73	\$80	\$219	\$240
DESIGNER I	DS1	\$28	\$30	\$84	\$90
DESIGNER II	DS2	\$29	\$32	\$87	\$96
DESIGNER III	DS3	\$47	\$51	\$141	\$153
DESIGNER IV	DS4	\$40	\$44	\$120	\$132
DESIGNER V	DS5	\$51	\$56	\$153	\$168
ENGINEER I	EN1	\$29	\$32	\$87	\$96
ENGINEER II	EN2	\$33	\$36	\$99	\$108
ENGINEER III	EN3	\$39	\$43	\$117	\$129
ENGINEER IV	EN4	\$36	\$39	\$108	\$117
ENGINEER V	EN5	\$45	\$49	\$135	\$147
ENGINEER VI	EN6	\$55	\$60	\$165	\$180
ENGINEER VII	EN7	\$65	\$71	\$195	\$213
ENGINEER VIII	EN8	\$70	\$77	\$210	\$231
ENGINEER IX	EN9	\$85	\$93	\$255	\$279
GEOGRAPHER/GIS I	GS1	\$27	\$29	\$81	\$87
GEOGRAPHER/GIS II	GS2	\$30	\$33	\$90	\$99
GEOGRAPHER/GIS III	GS3	\$41	\$45	\$123	\$135
GEOGRAPHER/GIS IV	GS4	\$42	\$46	\$126	\$138
GEOGRAPHER/GIS VI	GS6	\$43	\$47	\$129	\$141
GEOGRAPHER/GIS VIII	GS8	\$76	\$83	\$228	\$249
INSPECTOR I	IN1	\$21	\$23	\$63	\$69
INSPECTOR II	IN2	\$25	\$27	\$75	\$81
INSPECTOR III	IN3	\$26	\$29	\$78	\$87
INSPECTOR IV	IN4	\$49	\$53	\$147	\$159
INSPECTOR V	IN5	\$37	\$40	\$111	\$120
PROFESSIONAL I	OP1	\$25	\$27	\$75	\$81

PROFESSIONAL II	OP2	\$27	\$30	\$81	\$90
PROFESSIONAL III	OP3	\$45	\$49	\$135	\$147
PROFESSIONAL IV	OP4	\$69	\$76	\$207	\$228
PROFESSIONAL V	OP5	\$55	\$60	\$165	\$180
PROFESSIONAL VII	OP7	\$68	\$75	\$204	\$225
PROFESSIONAL VIII	OP8	\$74	\$81	\$222	\$243
PROFESSIONAL IX	OP9	\$82	\$89	\$246	\$267
SURVEY I	SU1	\$16	\$17	\$48	\$51
SURVEY II	SU2	\$18	\$20	\$54	\$60
SURVEY III	SU3	\$19	\$21	\$57	\$63
SURVEY IV	SU4	\$34	\$37	\$102	\$111
SURVEY V	SU5	\$30	\$33	\$90	\$99
SURVEY VI	SU6	\$41	\$44	\$123	\$132
SURVEY VII	SU7	\$57	\$63	\$171	\$189
SURVEY VIII	SU8	\$57	\$62	\$171	\$186
PRINCIPAL	PR	\$127	\$138	\$381	\$414
1 PERSON CREW		\$41	\$44	\$123	\$132
2 PERSON CREW		\$52	\$57	\$156	\$171
3 PERSON CREW		\$61	\$66	\$181	\$198
4 PERSON CREW		\$76	\$82	\$226	\$244

## Item 2. Descriptions and Responsibilities of Personnel

HR Job Code	General Characteristics	Managerial Responsibilities	Supervision Received	Titles	Licensure Certification	Education	Years
Admin Assistant I	Primary responsibility for greeting visitors, answering phones, and performing various administrative support duties for the group. Maintains correspondence and data files, arranges appointments, etc. Work is routine and requires limited exercise of discretion and judgment.	N/A	Receives close supervision on all aspects of assignments	Receptionist, Administrative Assistant 1	NA	H.S. Diploma	0-3
Admin Assistant II	Performs administrative support duties for a department or small office. Has duties of a level 1 admin but should also have higher level skills in the computerized environment with knowledge of word processing, spreadsheets, and graphs. Work is routine and requires limited exercise of discretion and judgment. May be assigned various PMD functions.	N/A	Receives instruction on specific objectives. Receives direction on unconventional and/or complex problems and solutions.	Administrative Assistant 2	NA	H.S. Diploma	3+
Admin Professional III	Performs complete administrative support duties for senior level staff. Does work of a confidential nature and relieves managers of designated administrative details. Must exercise initiative, judgment, and knowledge of company practices, policies and organization. Works in a computerized environment with knowledge of word processing, spreadsheets, and graphs. May be assigned a variety of PMD responsibilities based on skill level and management discretion.	Assigns tasks to necessary staff. Plans and coordinates aspects of work to get his or her responsibilities accomplished.	Receives general direction of key objectives and guidance on new concepts or policies.	Administrative Assistant 3	NA	H.S. Diploma	6+
Admin Professional IV	Performs various administrative functions for senior level management of an operating group or office. Functions involve the preparation of certain reports, management of schedules, the supervision or coordination of administrative work activities within the group, etc. Must exercise initiative, judgment, and knowledge of company practices, policies and organization. May direct the work of other administrators. Works in a computerized environment with knowledge of word processing, spreadsheets, and graphs. May be assigned a variety of PMD responsibilities based on skill level and management discretion.	Assigns tasks to necessary staff. May supervise other admins or office staff.	Receives supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters. Receives direction on unusual conditions and developments.	Sr. Administrative Assistant, Office Administrator	NA	H.S. Diploma	10+
CADD Technician I	Provides non technical, routine and basic support for assigned projects, using computer aided design. Assists in completing drawings from sketches, plans, specifications, and written instructions using computer aided drafting programs.	N/A	Received close supervision on all aspects of assignments	CADD Technician 1	HS diploma, A.A. Degree in Drafting, Design, or related field preferred	N/A	0+ years
CADD Technician II	Prepares computer generated engineering drawings according to established standards and procedures. Prepares drawings from rough sketches or general engineering and design information using CADD software programs. Copies existing drawings and completes simple calculations with specific instructions.	Assigns tasks to and coordinates with staff	Receives instruction on specific objectives. Receives direction on unconventional and/or complex problems and solutions. Received thorough review of completed work for application of sound judgment.	CADD Technician 2		N/A	3+ years
CADD Technician III	Performs non routine and complex drafting assignments within company and industry standards and codes. Works independently with occasional advice from supervisor. May mentor less experienced CADD personnel.	Assigns tasks to necessary staff. Plans and coordinates aspects of work and reviews work created by less experienced inspectors.	Receives general direction of key objectives and guidance on new concepts or policies.	CADD Technician 3		N/A	6+ years
CADD Technician IV	Performs non routine and complex assignments, involving planning graphic presentations of designs having distinct design features differing significantly from drafting precedents. May direct preparation of work by other technicians of lesser experience. Completed work needs overview only and acts in lead role over other designers and technicians.		Receives supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters. Receives direction on unusual conditions and developments.	Senior CADD Technician		N/A	10+ years
Construction Professional I	Coordinates all aspects of a construction project by monitoring the construction process, and ensures that projects are completed on time and according to specifications. Uses engineering and technical knowledge to ensure that components, systems, and equipment complement the project. Coordinates scheduling and provides communication with project management regarding progress and conflicts. Performs work under direct supervision. Handles basic issues and problems, and refers more complex issues to higher level staff.	N/A	Receives close supervision on all aspects of assignments	Construction Coordinator	HS Diploma or equivalent experience	N/A	0+
	Supports the construction project team as it relates to document processing (creation, retrieval, distribution, filing, indexing). Responsible for maintaining the record management system and training others, as needed, on document collection and storage systems and processes. Determines the document processing timelines and records distribution with regards to document management and control procedures as outlined in technical requirements. Provides metrics for reporting status to project leadership and may make recommendations for allocation of project resources based on current record status. Work requires limited exercise of independent judgement.			Document Control Specialist			
	Responsible for Project Administration for construction projects. Handles document management, including but not limited to field reports, technical data, pre activity meetings and materials test reports. Will make sure document control procedures are followed as it related to project and contract documentations. Prepares meetings agendas and minutes for distribution. Supports preparation of RFI's, progress/status reports, billings and contract change orders. Supports the Construction Manager with coordination and scheduling of field activities and may review inspection reports and estimates.			Project Administrator			

HR Job Code	General Characteristics	Managerial Responsibilities	Supervision Received	Titles	Licensure Certification	Education	Years
Professional II	Performs routine assignments which are clearly defined and require the application of standard construction engineering techniques, procedures, and criteria. Maintains project data and documents, coordinates and schedules QC inspections, and prepares routine reports on construction progress.	N/A	Receives initial guidance on assignments to be completed	Assistant Resident Engineer, Construction Engineer	Bachelor's Degree in Engineering or Related field	PE and/or CCM preferred	0+
Professional III	Requires job knowledge and abilities beyond entry level. Monitors construction program; assists in review and modification of schedules, specifications, and drawings; and reviews completed construction work and maintains checklist of what is yet to be completed. Must have the ability to recognize basic construction or engineering problems, and apply standard techniques and procedures to resolve them.	Assigns tasks to and coordinates with entry level engineers, technicians or administrative staff. Assists in determining schedule and budget requirements. Applies administrative staff. Assists in determining schedule and budget requirements. Must	Construction Engineer, Resident	3+			
Professional IV	Performs detailed phases of construction engineering work or is the PM on projects of moderate size and complexity. Reviews and modifies drawings, specifications, installation sequences, and progress reports and initiates corrective measures of necessary. Reviews construction procedures submitted by contractors to assure conformance with overall project plan. Acts as technical liaison between contractor and design engineering personnel. May oversee the work of lower level construction engineers who assist on projects. Provides technical leadership for complex or unique assignments and may plan, organize, and supervise construction engineering activities for a project of significant size and complexity. Analyzes complex construction/design problems requiring the development of new or improved techniques or procedures. Represents respective projects at meetings and conferences and develops construction plans.	Supervises all staff necessary to complete assignments. Reviews and approves scope, budgets, and schedules for assignments. Prepares proposals to provide professional services. May partake in personnel actions.	Receives supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters.	Senior Construction Manager, Assistant Dept. Manager, Senior PM			6+
Professional V	Aided design. Completes detailed drawings from sketches, plans, specifications, and written instructions using computer aided drafting programs.	N/A	Receives close supervision on all aspects of assignments	Staff Designer			N/A
Designer I	Determines and refining rough sketches and notes to include material quantities and equipment specifications. Technical adequacy of non routine material quantities during progress on completion. Routine work is reviewed on completion.	Assigns tasks to and coordinates with staff Designers in determining schedule and budget requirements.	Receives instruction on specific objectives. Receives direction on unconventional and/or complex problems and application of sound judgment.	Designer 1	HS diploma, A.A. Degree in Drafting, Design, or related field preferred	N/A	3+
Designer II	Applies broad knowledge of principles and practices in specific area. Independently evaluates, selects, and adapts, standard techniques, procedures, and criteria. Acquires general knowledge of principles and practices of related fields and ability to function on smaller multidisciplinary teams. Works with PM's and Senior PM's in managing the day to day of the project and resolving issues as they arise. Works on projects of small size or portions of larger projects.	Assigns tasks to necessary staff. Plans and coordinates aspects of work and reviews work created by less experienced staff. May assist in preparing scope, budgets, and schedules for assignments. Assists with proposals to provide professional services.	Receives general direction of key objectives and guidance on new concepts or policies	Assistant Project Manager			N/A
Designer IV	Provides coordination of drafting required for bidding purposes and construction. Assists in investigating and design projects. Provides supervision and QC review of design and drafting group. Requires thorough understanding of architectural drafting, detailing, building materials, building codes, and construction.	Receives supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters.	Receives close supervision on unusual or difficult problems and general review of all aspects of work.	Job Captain	Bachelor's degree in related field preferred	N/A	5+
Designer V	Applies broad knowledge of principles and practices in specific area. Independently evaluates, selects, and adapts, standard techniques, procedures, and criteria. Acquires broad knowledge of principles and practices of related fields and ability to function on multidisciplinary teams. Works on projects of medium size or larger projects with little complexity.	Receives general direction of key objectives and guidance relating to overall objectives, critical issues, new concepts, and policy matters.	Receives direction on unusual conditions and developments.	Project Manager			8+
Engineer I	Acquires limited knowledge and develops basic skills. Applies prescribed techniques and procedures in accordance with established criteria. Performs routine technical work that doesn't require previous experience.	N/A	Receives close supervision on all aspects of assignments	Graduate Engineer			Bachelor's Degree in Engineering
Engineer II	Acquires basic knowledge and develops skills in specific area. Applies standard techniques, procedures & criteria to perform assigned tasks. Exercises limited judgment on details of work and in application of standard methods for conventional work	Assigns tasks to and coordinates with technicians or administrative staff	Receives close supervision on unusual or difficult problems and general review of all aspects of work.	Staff Engineer	Bachelor's Degree in Engineering	FE 2 to 3+	
Engineer III	Develops broad knowledge & skill in specific area. Evaluates, selects, and applies standard techniques, procedures & criteria to perform tasks for conventional projects with few complexities. Collaboratively uses judgment to determine adaptations in methods for non routine aspects. Works on small projects or portions of large projects.	Assigns tasks to and coordinates with entry level engineers, technicians or administrative staff. Assists in determining schedule and budget requirements.	Receives instruction on specific objectives. Receives direction on unconventional and/or complex problems and solutions. Received thorough review of completed work for application of sound professional judgment.	Staff Engineer	Bachelor's Degree in Engineering	FE 3 to 5+	

HR Job Code	General Characteristics	Managerial Responsibilities	Supervision Received	Titles	Licensure Certification	Education	Years
Engineer IV	Applies broad knowledge of principals and practices in specific area. Independently evaluates, selects, and adapts, standard techniques, procedures, and criteria. Acquires general knowledge of principals and practices of related fields and ability to function on smaller multidisciplinary teams. Works on projects of small size or portions of larger projects.	Assigns tasks to entry level engineers, technicians or administrative staff. Plans and coordinates aspects of work. Prepares scope, budgets, and schedules for assignments. Assists with proposals to provide professional services.	Receives general direction of key objectives and guidance on new concepts or policies.	Engineer, Project Engineer, Assistant Project Manager	Bachelor's Degree in Engineering	PE	5+ Years
Engineer V	Applies broad knowledge of principals and practices in specific area. Independently evaluates, selects, and adapts, standard techniques, procedures, and criteria. Acquires broad knowledge of principals and practices of related fields and ability to function on multidisciplinary teams. Works on projects of medium size or larger projects with little complexities.	Assigns tasks to engineers, technicians or administrative staff. Plans and coordinates aspects of work. Prepares scope, budgets, and schedules for assignments. Assists with proposals to provide professional services.	Receives general direction of key objectives and guidance on new concepts or policies.	Engineer, Project Engineer, Project Manager	Bachelor's Degree in Engineering	PE	8+ Years
Engineer VI	Independently applies extensive and diversified knowledge of principals and practices in broad areas of assignments and related fields. Uses advanced techniques in the modification of extension of theories and practices of sciences and disciplines to complete assignments. Works on major projects or several projects of moderate scope with complex features.	Supervises all staff necessary to complete assignments. Reviews and approves scopes, budgets, and schedules for assignments. Prepares proposals to provide professional services. May partake in personnel actions.	Receives supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters. Receives direction on unusual conditions and developments.	Senior Engineer, Senior Project Engineer, Senior Project Manager, Assistant Department Manager	Bachelor's Degree in Engineering	PE	10+ years
Engineer VII	Applies thorough knowledge of current principles and practices of engineering. Applies knowledge and expertise acquired through progressive experience to resolve crucial issues or unique conditions. Keeps informed of new methods and developments affecting the org., and recommends new practices or changes in emphasis of programs.	Supervises a staff of engineers and technicians. Plans, schedules, or coordinates the preparation of documents or activities for multiple major projects, or is responsible for an entire program. Reviews operational procedures to ensure compliance with applicable policies and performance measures. May partake in personnel actions.	Receives administrative supervision with assignments given in broad terms of general objectives and limits.	Department Manager, Principal Engineer, Assistant BUM, Market/Practice Segment Leader, Program Manager, Branch Manager	Bachelor's Degree in Engineering	PE	15+ years
Engineer VIII	Uses creativity, foresight, and mature judgment in anticipating and solving unprecedented problems. Makes decisions and recommendations that are authoritative and have an important impact on extensive organizational activities. Sets priorities and reconciles directions from competing interests.	Supervises an office with multiple departments. Recommends facilities, personnel, and funds required to carry out programs. Oversees the technical, legal and financial issues of an entire office or program. Develops standards and guidelines and handles personnel action.	Receives administrative supervision with assignments given in terms of broad general objectives and limits	BUM	Bachelor's Degree in Engineering	PE	20+ years
Engineer IX	Makes decisions with broad influence over the activities the organization. Makes authoritative decisions and recommendations that are conclusive and have a far reaching impact on the org. Demonstrates a high degree of creativity, foresight, and mature judgment in planning, organizing, and guiding extensive programs and activities with major consequences.	Leads an entire program, organization, or multiple areas of an organization. Decides the kind and extent of engineering related programs are needed for accomplishing the objectives of an org.	Receives general administrative direction from the BOD or CEO if not CEO.	BUM, CEO, COO, PAM, OUM	Bachelor's Degree in Engineering	PE	25+ years
Geographer/ GIS I	Creates digital mapping products, captures relevant data, and creates and manipulates databases. Performs basic technical duties using various software to create digital maps, analyze and manipulate data. Applies standard practices and techniques to independently carry out the functions of the position and solve minor problems.	N/A	Receives close supervision on all aspects of assignments	Staff Geospatial Technician		N/A	0+
Geographer/ GIS II	Creates, edits, and maintains digital mapping products, captures relevant data, and creates and manipulates databases. Performs technical duties with greater diversity using various software to gather, convert, and analyze spatial data. Possesses and applies practices and techniques to independently carry out the functions of the position and solve typical problems. Works with staff and participates in client need analysis.	Assigns tasks to and coordinates with entry level analysts and technicians.	Receives instruction on specific objectives. Receives direction on unconventional and/or complex problems and solutions. Received thorough review of completed work for application of sound professional judgment.	Geospatial Analyst I			2-3+
	Assists geographers in providing quality map deliverables for hydrographic surveys. Performs a variety of tasks while relying on instruction and pre established guidelines. Familiar with fundamental concepts, practices and procedures of geographic design and GIS.	N/A	Receives close supervision on all aspects of assignments	GIS Professional I			0+
Geographer/ GIS III	Plans and conducts GIS work related to detailed phases of projects, or works as a lead technical analyst. Conducts data gathering, conversion analysis, manipulation and processing of spatial data. Fully competent in the field's practices and techniques to independently carry out the functions of the position, solve complex problems, and perform QA/QC on others work. Works with staff, interfaces with senior professionals, and interacts with clients to update them and review project phases.	Assigns tasks to and coordinates with technicians or administrative staff	Receives general direction of key objectives and guidance on new concepts or policies.	Geospatial Analyst II			3-5+
	Knows and applies fundamental concepts, practices, and procedures to perform a variety of tasks associated with providing quality map deliverables for hydrographic surveys. Limited exercise of judgment required when less common methods or procedures are necessary. Assignments may include higher level work for training purposes.		Receives close supervision on unusual or difficult problems and general review of all aspects of work.	GIS Professional II			2-3+

HR Job Code	General Characteristics	Managerial Responsibilities	Supervision Received	Titles	Licensure Certification	Education	Years
Geographer/ GIS IV	Plans and conducts GIS work related to detailed phases of projects, or works as a technical analyst. Conducts data gathering, conversion analysis, manipulation and processing of spatial data. Fully competent in the field's practices and techniques to independently carry out the functions of the position, solve complex problems, and perform QA/QC on others work. Works with staff, interfaces with senior professionals, and interacts with clients to update them and review project phases.	Assigns tasks to necessary staff. Plans and coordinates aspects of work. Prepares scope, budgets, and schedules for assignments. Assists with proposals to provide professional services.	Receives general direction of key objectives and guidance on new concepts or policies.	Geospatial Analyst III		GIS, CP or other professional certification in field preferred	5+
	Fully competent geographer in all conventional aspects of subject matter or functional area of assignments. Assists with the management and coordination of projects and begins to interact with clients for client relationship development. Independently performs most assignments with instruction only regarding expected results.			GIS Professional III			
	Provides geospatial production management support, data processing and analysis, problem solving, task and personnel management as well as project oversight. Responsible for daily production oversight and reporting and ensuring quality, resource allocation, scheduling and project costs are meeting expectations.			Resource Lead			
	Assists Production Manager in providing geospatial production management support, data processing and analysis, problem solving, task and personnel management as well as project oversight. Assists with coordinating with the Production Management Team to ensure quality, resource allocation, scheduling and project costs are meeting expectations.			Asst. Production Manager			
	Assists with providing quality assurance of Lidar data, conducts training for new quality or software routines and creates a variety of digital mapping using various software programs.			Asst. Quality Manager			
	Assists with training analysts on best practices related to extracting information and structuring data and performs analysis and modeling as needed. May provide input related to identifying, designing and developing GIS applications and/or strategies and procedures for integrating GIS programs with existing databases. Including, but not limited to system administration, operating and software issues and coordination with others pertaining to system requirements.			Asst. GIS Technology Manager			
Geographer/ GIS V	Plans and conducts GIS work related to detailed phases of projects, or works as a lead technical analyst. Conducts data gathering, conversion analysis, manipulation and processing of spatial data. Fully competent in the field's practices and techniques to independently carry out the functions of the position, solve complex problems, and perform QA/QC on others work. Works with staff, interfaces with senior professionals, and interacts with clients to update them and review project phases.	Assigns tasks to necessary staff. Plans and coordinates aspects of work. Prepares scope, budgets, and schedules for assignments. Assists with proposals to provide professional services.	Receives general direction of key objectives and guidance on new concepts or policies.	Senior Geospatial Analyst	Bachelor's GIS, Geography or related field	8+	
	Knows and applies complex concepts, practices and procedures to produce quality deliverables, may also manage and coordinate projects and the work of small staff. Maintains client relationships. Makes decisions independently regarding technical complexities and methods.			GIS Professional IV			
	Plans and conducts GIS work related to detailed phases of projects. Fully competent in the field's practices and techniques to independently carry out the functions of the position, solve complex problems, and perform QA/QC on others work. Works with staff, interfaces with senior professionals, and interacts with clients to update them and review project phases.			Project Manager			
	Provides geospatial production management support, data processing and analysis, problem solving, task and personnel management as well as project oversight. Responsible for coordinating with the Production Management Team to ensure quality, resource allocation, scheduling and project costs are meeting expectations.			Production Manager			
	Provides quality assurance of Lidar data, conducts training for new quality or software routines and creates a variety of digital mapping using various software programs.			Quality Manager			
	Trains analysts on best practices related to extracting information and structuring data. Will perform analysis and modeling as needed. May be responsible for identifying, designing and developing GIS applications and/or strategies and procedures for integrating GIS programs with existing databases. Including, but not limited to system administration, operating and software issues and coordination with others pertaining to system requirements.			GIS Technology Manager			

HR Job Code	General Characteristics	Managerial Responsibilities	Supervision Received	Titles	Licensure Certification	Education	Years
Geographer/ GIS VI	Knows and applies complex concepts, practices and procedures to produce quality deliverables, may also manage and coordinate projects and the work of medium staff. Maintains client relationships. Makes decisions independently regarding technical complexities and methods.	Supervises all staff necessary to complete assignments. Reviews and approves scopes, budgets, and schedules for assignments. Prepares proposals to provide professional services. May partake in personnel actions.	Receives supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters. Receives direction on unusual conditions and developments.	Senior GIS Professional			10+
	Knows and applies complex concepts, practices and procedures to produce quality deliverables, may also manage and coordinate projects and the work of small staff. Maintains client relationships. Makes decisions independently regarding technical complexities and methods.			Senior Geospatial Analyst			
	Plans and conducts GIS work related to detailed phases of medium projects. May also participate in business development activities. Performs complex data studies, conversion analysis, manipulation and processing of spatial data. Fully competent in the field's practices and applies advanced techniques to independently carry out the functions of the position, solves complex problems, recommends alternatives, and performs QA/QC on others work. Works with staff, interfaces with senior professionals within the firm and at other organization, interacts with clients, and represents the firm at conferences and professional events.			Senior Project Manager			
	Knows and applies complex concepts, practices and procedures in order to provides quality assurance of Lidar data. Responsible for conducting training for new quality or software routines.			Senior Quality Manager			
	Assists in providing department management. Applies technical expertise if needed. Through experience and in depth knowledge of the field is able to carry out the functions of the position independently and make decisions that have impact on the department and/or company. Works with staff and senior managers within the company and other firms. Will interact with client and public officials when needed and to maintain relationships.			Asst. Department Manager			
	Trains analysts on best practices related to extracting information and structuring data. Will perform analysis and modeling as needed. Responsible for identifying, designing and developing GIS applications and/or strategies and procedures for integrating GIS programs with existing databases. Including, but not limited to system administration, operating and software issues and coordination with others pertaining to system requirements.			Senior GIS Technology Manager			
Geographer/ GIS VII	Plans and conducts GIS work related to detailed phases of major projects or acts as a senior technical analyst. May also participate in business development activities. Performs complex data studies, conversion analysis, manipulation and processing of spatial data. Fully competent in the field's practices and applies advanced techniques to independently carry out the functions of the position, solves complex problems, recommends alternatives, and performs QA/QC on others work. Works with staff, interfaces with senior professionals within the firm and at other organization, interacts with clients, and represents the firm at conferences and professional events.	Supervises all staff necessary to complete assignments. Reviews and approves scopes, budgets, and schedules for assignments. Prepares proposals to provide professional services. May partake in personnel actions.	Receives supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters. Receives direction on unusual conditions and developments.	Senior GIS Professional		GISP, CP or other professional certification in field required	15+
	Provides department leadership and management. Applies technical expertise if needed. Through experience and in depth knowledge of the field is able to carry out the functions of the position independently and make decisions that have impact on the department. Works with staff, senior managers and other executive staff within the company and other firms. Will interact with client and public officials when needed and to maintain relationships.			Senior Project Manager			
	Provides program leadership and management. Applies technical expertise if needed. Through experience and in depth knowledge of the field is able to carry out the functions of the position independently and make decisions that have impact on the program and/or company. Works with staff, senior managers and other executive staff within the company and other firms. Will interact with client and public officials when needed and to maintain relationships.			Program Manager			
Geographer/ GIS VIII	Provides department leadership and management. Applies technical expertise if needed. Through experience and in depth knowledge of the field is able to carry out the functions of the position independently and make decisions that have impact on the department and/or company. Works with staff, senior managers and other executive staff within the company and other firms. Will interact with client and public officials when needed and to maintain relationships.	Receives administrative supervision with assignments given in terms of broad general objectives and limits	Receives administrative supervision with assignments given in terms of broad general objectives and limits	Senior Program Manager			20+
			Asst. Business Unit Manager Department Manager				
Geographer/ GIS IX	Makes decisions with broad influence over the activities the organization. Makes authoritative decisions and recommendations that are conclusive and have a far reaching impact on the org. Demonstrates a high degree of creativity, foresight, and mature judgment in planning, organizing, and guiding extensive programs and activities with major consequences.	Leads an entire program, organization, or multiple areas of an organization. Decides the kind and extent of programs needed for accomplishing the objectives of an org.	Receives general administrative direction from the BOD or CEO.	BUM			25+
				BUM, PAM, OUM			

HR Job Code	General Characteristics	Managerial Responsibilities	Supervision Received	Titles	Licensure Certification	Education	Years
Inspector I	Performs elementary technical aspects of assigned construction inspection tasks, including quality control procedures. Observes general job safety practices and assists in the preparation of safety reports. Prepares material for testing and may assist in tests to determine if work is done according to contract specifications. Assists in developing QC reports and procedures.	N/A	Received close supervision on all aspects of assignments	Inspector Trainee	HS	N/A	0+ years
Inspector II	Inspects various facets of work on the construction site to ensure compliance with all applicable codes, standards, and regulations. Must be able to read and interpret blueprints and construction specifications. Conducts tests to determine if work is done according to contract specifications. May participate in development of job safety practices and in preparation of safety reports, and may participate in development of QC reports and procedures.	Assigns tasks to and coordinates with inspector trainees in determining schedule and budget requirements.	Receives instruction on specific objectives. Receives direction on unconventional and/or complex problems and solutions. Received thorough review of completed work for application of sound judgment.	Inspector		N/A	3+ years
Inspector III	Under general supervision performs more difficult and complex inspection tasks than a level 1 inspector, including assessing adherence to QC procedures. Develops job safety practices and drafts safety reports. Drafts QC reports and procedures.	Assigns tasks to necessary staff. Plans and coordinates aspects of work and reviews work created by less experienced inspectors.	Receives general direction of key objectives and guidance on new concepts or policies.	Inspector	HS diploma, Associates degree in technical discipline is preferred	Typically requires formal certification	6+ years
Inspector IV	Independently performs the most difficult and complex inspection tasks, including assessing adherence to quality control procedures. Performs the duties listed above but handles the most complex assignments and provides guidance to lower level inspectors.		Receives supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters. Receives direction on unusual conditions and developments.	Senior Inspector		Typically requires formal certification	10+ years
Inspector V	Organizes and maintains inspection crew efficiently in completing specific jobs. Reviews job specifications and plans field work methods and costs. Supervises inspectors on the job site and may provide input for personnel actions. Also represents the inspection work to engineers and construction managers. May also act as the sole inspector on a job site depending on size of job or close to completion of contract.	Supervises staff necessary to complete work. Provides Q/A/ and O/C of their work and may partakes in personnel actions.	Receives administrative supervision with assignments given in terms of broad general objectives and limits	Chief Inspector		Typically requires formal certification	15+ years
Professional I	Performs assignments that are clearly defined and require application of standard techniques and procedures. Performs a variety of tasks while relying on instruction and pre established guidelines. Familiar with fundamental concepts, practices and procedures to perform analysis of data from reports, maps, drawings, tests and field observations/sampling.	N/A	Receives close supervision on all aspects of assignments	Staff Coastal Scientist, Staff Environmental Scientist, Staff Wetland Scientist, Staff Hydrologist, Staff Meteorologist	Bachelor's in related Sciences	N/A	0+ years
	Plans, directs and conducts field surveys, identifies and evaluates historic properties to determine National Register significance. Maintains records and progress reports for planning, written reports, and oral presentations. Knowledge of contemporary archaeological or architectural survey methods and theory; federal laws pertaining to cultural resources and antiquities on public lands.	Assigns tasks to and coordinates with Archaeological Field Technicians, Archaeological Field Supervisors or administrative staff. Assists in determining schedule requirements.		Staff Archaeologist, Staff Architectural Historian	Master's in Anthropology, Archaeology or closely related field	Register of Professional Archaeologists (RPA)	
Professional II	Applies experience and increasing proficiency in the application of principles, theories, practices, and company standards in their discipline. Assists in the collection and analysis of reports, maps, drawings, tests and field observations/sampling. As well as performs data collection in the field.	Assigns tasks to and coordinates with technicians or administrative staff	Receives close supervision on unusual or difficult problems and general review of all aspects of work.	Staff Coastal Scientist, Staff Environmental Scientist, Staff Wetland Scientist, Staff Hydrologist, Staff Meteorologist	Bachelor's in related Sciences	N/A	2 to 3+ years
	Plans, directs and conducts field surveys, identifies and evaluates historic properties to determine National Register significance. Maintains records and progress reports for planning, written reports, and oral presentations. Knowledge of contemporary archaeological or architectural survey methods and theory; federal laws pertaining to cultural resources and antiquities on public lands.	Assigns tasks to and coordinates with Archaeological Field Technicians, Archaeological Field Supervisors or administrative staff. Assists in determining schedule requirements.		Staff Archaeologist, Staff Architectural Historian	Master's in Anthropology, Archaeology or closely related field	Register of Professional Archaeologists (RPA)	
Professional III	Plans and conducts work requiring independent evaluation, selection and adaptation of standard techniques and procedures. As well as the responsibilities above may also conduct site testing and make recommendations for design, and assist senior engineers/scientists on large more complex projects.	Assigns tasks to and coordinates with entry level scientists, technicians or administrative staff. Assists in determining schedule and budget requirements.	Receives instruction on specific objectives. Receives direction on unconventional and/or complex problems and solutions. Received thorough review of completed work for application of sound professional judgment.	Staff Coastal Scientist, Staff Environmental Scientist, Staff Wetland Scientist, Staff Hydrologist, Staff Meteorologist	Bachelor's in related Sciences	N/A	3 to 5+ years
	Plans, directs and conducts field surveys, identifies and evaluates historic properties to determine National Register significance. Maintains records and progress reports for planning, written reports, and oral presentations. Knowledge of contemporary archaeological or architectural survey methods and theory; federal laws pertaining to cultural resources and antiquities on public lands.	Assigns tasks to and coordinates with Archaeological Field Technicians, Archaeological Field Supervisors or administrative staff. Assists in determining schedule requirements.		Staff Archaeologist, Staff Architectural Historian	Master's in Anthropology, Archaeology or closely related field	Register of Professional Archaeologists (RPA)	



HR Job Code	General Characteristics	Managerial Responsibilities	Supervision Received	Titles	Licensure Certification	Education	Years
<b>Professional I</b>	Applies diversified principals and practices in broad areas of assignments. Makes independent decisions on scientific problems and methods. At this level performs the technical duties of junior staff at a higher level but may also plan, schedule and coordinate aspects of projects or take on PM responsibilities on smaller projects.	Assigns tasks to staff scientists, technicians or administrative staff. Plans and coordinates aspects of work. Prepares scope, budgets, and schedules for professional services. Assists with proposals to provide professional services.	Receives general direction of key objectives and guidance on new concepts or policies.	Coastal Scientist, Environmental Scientist, Wetland Scientist, Hydrologist, Meteorologist, Archaeologist, Architectural Historian, Project Manager, Project Scientist, Project Hydrologist	Bachelor's in related Sciences (Master's required for Archaeologists)	Professional Certification within specialized field	5+ Years
<b>Professional II</b>	Responsible for interpreting, organizing, executing projects or technical aspects of projects. May assign, schedule and review work to ensure accuracy, thoroughness and timeliness on mid size projects. As a technical capacity handles complex assignments and begins to develop junior staff technicality. Is responsible for managing client relationships and building business development skills.	Assigns tasks to professional staff, technicians or administrative staff. Plans and coordinates aspects of work. Prepares scope, budgets, and schedules for assignments. Assists with proposals to provide professional services.	Receives general direction of key objectives and guidance on new concepts or policies.			Professional Certification within specialized field	8+ Years
<b>Professional III</b>	Makes decisions and recommendations that are recognized within area of expertise and have important impact on technical assignments or projects. As a project manager plans, schedules, conducts or coordinates detailed phases of scientific work for large projects. As a technical capacity applies a high mastery in the specialized area of expertise and a working knowledge of related specialties. At this level business development must be a key responsibility and continuous client relationship management is required.	Supervises all staff necessary to complete assignments. Reviews and approves scopes, budgets, and schedules for assignments. Prepares proposals to provide professional services. May partake in personnel actions.	Receives supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters. Receives direction on unusual conditions and developments.	Senior Coastal, Environmental or Wetland Scientist, Senior Hydrologist, Senior Meteorologist, Senior Archaeologist, Senior Architectural Historian, Senior Project Scientist, Senior Project Manager, Assistant Department Manager	Bachelor's in related Sciences (Archaeologist requires Master's)	Professional Certification within specialized field	10+ years
<b>Professional IV</b>	Plans, organizes, and as a technical leader is a recognized authority in the company in a broad area of specialization or intensely specialized field. Makes authoritative decisions and recommendations having important impact on the business unit. Initiates and maintains extensive internal and external contacts. At this level one demonstrates a high degree of foresight and mature judgment in anticipating and solving project complexities, determining program objectives and requirements, organizing programs and projects, and developing standards and guidelines for diverse geographic activities.	Supervises professional staff and technicians. Plans, schedules, or coordinates the preparation of documents or activities for multiple major projects, or is responsible for an entire program. Reviews operational procedures to ensure compliance with applicable policies and performance measures. May partake in personnel actions.	Receives administrative supervision with assignments given in broad terms of general objectives and limits.	Assistant Business Unit Manager, Department Manager, Market/Practice Segment Leader	Bachelor's Degree in a Sciences	Professional Certification within specialized field	15+ years
<b>Professional V</b>	Responsible for one or more programs, branches, services, or markets of such diversity and scope to be critically important to the overall company objectives. Makes authoritative decisions and recommendations having significant impact on related activities of the company. Negotiates critical and controversial issues with top level personnel and officers within the organizations and externally. At this level one demonstrates a high degree of foresight and mature judgment in planning, organizing, and guiding extensive programs and activities of outstanding novelty and/or importance.	Supervises an office with multiple departments. Recommends facilities, personnel, and funds required to carry out programs. Oversees the technical, legal and financial issues of an entire office or program. Develops standards and guidelines and handles personnel action.	Receives administrative supervision with assignments given in terms of broad general objectives and limits			Professional Certification within specialized field	20+ years
<b>Professional VI</b>	Leads and entire program of the highest importance or the overall direction of the company. Decides the kind of programs and services needed to accomplish the objectives of the organization. Will represent the company at critical functions and to the media. Supervises the highest level staff and officers of the company and receives general administrative direction from the board of directors.	Leads an entire program, organization, or multiple areas of an organization. Decides the kind and extent of engineering related programs are needed for accomplishing the objectives of an org.	Receives general administrative direction from the BOD or CEO if not CEO.			Professional Certification within specialized field	25+ years
<b>Surveyor I</b>	Handles routine matters and relies on instructions and pre established guidelines to perform the functions of the job. Duties include gathering field data to coordinate geometry within the office and organize deed and right of way map data in preparation for drafting.	N/A	Receives close supervision on all aspects of assignments.	Survey Field Technician I		N/A	0+ years
<b>Surveyor II</b>	Responsible for the operation and maintenance of survey equipment, taking field notes, data collection, performs calculations, and may assist with CAD drafting. Has general knowledge of commonly used concepts, practices, and procedures.	N/A	Receives close supervision on all aspects of assignments.	Instrument Operator Survey Technician II Survey Field Technician II			3+ years
<b>Surveyor III</b>	Responsible for operation and maintenance of survey equipment and supports calculations of survey data and mapping. Performs boundary, topography, construction stakeouts, ALTA, right of way, and construction surveys. Has in depth knowledge of commonly used concepts, practices and procedures. Assures survey technicians follow standard procedures as well as develops less experienced technicians.	Receives general direction of key objectives and guidance on new concepts or policies.	Receives general direction of key objectives and guidance on new concepts or policies.	Survey Technician III			6+ years
<b>Surveyor IV</b>	Organizes and maintains field survey crew efficiently in completing specific jobs. Accurately calculates and records field data. Reviews job specifications and plans field work methods and costs. Work as a member of a survey crew and maintains and operates all instruments and measuring devices needed to complete different types of survey work assignments. May directly supervise technicians and instrument persons.	Assigns tasks to necessary staff. Plans and coordinates aspects of work and reviews work created by less experienced employees.	Receives supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters. Receives direction on unusual conditions and developments.	Crew leader I	HS diploma, A.A. Degree in Land Surveying or related field preferred.	Certified Survey Technician is preferred	5+ years
<b>Surveyor V</b>	Organizes and maintains field survey crew efficiently in completing specific jobs. Accurately calculates and records field data. Reviews job specifications and plans field work methods and costs. Leads survey crew on complex survey engagements. Performs training and quality checks for all survey field work. Directly supervises technicians and participates in personnel actions involving field crew.	Receives administrative supervision with assignments given in terms of broad general objectives and limits	Receives administrative supervision with assignments given in terms of broad general objectives and limits	Crew Leader II			8+ years
<b>Surveyor VI</b>	Organizes and maintains field survey crew efficiently in completing specific jobs. Accurately calculates and records field data. Reviews job specifications and plans field work methods and costs. Leads survey crew on complex survey engagements. Performs training and quality checks for all survey field work. Directly supervises technicians and participates in personnel actions involving field crew.	Receives administrative supervision with assignments given in terms of broad general objectives and limits	Receives administrative supervision with assignments given in terms of broad general objectives and limits	Office Survey Coordinator, Field Survey's Coordinator			5+ years

HR Job Code	General Characteristics	Managerial Responsibilities	Supervision Received	Titles	Licensure Certification	Education	Years
Surveyor VI	Performs a variety of in office and field tasks associated with land surveying, engineering, and construction projects. With academic and further on the job training possess ability to conduct survey computations and data collection, computer aided design and drafting, GIS activities, etc. May make field visits to conduct observations and data gathering.	N/A	Receives close supervision on all aspects of assignments and works under direction of experienced surveyor	Land Surveyor In Training	AS/Bachelors' Degree, Surveying	LSIT	5+ years
Surveyor VII	Ensure the preparation of accurate and complete work products, review work performance of field and office survey staff, perform quality control review of design plans, and performs complex technical survey design tasks. As a PM consistently meet and exceed client expectations by effectively managing project budget, scope, and schedule. Provides training for field and office personnel. Knows and applies fundamental concepts, practices, and procedures as well as understands other aspects within related fields.	Assigns tasks to necessary staff. Plans and coordinates aspects of work and reviews work created by less experienced surveyors. Prepares scope, budgets, and schedules for assignments. Assists with proposals to provide professional services.	Receives general direction of key objectives and guidance on new concepts or policies.	Project Surveyor, Project Manager, Task Manager	AS/Bachelors' Degree, Surveying or equivalent experience	LS	10+
Surveyor VIII	Provides leadership and management within a survey department or large project. Manages staff on a day to day basis and supports the Regional Survey Manager with business development and client relationship activities. Knows and applies fundamental concepts, practices, and procedures of surveying and project delivery. Also possesses knowledge of related fields.	Supervises all staff necessary to complete assignments. Reviews and approves scope, budgets, and schedules for assignments. Prepares proposals to provide professional services. May partake in personnel actions.	Receives supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters. Receives direction on unusual conditions and developments.	Senior Surveyor, Sr. Project Manager	AS/Bachelors' Degree, Surveying or equivalent experience	LS	15+
Principal	Manages leadership and management within a survey department or large project. Manages staff on a day to day basis and supports the Survey Department Manager with business development, project financials and client relationship activities. Knows and applies fundamental concepts, practices, and procedures of surveying and project delivery. Also possesses knowledge of related fields.	Supervises all staff necessary to complete assignments. Reviews and approves scope, budgets, and schedules for assignments. Tracks budgets vs effort and project deliverables. Prepares proposals to provide professional services. May partake in personnel actions.	Receives general administrative direction from the BOB or CEO if not CEO.	Assistant Department Manager  BUM, CEO, COO, PAM, QUM	Bachelor's Degree in Engineering	PE	25+ years

**Item 3.**

All equipment, supplies and materials necessary to the execution of this contract.

Equipment, supplies and materials will be evaluated on a case by case basis depending on actual task assignment requests.

**Item 4.**  
**Names of key personnel instrumental to this contract**

**Key Personnel as listed in the submitted organization chart.**

**Robert Beltran, PE**  
**Amy Tracy**  
**Scott Ethier, PE**  
**Mike Pekkala, PE**  
**Alba Mas, PE**  
**Mike Urchuk, RLA**  
**Hannah Hart**  
**Daryll Joyner**  
**Lisa Kelley, JD**  
**Nicole Gough, PWS**  
**Jan Mandrup Poulsen**

**Additional personnel as listed in the submitted organization chart.**

**Giacomo Licari, PE**  
**Andrew Starling, EI**  
**Elana Novak, EI**  
**Kenneth Yinger, PE**  
**Tristan McMannis, PLA, LEED AP, BD+C**  
**Daniel Atilano, AIA, LEED AP**  
**Ricardo Jimenez, PE**  
**Rishi Immani, PE, GISP**  
**Mike Simmons, PG**  
**Aziza Baan, GISP**  
**Michael Sadler**  
**Kaylene Wheeler**  
**Devan White, PE**  
**William Hinkle, PSM**  
**Amar Nayegandhi, CP, CMS, GISP**

**Item 5.  
Labor Multiplier  
Calculation  
Polk County, FL**

Direct Labor		1.0000
Overhead/General/Administrative		1.6777
<hr/>		
Subtotal		2.6777
Profit	12%	0.3213
<hr/>		
Total		2.9990

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



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

**EXHIBIT C**

**Board of County Commissioners**

**REIMBURSABLE COST SCHEDULE**

1. Reproduction Cost		
A. Regular Copying .....	Single Side	Double Sided
8 ½ x 11 (black & white).....	\$ 0.15/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

DATE (MM/DD/YYYY)  
06/28/2024

**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> MARSH USA, LLC. 1050 CONNECTICUT AVENUE, SUITE 700 WASHINGTON, DC 20038-5388	<b>CONTACT NAME:</b> Ashley Oliver <b>PHONE (A/C No., Ext):</b> 410 347 3831 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> Ashley.Oliver@marsh.com
	<b>INSURER(S) AFFORDING COVERAGE</b>
<b>INSURER A:</b> The Charter Oak Fire Insurance Company	<b>NAIC #</b> 25815
<b>INSURER B:</b> The Travelers Indemnity Company Of America	<b>NAIC #</b> 25858
<b>INSURER C:</b> Travelers Property Casualty Co. Of America	<b>NAIC #</b> 25874
<b>INSURER D:</b> Besky Insurance Company, Inc.	<b>NAIC #</b> 37540
<b>INSURER E:</b> N/A	<b>NAIC #</b> N/A
<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** CLE-006924653-04      **REVISION NUMBER:** 1

**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.**

INBR LTR	TYPE OF INSURANCE	ADDL INSR (INSR / 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 <input checked="" type="checkbox"/> <b>CONTRACTUAL INS. COV.</b> (INSURED CONTRACTS) GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X X	P-630-77828312-COF-24	07/01/2024	07/01/2025	EACH OCCURRENCE \$ 6,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COM/PROP AGG \$ 5,000,000
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> RENTED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X X	810-1N768974-24-43-G	07/01/2024	07/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ COMP / COLL DED: \$ 1,000
C	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		CUP-4J583077-24-43	07/01/2024	07/01/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in WA) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	UB-6P972264-24-43-G	07/01/2024	07/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	<b>PROFESSIONAL LIABILITY</b>		V11B5E241601 RETRO. DATE: FULL PRIOR ACTS	07/01/2024	07/01/2025	PER CLAIM/AGGREGATE \$ 5,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
Dewberry Project/Job/PLN # 50156918, BU2705; RE: Polk County Nat Res MCA  
Certificate Holder is INCLUDED AS ADDITIONAL INSURED WHERE REQUIRED BY WRITTEN CONTRACT WITH RESPECT TO GENERAL LIABILITY AND AUTOMOBILE LIABILITY. WAIVER OF SUBROGATION IS APPLICABLE WHERE REQUIRED BY WRITTEN CONTRACT WITH RESPECTS TO GENERAL LIABILITY, AUTO LIABILITY AND WORKERS COMPENSATION.

<b>CERTIFICATE HOLDER</b> Polk County A Political Subdivision of The state of Florida 330 West Church Street Bartow, FL 33830	<b>CANCELLATION</b> 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 of Marsh USA LLC  
---	---

AGENCY CUSTOMER ID: CN102736896

LOC #: Washington



### ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY MARSH USA, LLC.		NAMED INSURED DEWBERRY ENGINEERS INC. 1478 TOWN CENTER DRIVE, SUITE D214 LAKELAND, FL 33803-7974	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

#### ADDITIONAL REMARKS

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER: 25    FORM TITLE: Certificate of Liability Insurance**

AS RESPECTS THE PROFESSIONAL LIABILITY COVERAGE EVIDENCED ABOVE, IF THIS POLICY IS CANCELLED BY THE INSURER, OTHER THAN FOR NON-PAYMENT OF PREMIUM, THE INSURER WILL PROVIDE 30 DAYS WRITTEN NOTICE TO CERTIFICATE HOLDER. AS RESPECTS THE GENERAL LIABILITY, AUTOMOBILE LIABILITY, UMBRELLA LIABILITY, AND WORKERS' COMPENSATION COVERAGES EVIDENCED ABOVE, NOTICE OF CANCELLATION WILL BE PROVIDED BY THE INSURER(S) TO THE CERTIFICATE HOLDER PER THE ATTACHED AS REQUIRED BY WRITTEN CONTRACT.



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **VIRGINIA BLANKET CANCELLATION AND NONRENEWAL NOTICE**

This endorsement modifies insurance provided under the following:

**BUSINESS AUTO COVERAGE FORM  
AUTO DEALERS COVERAGE FORM  
MOTOR CARRIER COVERAGE FORM**

In the event of cancellation or nonrenewal or material change that reduces or restricts the insurance afforded by this Coverage Part, we agree to mail prior written notice of cancellation or nonrenewal or material change to:

### **SCHEDULE**

Any person or organization to whom you have agreed to under any contract or agreement that notice of cancellation or material limitation of this policy will be given, but only if:

1. You send us a written request to provide such notice, including the name and address of such person or organization, after the first Named Insured receives notice from us of the cancellation or nonrenewal or material change of this policy; and
2. We receive such written request at least 14 days before the beginning of the applicable number of days shown in this endorsement.

**3. Number of days advance notice:**

<b>Cancellation for nonpayment of premium:</b>		<b>Days</b>
<b>Cancellation other than nonpayment of premium:</b>	<b>30</b>	<b>Days</b>
<b>Nonrenewal:</b>		<b>Days</b>
<b>Material change:</b>		<b>Days</b>

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

POLICY NUMBER: P-630-7792B312-COF-24

ISSUE DATE: 06-24-24

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**DESIGNATED PERSON OR ORGANIZATION – NOTICE OF  
CANCELLATION PROVIDED BY US**

This endorsement modifies insurance provided under the following:

**ALL COVERAGE PARTS INCLUDED IN THIS POLICY**

**SCHEDULE**

**CANCELLATION:** **Number of Days Notice:** **30**

**PERSON OR**

**ORGANIZATION:**

**ANY PERSON OR ORGANIZATION**

**(CONTINUED ON IL T8 06)**

**ADDRESS:**

**SEE IL T8 06**

**FAIRFAX**

**VA**

**22031**

**PROVISIONS**

If we cancel this policy for any legally permitted reason other than nonpayment of premium, and a number of days is shown for Cancellation in the Schedule above, we will mail notice of cancellation to the person or organization shown in such Schedule. We will mail such notice to the address shown in the Schedule above at least the number of days shown for Cancellation in such Schedule before the effective date of cancellation.

POLICY NUMBER: P-630-7792B312-COF-24

GENERAL PURPOSE ENDORSEMENT

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**DESIGNATED ENTITY - NOTICE OF CANCELLATION PROVIDED BY US  
IL T4 05 05 19**

**THIS ENDORSEMENT MODIFIES INSURANCE PROVIDED UNDER THE FOLLOWING:  
ALL COVERAGE PARTS INCLUDED IN THIS POLICY**

**CONTINUATION OF FORM IL T4 05, PERSON OR ORGANIZATION:**

**ANY PERSON OR ORGANIZATION TO WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT  
NOTICE OF CANCELLATION OF THIS POLICY WILL BE GIVEN, BUT ONLY IF:**

- 1. YOU SEND US A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME  
AND ADDRESS OF SUCH PERSON OR  
ORGANIZATION, AFTER THE FIRST NAMED INSURED SHOWN IN THE DECLARATIONS RECEIVES  
NOTICE FROM US OF THE  
CANCELLATION OF THIS POLICY; AND**
- 2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF  
THE APPLICABLE NUMBER OF DAYS  
SHOWN IN THIS SCHEDULE.**

**ADDRESS:**

**THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN REQUEST  
FROM YOU TO US.**

**NOTICE: THESE POLICY FORMS AND THE APPLICABLE RATES ARE EXEMPT FROM THE FILING REQUIREMENTS OF THE NEW YORK INSURANCE LAW AND REGULATIONS. HOWEVER, THE FORMS AND RATES MUST MEET THE MINIMUM STANDARDS OF THE NEW YORK INSURANCE LAW AND REGULATIONS.**

Effective date of this Endorsement: 01-Jul-2024

This Endorsement is attached to and forms a part of Policy Number: V11B5E241501  
Beazley Insurance Company, Inc. referred to in this endorsement as either the "Insurer" or the "Underwriters"

**DEWBERRY NOTICE OF CANCELLATION TO CERTIFICATE HOLDER**

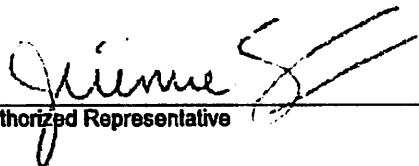
This endorsement modifies insurance provided under the following:

**ARCHITECTS AND ENGINEERS PROFESSIONAL LIABILITY INSURANCE POLICY**

In consideration of the premium charged for the Policy, it is hereby understood and agreed that in addition to the provisions of the Cancellation section of the Conditions, if this policy is cancelled by us, other than for non-payment of premium, we will provide 30 days written notice to the following party(ies):

As per list to be provided by the Named Insured or its Broker of Record.

All other terms and conditions of this Policy remain unchanged.

  
Authorized Representative

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **DESIGNATED PERSON OR ORGANIZATION – NOTICE OF CANCELLATION PROVIDED BY US**

This endorsement modifies insurance provided under the following:

**ALL COVERAGE PARTS INCLUDED IN THIS POLICY**

### **SCHEDULE**

**CANCELLATION:** **Number of Days Notice:** **30**

### **PERSON OR ORGANIZATION:**

ANY PERSON OR ORGANIZATION TO WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT NOTICE OF CANCELLATION OF THIS POLICY WILL BE GIVEN, BUT ONLY IF:

1. YOU SEND US A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME AND ADDRESS OF SUCH PERSON OR ORGANIZATION, AFTER THE FIRST NAMED INSURED RECEIVES NOTICE FROM US OF THE CANCELLATION OF THIS POLICY, AND
2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF THE APPLICABLE NUMBER OF DAYS SHOWN IN THIS SCHEDULE.

### **ADDRESS:**

THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN REQUEST FROM YOU TO US.

### **PROVISIONS**

If we cancel this policy for any legally permitted reason other than nonpayment of premium, and a number of days is shown for Cancellation in the Schedule above, we will mail notice of cancellation to the person or organization shown in such Schedule. We will mail such notice to the address shown in the Schedule above at least the number of days shown for Cancellation in such Schedule before the effective date of cancellation.



WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY ENDORSEMENT WC 99 06 R4 (00) - 001

POLICY NUMBER: UB-6P972264-24-43-G

NOTICE OF CANCELLATION OR NONRENEWAL TO DESIGNATED PERSONS OR ORGANIZATIONS

The following is added to PART SIX - CONDITIONS :

Notice Of Cancellation Or Nonrenewal To Designated Persons Or Organizations

If we cancel or non-renew this policy for any reason other than non-payment of premium by you, we will provide notice of such cancellation or non-renewal to each person or organization designated in the Schedule below. We will mail or deliver such notice to each person or organization at its listed address at least the number of days shown for that person or organization before the cancellation or nonrenewal is to take effect.

You are responsible for providing us with the information necessary to accurately complete the Schedule below. If we cannot mail or deliver a notice of cancellation or nonrenewal to a designated person or organization because the name or address of such designated person or organization provided to us is not accurate or complete, we have no responsibility to mail, deliver or otherwise notify such designated person or organization of the cancellation or nonrenewal.

SCHEDULE

Table with 2 columns: Name and Address of Designated Persons or Organizations; Number of Days Notice. Row 1: ANY PERSON OR ORGANIZATION WITH WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT NOTICE OF CANCELLATION OR NON RENEWAL OF THIS POLICY WILL BE GIVEN, BUT ONLY IF: 30

- 1. YOU SEE TO IT THAT WE RECEIVE A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME AND ADDRESS OF SUCH PERSON OR ORGANIZATION, AFTER THE FIRST NAME MED INSURED RECEIVES NOTICE FROM US OF THE CANCELLATION OR NON RENEWAL OF THIS POLICY; AND
2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF THE APPLICABLE NUMBER OF DAYS SHOWN IN THIS ENDORSEMENT.

ADDRESS: THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN REQUEST FROM YOU TO US.

All other terms and conditions of this policy remain unchanged.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective Date Insured Policy No. Endorsement No. Premium \$

Insurance Company Countersigned by \_\_\_\_\_

DATE OF ISSUE: 06-21-24 ST ASSIGN: