

## CONSULTANT APPROVAL FORM

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

**CSA:** If Construction is under \$7,500,000.

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

**CPO/CSA #:** 2021-032-06 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 7/29/25 Division: Facilities Management Division

Project Manager's Name: Rafael Samaniego Phone #: 863-344-2303

Project Name: Saddle Creek Park Office/Maintenance Area Renovation

Total Project Budget: \$ 3,250,000.00 Project # 3500030

Estimate of Construction Cost: \$ 2,768,835.00

Proposed Consultant: CMHM Architects, Inc. Fee: \$ 207,510.00

Master Consultant Agreement # 2021-032

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

Approved By:   
Division Director/Designee

Date 7/29/25

### Procurement Division

Date Received: 7/29/25 Date Reviewed by Analyst: 7/29/25

Approved by:   
(Procurement Director/Designee)

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

Date Received: \_\_\_\_\_ Date Reviewed: 9/5/2025

Approved by:   
(County Attorney Office Signature)

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

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Approved by: \_\_\_\_\_  
(County Manager Office Signature)

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



## Consultant Services Authorization

Firm	CMHM Architects, Inc.
Master Agreement No.	2021-032
CSA No.	2021-032-06
Project Name	Saddle Creek Park Office/Maintenance Area Renovation at Parks and Natural Resources
Project Description	Design Services associated with the design of the proposed Saddle Creek Park/Maintenance Area Renovation at Parks and Natural Resources
Project Exhibits and Attachments	Exhibits "A" – Scope of Services Exhibit "B" – Fee Schedule (Master Agreement) Exhibit "C" – Reimbursable Cost Schedule Exhibit "D" – Insurance Documents
Duration (in days)	555 calendar days or upon project completion
Compensation	\$207,510.00
Special Contract Conditions	N/A
Insurance Requirements	Professional Liability
Liquidated Damages	\$ 0 Per Day
Budget Source/Availability	14932.350150002.5662030.3500030

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: \_\_\_\_\_

T.R. Wilson, Chairman  
Board of County Commissioners

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

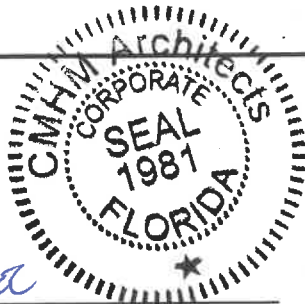
Review as to form and legal sufficiency

Noah Nolan 9/5/2024  
County Attorney's Office Date

**Attest:**

Nel Ar sec

Corporate Secretary



CONSULTANT COMPANY NAME

John E. Curtis, V.P.

Authorized Corporate Officer

John E. Curtis, V.P.

[Printed Name and Title]

SEAL

Date: 7/24/25

Date: 7/24/25

## REQUEST FOR LEGAL SERVICES

**TO:** County Attorney's Office  
Attention: Noah Milov

**From:** Rafael Samaniego **Drawer No.** PW05

**Date:** 07/29/25 **Ext.** 344-2303

**Request (in detail)** \_\_\_\_\_

Please review and sign attached Consultant Service Authorization for design services associated with Saddle Creek Park Office/Maint. Area Renovation at Parks and Natural Resources

Hi Noah, I removed the Ins. card as it was incorrect. A PC won't be issued w/o a correct one.

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

**For County Attorney office use only:**

Assign to: Noah

Date: 7/30/25

County Attorney Project No: 25-491

Logged out: 9/5/2025

Exhibits C+D seem to be missing  
N.M. ✓

SCOPE OF WORKS -EXHIBIT "A"



July 16, 2025

Mr. Rafael Samaniego, Project Manager  
Polk County, Facilities Management Division  
2160 Marshall Edwards Drive  
Bartow, Florida 33830-9005

John R. Curtis AIA  
Benjamin F. Mundy, Jr. AIA, LEED AP  
C. Keith Hunnicutt AIA  
Neil G. Melby AIA, LEED AP BD+C

Re: Architectural Services – Saddle Creek Park Office & Maintenance Improvements  
3716 Morgan Combee Road – Lakeland  
CMHM Job No. 25007

Dear Mr. Samaniego,

Curtis Mundy Hunnicutt Melby Architects Inc. (CMHM) appreciates the opportunity to present this proposal to provide architectural and related engineering services for the construction of two new buildings at Saddle Creek Park located in Lakeland, Florida.

Our understanding is this project will be a re-use of the Roadway Maintenance Facility constructed in Frostproof, Florida, and designed by CMHM Architects. Based on the planned location as indicated on the attached Schematic Site Plan, the 4,675 GSF office building will remain largely the same as the Roadway Maintenance Facility office constructed in Frostproof, Florida. However, it will be necessary to rotate all office floor plans 180 degrees. The 4,100 GSF maintenance building with offices will utilize the same footprint and superstructure as Frostproof, but the interior floor plan will be revised according to the changes approved in our April 10, 2025, virtual meeting. This proposal includes a re-use fee, architectural and MEP revisions, site adaptation design, and construction phase services.

**Architectural & Engineering Scope of Services**

CMHM Architects will provide basic full-scope services that include architectural design development, construction documents, bid administration, and construction administration. Our proposal includes civil, structural, mechanical, plumbing, site fire protection, and electrical design.

**Civil Engineering and Site Permitting:**

CMHM will coordinate with the civil engineer in completing the required interface between building and site design. The civil engineer will prepare geometry, access, grading, drainage, water utility plans, stormwater retention design, and calculations for a new stormwater system to serve the proposed buildings, drive, and associated parking. Landscaping design around the perimeter of the new buildings within the area disturbed by construction activities is included as "code minimum," along with prescriptive irrigation design.

The following site permit applications will be submitted:

Polk County – Level II Site Plan Approval  
SWFWMD or FDEP – Environmental Resource Permit  
Onsite Sewage Treatment and Disposal System - Florida Department of Health in Polk County

**Structural Engineering:**

Structural engineering involves the re-use of the Frostproof building structures and a new shallow pad foundation design to adapt these structures to the proposed site. Both buildings will be designed to “Essential Facility Cat IV” standards; structures to be pre-engineered metal buildings with metal siding walls (insulated panels at the office building) and metal roof panels similar to the Frostproof facility.

**Mechanical and Plumbing Engineering:**

HVAC and plumbing systems will remain similar and will incorporate owner-approved plan revisions and adaptations to the site utilities.

**Fire Protection:**

A fire sprinkler system is not anticipated and not included in this agreement. Site fire protection will be provided for both new and existing structures shown on the schematic site plan. Fire protection water will be sourced from either a firewater draft tank or lake water. If a turbo draft is utilized to pump water from the lake, stabilized access to the lake’s edge for fire truck access is included. If it is decided to utilize a fire water draft tank system for fire protection, a lump sum reimbursable fee can be provided.

**Electrical Engineering:**

Electrical engineering includes preliminary power service coordination with the power company, and design of a permanent emergency generator sized appropriately for 100% emergency power to serve the two proposed buildings, as well as a not-to-exceed 550-gallon fuel tank. Electrical services include general power and lighting throughout the building, powering HVAC equipment, and powering a pump associated with an on-site septic system. Conduit and boxes for owner-installed data cabling are to be provided. Fire alarm performance design documents and performance specifications are also included.

**Services Not Included**

- Permit, recording and application fees
- Construction layout, easement, and plating surveys
- Site boundary and topography survey (provided by owner)
- Environmental and/or threatened/endangered species assessments and permitting
- Traffic studies and offsite road improvements
- Wetland permitting/mitigation and/or flood plain studies/FEMA permitting
- Special threshold and/or structural inspections
- Assessment of asbestos or other hazardous materials
- LEED or Green Building design project certification, commissioning and related services
- Fire sprinkler design and permitting
- Furniture selection and layout provided to Architect by Owner’s vendor
- Solar power and UPS system design
- Third party (engineer) building systems commissioning
- Site visits, inspections, meetings, or public hearings by our consulting Engineers and Architect beyond those specifically mentioned in this proposal
- Time spent documenting time/ wage/ employment required By Davis-Bacon Act or any other similar governmental program
- Document printing in excess of three sets of documents at each design stage
- Development and drafting of as-built drawings

## **Design Deliverables**

### **Design Development**

Design Development will involve the re-use of the design for the Roadway Maintenance Facility constructed in Frostproof, Florida, with floor plan revisions as authorized by the Owner. CMHM is prepared to proceed with the Design Development phase of the project and completely revise the architectural drawings, and incorporate revisions into the structural, mechanical, plumbing, and electrical drawings. During this phase we will also develop civil drawings to interface with the building design.

### **Design Development Deliverables**

- Architectural Site Plan will be developed to include all proposed site features.
- Floor Plan with dimensions will be provided with size and proposed use of all spaces, to include a preliminary layout of equipment and furniture. Structural elements such as columns and bearing walls to be shown.
- The Life Safety Plan shall identify all exits, fire or smoke-rated walls, emergency egress openings, emergency lighting, fire water tank and any other life safety item/ feature relevant to the facility. All code related issues shall be addressed.
- Exterior Elevations will be developed.
- Building/ Wall Sections will include typical floor, ceiling and structural elevations; structural systems; and basic interior and exterior finish materials.
- Mechanical/ Electrical Drawings shall identify basic systems and locations for major pieces of equipment.
- Civil Site Plan will identify location of all proposed buildings, pavement, retention areas, swales, fire protection, and septic system.

At the conclusion of the design development phase, all major design decisions should have been made, or alternative solutions identified.

### **Construction Documents**

Based on the reviewed and approved design development documents, CMHM will develop a complete set of construction and permit documents that describe all requirements necessary to complete the construction of the project in detail. Drawings will include architectural plans, exterior elevations, details, specifications, and related engineering services (civil, structural, mechanical, plumbing, fire protection, and electrical systems) described in this proposal.

## **Construction Phase Services**

### **Permitting/ Bidding:**

CMHM will issue signed and sealed construction documents to the owner-selected Contractor for building permit purposes, and will respond to bidder/ contractor questions as well as questions and comments issued by the permitting agency as required.

### **Construction Administration:**

Construction Phase Services will include responses to all questions that arise during construction, review of shop drawings, response to RFIs, and issuing ASIs in a timely manner. The Architect will attend regularly scheduled construction meetings (approximately two per month) and review construction progress through completion. The Architect will also make two on-site inspections, an above ceiling inspection, and a final punch list inspection at the conclusion of construction. A 300-day construction schedule is anticipated.



### Schedule

CMHM is prepared to start upon authorization to proceed, and then work with you toward meeting your schedule as determined by all parties.

We anticipate the following schedule of work for this project:

Schematic Design	Completed
Design Development	60 days
Construction Documents	90 days
Bid Administration	60 days
Permitting	45 days
Construction Administration	300 days

### Architect's Compensation

Invoicing shall be monthly as the work progresses, based on our lump sum fee of \$207,510.00:

#### Architectural and Related Engineering Services:

Design Reuse Fee .....	\$20,000.00
Design Review Meetings .....	\$2,700.00
Reproduction Expenses .....	\$2,500.00
Site Coordination (Architectural & MPE) .....	\$16,000.00
Foundation Design Review .....	\$3,000.00
Architectural & MPE Maintenance Bldg. revisions .....	\$36,875.00
Architectural & MPE Office Bldg. revisions .....	\$12,845.00
Site Fire Protection Coordination (Both Existing & New Bldgs.) .....	\$5,500.00
<u>Construction Phase Services .....</u>	<u>\$36,000.00</u>
Total Architectural and Related Engineering Services .....	\$135,420.00

#### Sub-Consultant Services Include:

Onsite septic system site evaluation application .....	\$950.00
Civil Engineering .....	\$25,740.00
<u>Geotechnical Field Exploration .....</u>	<u>\$10,400.00</u>

**Basic Design Services .....** **\$172,510.00**

Estimated Undefined Add Service Reimbursable Expenses (if required) ..... \$35,000.00

**Total Lump Sum with Additional Service Allowance .....** **\$207,510.00**

Other than the fees noted above, reimbursable expenses (if required) requested by the owner shall be performed for a pre-approved lump sum fee.

#### Potential Add Services:

This list is not inclusive of all potential services and not limited to these described below.

Fire Draft Tank(s) Design and concrete foundation  
Conditional Use Permitting by Civil Engineer  
Ground Penetrating Radar  
Renderings (2)  
2" Water Line Flow Test  
Limited Site Survey – To Be Provided by Owner

### Scope Limitations

- Civil research concluded that portions of the site are located within mapped wetlands or surface waters onsite. This proposal assumes that the top of bank of adjacent lake will be mapped as a surface water by SWFWMD, without encroachment or impact, and that the services of an Environmental Consultant will not be necessary for wetland and/or flood zone delineation.
- Flood Studies/FEMA permitting is typically required by Polk County Land Development when the site is over 5 acres and has a flood Zone A located on the property. Our experience and the available site data have us semi-confident that this can be worked through without requiring flood studies/FEMA permitting. Flood studies/ FEMA permitting not included if required.
- Potable water to the site is provided by a 2" water service. This proposal assumes connection to the existing service has enough pressure and capacity for the proposed buildings without the need for off-site modification. An additional service reimbursable expense can be included to flow test the water service if there is an existing connection to attach a pitot gauge (flow measurement) and pressure gauge.
- Septic system and drain field design will be by General Contractor's subcontractor. Architect will submit application for on-site septic system site evaluation with the Florida Department of Health in Polk County during design development. The site evaluation report and system specifications received from the Florida Department of Health in Polk County will be included in the construction documents.
- The site has Recreation Open Space (ROS) Land Use. This typically requires a pre-application meeting (DRC), Level 3 permit application with a binding site plan, and a public hearing with Polk County. Given the facility is serving the recreation open space operations of Polk County, it is unlikely a Conditional Use Permit will be required. An additional service reimbursable expense can be provided for conditional use permitting by the civil Engineer if required.

CMHM Architects and our consulting Engineers have included in our fees anticipated required services to complete the proposed project as a re-use design. Should actions or judgments from jurisdictional agencies require additional services, these services will be pre-approved by the Owner and performed as a reimbursable expense.

In conclusion, I trust this proposal addresses your needs related to architectural and engineering design services for your proposed Saddle Creek Park Office and Maintenance Improvements. Again, thank you for this opportunity and please let me know if you have any questions.

Sincerely,



Neil G. Melby, AIA  
NGM/ajd

Attachments: concept site plan, schematic building floor plans.



**Exhibit B**  
**Hourly Rate Schedule**



John R. Curtis AIA  
Benjamin F. Mundy, Jr. AIA, LEED AP  
C. Keith Hunnicutt AIA  
Neil G. Melby AIA, LEED AP BD+C

**HOURLY RATE SHEET**

<b>Job Classification</b>	<b>Column 1 Direct Labor Expense</b>	<b>Column 2 Labor Burden/ Overhead (%) (150% x Col. 1)</b>	<b>Column 3 Operating Markup (%) (10% x (Col. 1 + Col 2))</b>	<b>Column 4 Billable Rate Total (Cols. 1+2+3)</b>
<b>Principal (Registered Architect)</b>	\$63.00	\$96.00	\$16.00	\$175/hr.
<b>Senior Project Architect</b>	\$49.00	\$74.00	\$12.00	\$135/hr.
<b>Project Architect</b>	\$42.00	\$63.00	\$10.00	\$115/hr.
<b>Intern Architect</b>	\$33.00	\$49.00	\$ 8.00	\$90/hr.
<b>Senior CADD Operator</b>	\$31.00	\$46.00	\$ 8.00	\$85/hr.
<b>CADD Operator</b>	\$27.00	\$41.00	\$ 7.00	\$75/hr.
<b>Clerical</b>	\$23.00	\$36.00	\$ 6.00	\$65/hr.



## EXHIBIT C

### SCHEDULE OF REIMBURSABLES

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. **Telecommunications**.....Non-reimbursable
5. **Computer Services**.....Non-reimbursable
6. **Pre-approved Travel Expenses**  
In accordance with Chapter 112.061, F.S.; and further defined in the Polk County  
Employee Handbook
7. **Postage, Fed Express, UPS**.....Actual Costs
8. **Pre-approved Equipment**  
(includes purchase and rental of equipment used in project) Actual Costs

ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/30/2025

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

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

<b>PRODUCER</b> <b>USI Insurance Services, LLC</b> <b>2502 N Rocky Point Drive</b> <b>Suite 400</b> <b>Tampa, FL 33607</b>	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS: TeamAECertificate@USI.com</b> <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A : XL Specialty Insurance Company</b> <b>INSURER B :</b> <b>INSURER C :</b> <b>INSURER D :</b> <b>INSURER E :</b> <b>INSURER F :</b>
<b>INSURED</b> <b>CMHM Architects Inc.</b> <b>1036 South Florida Avenue</b> <b>Lakeland, FL 33803</b>	<b>NAIC #</b> <b>37885</b>

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					\$ \$ \$ \$ \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>Professional Liability</b>		DPR5040415	03/16/2025	03/16/2026	<b>\$3,000,000 per claim</b> <b>\$3,000,000 annl aggr.</b>

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

Professional Liability coverage is written on a claims-made basis.

Re: CSA No. 2021-032-06. For Saddle Creek Park Office/ Maintenance Expansion.

## CERTIFICATE HOLDER

## CANCELLATION

Polk County, a political  
 subdivision of the State of Florida  
 330 West Church Street  
 Room 150  
 Bartow, FL 33830

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

AUTHORIZED REPRESENTATIVE



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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/18/2025

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

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

<b>PRODUCER</b> The Baldwin Group Southeast LLC 1115 Bartow Rd Lakeland FL 33801	<b>CONTACT NAME:</b> Small Business Center	
	<b>PHONE (A/C No. Ext):</b> 800-201-9510	<b>FAX (A/C No.):</b> 813-315-7742
<b>E-MAIL ADDRESS:</b> sbc@bks-partners.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Sentinel Insurance Company, Lt		11000
<b>INSURER B:</b> Hartford Casualty Insurance Co		29424
<b>INSURER C:</b>		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

 License#: L002281  
 CMHMARC-01

**INSURED**  
 CMHM Architects Inc.  
 1036 S Florida Ave  
 Lakeland FL 33803

## COVERAGES

CERTIFICATE NUMBER: 2082215984

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	21 SBM VL6697	7/15/2025	7/15/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		21 SBM VL6697	7/15/2025	7/15/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			21 SBM VL6697	7/15/2025	7/15/2026	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	21 WEC AR7376	9/1/2024	9/1/2025	<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

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

RE: All work performed by the County.

CSA No. 2021-032-06 for Saddle Creek Park Office/ Maintenance Expansion, Polk County, a political subdivision...

Polk County, a political subdivision of the State of Florida is included as Additional Insured in accordance with the policy provisions of the General Liability and Automobile Liability policies.

A waiver of Subrogation is granted in favor of Polk County in accordance with the policy provisions of the General Liability policy.

## CERTIFICATE HOLDER

## CANCELLATION

Polk County A Political Subdivision of the State of FL 330 W. Church Street Bartow, FL 33830	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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CONCEPTUAL ARCHITECTURAL SITE PLAN  
11/1/2017

NOT FOR CONSTRUCTION

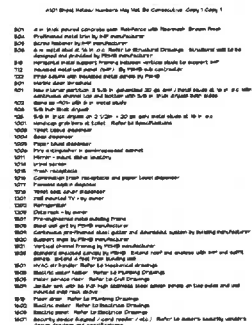
SADDLE CREEK PARK / MAINTENANCE IMPROVEMENTS  
SOUTH COUNTY BOARD OF COUNTY COMMISSIONERS  
SADDLE CREEK PARK  
JACKSONVILLE, FLORIDA 32012  
CONCEPTUAL ARCHITECTURAL SITE PLAN

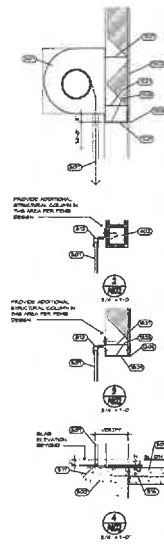
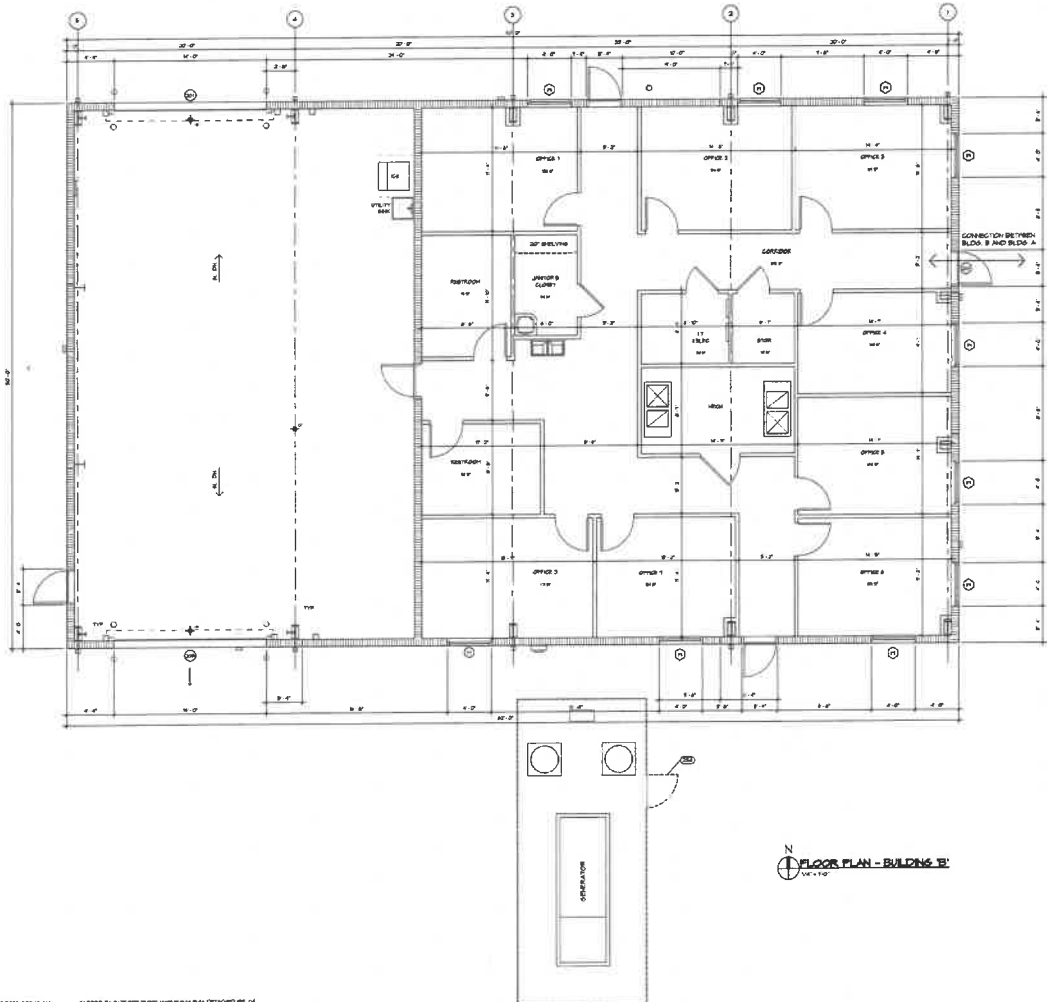
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DATE: 11/1/2017  
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CMHM ARCHITECTS INC.  
10000 W. 10TH AVENUE, SUITE 100  
DENVER, COLORADO 80231  
TEL: 303.733.1000  
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Miami, FL 33150  
Tel: 305.555.1234  
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**SCHEMATIC DOCUMENTS**

**SADDLE CREEK PARK / MAINTENANCE IMPROVEMENTS**  
POLK COUNTY BOARD OF COUNTY COMMISSIONERS  
1000 N. W. 10th Ave., Suite 100  
TALLAHASSEE, FLORIDA 32302

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## Selection Procedure for Consultants with Continuing Contracts

**Division:** Facilities Management Division

**Project Manager:** Rafael Samaniego

**Description:** Saddle Creek Park Office/Maintenance Area Renovation

### Step 1:

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

Consultant	Expertise (Y/N)	Experience (Y/N)	Personnel (Y/N)	Local (Y/N)	Elevated for Consideration (Y/N)
Borrelli + Partners	YES	YES	YES	YES	YES
CMHM Architects	YES	YES	YES	YES	YES
Clemons, Rutherford & Associates, Inc.	YES	YES	YES	YES	YES
Furr Wegman and Banks	YES	YES	YES	YES	YES
Slam Collaborative, Inc	YES	YES	YES	YES	YES
Straughn Trout Architects	YES	YES	YES	YES	YES
The Lunz Group	YES	YES	YES	YES	YES

State justification for each firm not elevated and why:

### Step 2:

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

Consultant	Has past performance been satisfactory (Y/N)	Elevated for Consideration (Y/N)
Borrelli + Partners	YES	YES
CMHM Architects	YES	YES
Clemons, Rutherford & Associates, Inc.	YES	YES
Furr Wegman and Banks	YES	YES
Slam Collaborative, Inc	YES	YES
Straughn Trout Architects	YES	YES
The Lunz Group	YES	YES

State justification for each firm not elevated and why:

### Step 3:

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

Consultant	Contracted Amount	Elevated (Y/N)
Borrelli + Partners	\$69,265.00	NO
<b>CMHM Architects</b>	<b>\$316,200.00</b>	<b>YES</b>
Clemons, Rutherford & Associates, Inc.	\$199,845.00	NO
Furr Wegman and Banks	\$0.00	NO
Slam Collaborative, Inc.	\$168,170.00	NO
Straughn Trout Architects	\$196,976.00	NO
The Lunz Group	\$0.00	NO

**Step 4:**

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

The Parks and Natural Resources Division (PNRD) has been working with the Facilities Management Division (FMD) concerning desires to replace aging buildings located at the existing Saddle Creek Park Maintenance campus. PNRD staff has reviewed an existing project design for the Frostproof Roads and Drainage Roadway Maintenance facility and has determined the existing building design can meet their needs with a few modifications.

The FMD therefore recommends CMHM Architects for the proposed Saddle Creek Office/Maintenance Area Renovation project. CMHM Architects provides the best and less costly approach to accomplishing the desired project outcomes for the County including design fee cost reduction for design reuse. Site development, permitting, and construction administration services will also be required for the project. Project funds are currently budgeted in the PNRD CIP. Estimated construction cost is less than \$7.5 million for use of an A&E continuing service contract.