

## **MASTER CONSULTING AGREEMENT**

**THIS AGREEMENT** is entered into as of the Effective Date (defined in Section 1.1 below) by and between Polk County (the “County”), a political subdivision of the State of Florida, situated at 330 West Church Street, Bartow, Florida 33830, Chastain-Skillman, Inc. (the “Consultant”) a Florida corporation, located at 205 East Orange Street, Suite 110, Lakeland, Florida 33801, and whose Federal Employer Identification Number is 59-0619876.

**WHEREAS**, County owns and operates a variety of public facilities and improvements; and,

**WHEREAS**, County requires certain professional services in connection with the planning, design, permitting, and construction phase engineering services for water, wastewater, and reclaim water facilities and professional services to support regulatory permitting, planning, and compliance for the County’s potable water, wastewater, and reclaim water systems; and

**WHEREAS**, the County has solicited for these services via RFP 23-448, an advertised request for proposals (the “RFP”), and has received numerous responsive proposals thereto; and

**WHEREAS**, pursuant to the RFP, the County has selected the Consultant and the Consultant remains agreeable to providing the County the professional services described herein, and the Consultant represents that it is capable and prepared to do so according to the terms and conditions stated herein.

**NOW, THEREFORE**, in consideration of the mutual understandings and covenants set forth herein, the parties hereby agree, as follows:

### **1.0 Term**

1.1 This Agreement shall take effect on the date of its execution by the County (the “Effective Date”).

1.2 The term of this Agreement shall be for a five (5) year time period, commencing upon the Effective Date and remaining in full force and effect thereafter, unless otherwise sooner terminated as provided herein.

### **2.0 Services to Be Performed by Consultant**

2.1 Consultant shall perform the services as generally described in (i) the County’s Request for Proposals RFP 23-448, to include all attachments and addenda, and (ii) the Consultant’s responsive proposal thereto (collectively, (i) and (ii) are “RFP 23-448”) all of which are incorporated into

this Agreement by this reference, attached hereto as a composite Exhibit “A” and made a part of this Agreement, and as may be further specifically designated and authorized by the County, in writing (collectively, the “Services”). Such authorization will be referred to as a Consultant Services Authorization (“CSA”) or a Contract Purchase Order (“CPO”) and all provisions of this Agreement apply to the CSA/CPO with full force and effect as if appearing in full within each CSA/CPO. Each CSA/CPO will set forth a specific Scope of Services, maximum limit of compensation, schedule, liquidated damages and completion date, and shall become effective upon the due execution.

2.2 The Consultant is not authorized to undertake any project without a duly executed CSA/CPO, which shall specify the work to be performed and the time to be completed. Consultant recognizes that the County may employ several different consultants to perform the work described and that the Consultant has not been employed as the exclusive agent to perform any such services.

2.3 When the Consultant and the County enter into a CSA/CPO where the term of the CSA/CPO expires on a date that is later than the date that the Master Consulting Agreement (MCA) expires, the Consultant and the County agree that the terms of the MCA and any amendments, attachments or provisions thereof are automatically extended until the expiration (including any extension or amendment thereto) or full completion of the requirements of the CSA/CPO have been performed. Cancellation by the County of any remaining work prior to the full completion of the requirements of the CSA/CPO shall cause the terms of the MCA to terminate at the same time. This provision only applies when the expiration of the CSA/CPO extends beyond the expiration of the MCA. It does not apply when a CSA/CPO expires or is cancelled prior to the expiration of the MCA.

### **3.0 Compensation**

#### **3.1 General**

3.1.1 The County shall pay Consultant in accordance with Exhibit “B”, "Fee Schedule", which is attached hereto and incorporated by reference as part of this Agreement. The fee schedule identifies all job classifications, which will perform billable services pursuant to this Agreement and the fee for each job classification. Performance of work by personnel in job classifications not listed on the fee schedule will result in nonpayment for such services.

3.1.2 Upon the mutual agreement of the parties, the Fee Schedule, as set out in Exhibit "B" may be adjusted by a written Amendment to the Master Consulting Agreement annually beginning one year from the Effective Date of this Agreement. Such amendment must be executed by both parties and shall operate prospectively only and shall not alter fee schedules for CSA's/CPO's in effect at the time of the amendment.

3.1.3 Compensation may be negotiated as a not to exceed price or a lump sum amount on a per-project basis, on each individual CSA/CPO.

3.1.4 In the event a not to exceed price is negotiated, compensation shall be billed and paid based on and in accordance with the Hourly Rate Schedule attached hereto and incorporated herein as Exhibit "B". The Hourly Rate Schedule identifies all job classifications which will perform billable services pursuant to this Agreement and the fee for each job classification. Performance of work by personnel in job classifications not listed on the fee schedule will result in nonpayment for such services.

3.1.5 Invoices must reference the applicable CSA/CPO number, using an invoice form approved by the County Auditor.

3.1.6 Each individual invoice shall be due and payable forty-five (45) days after receipt by the County of correct, fully documented, invoice, in form and substance satisfactory to the County with all appropriate cost substantiations attached. All invoices shall be delivered, as applicable based on the particular project:

Polk County Utilities Division  
P.O. Box 9005, UT01  
Bartow, FL 33830  
Attention: Director

3.1.7 In order for both parties herein to close their books and records, the Consultant will clearly state "Final Invoice" on the Consultant's final/last billing to the County. This certifies that all services have been properly performed and all charges and costs have been invoiced to the County. Since this account will thereupon be closed, any and other further charges if not properly included on this final invoice are waived by the Consultant.

3.1.8 Payment of the final invoice shall not constitute evidence of the County's acceptance of the work

3.1.9 Invoices shall be accompanied by time and task records for all billable hours appearing on the invoice. Additional documents may be requested by County and, if so requested, shall be furnished by Consultant to County Auditor's satisfaction.

3.1.10 By submission of an invoice, the project manager or designated payroll officer is deemed to be attesting to the correctness and accuracy of time charges and requested reimbursements.

3.1.11 Pursuant to Section 3.1.4, if a not to exceed fee is negotiated, invoices shall be accompanied by time and task records for all billable hours appearing on the invoice. Alternatively, if a lump sum amount is negotiated, invoices shall be made upon the completion of each phase of the work in proportion to the Services performed, as specifically set forth in the applicable CSA or CPO. Additional documentation may be requested by the County and, if so requested, shall be furnished by the Consultant to the County Auditor's satisfaction.

## 3.2 Reimbursable

3.2.1 All requests for payment of out-of-pocket expenses eligible for reimbursement per the negotiated CPO or CSA shall be reimbursed in accordance with the County's Reimbursable Schedule, Exhibit "C", and include copies of paid receipts, invoices or other documentation acceptable to the County's Auditor. Such documentation shall be sufficient to establish that the expense was actually incurred and necessary in the performance of the Scope of Work described in this Agreement, CSA, or CPO.

3.2.2 Reimbursable Expenses are the actual, pre-approved, expenses incurred directly in connection with the applicable CSA or CPO, and include:

Sub-Consultant  
Special Consultants

3.2.3 Mileage and associated travel costs shall be reimbursed in accordance with F.S. 112.061 and County policy for pre-approved out-of-county travel (excluding travel from home offices located outside of Polk County to the Polk County line).

3.2.4 All assets, i.e. durable goods, purchased as reimbursable expenses become the property of the County upon completion of the work for which the asset was utilized. All such assets must be surrendered by delivery to the Polk County Utilities Division offices upon demand, termination of the Agreement, or the conclusion of the project, whichever occurs first.

3.2.5 Consultant shall maintain a current inventory of all such assets.

#### **4.0 Insurance**

##### **4.1 General Provisions**

4.1.1 Consultant shall maintain, at all times, the following minimum levels of insurance and shall, without in any way altering their liability, obtain, pay for and maintain insurance for the coverages and amounts of coverage not less than those set forth below and provide the County with a Certificate of Insurance and an opportunity to inspect a certified copy of each policy applicable to this Agreement followed thereafter by an annual Certificate of Insurance satisfactory to the County to evidence such coverage before any work commences.

4.1.2 The County shall be named as an additional insured on all Consultant policies related to the project, excluding professional liability and worker's compensation. The Commercial General Liability and Worker's Compensation Liability policies shall contain a waiver of subrogation in favor of Polk County. All insurance coverage shall be written with an insurer having an A.M. Best Rating of a least the "A" category and financial size category of VIII.

4.1.3 The Consultant's self-insured retention or deductible per line of coverage shall not exceed \$25,000.00 without the permission of the County.

4.1.4 If there is any failure by the Consultant to comply with the provisions of this section, the County may, at its option, on notice to the Consultant, suspend the work for cause until there is full compliance.

4.1.5 County may, at its sole discretion, purchase such insurance at Consultant's expense provided that the County shall have no obligation to do so and if the County shall do so, it shall not relieve Consultant of its obligation to obtain insurance.

4.1.6 The Consultant shall not be relieved of or excused from the obligation to obtain and maintain such insurance amount and coverages.

4.1.7 All Consultant's subconsultants shall be required to include County and Consultant as additional insured on their General Liability Insurance policies.

4.1.8 In the event that subconsultants used by the Consultant do not have insurance, or do not meet the insurance limits, Consultant shall indemnify and hold harmless the County for any claim in excess of the subconsultants' insurance coverage.

4.1.9 The Consultant shall not commence work under this Agreement until all insurance required as stated herein has been obtained and such insurance has been approved by the County.

4.2 Comprehensive Automobile Liability Insurance. \$1,000,000.00 combined single limit of liability for bodily injuries, death and property damage resulting from any one occurrence, including all owned, hired, and non-owned vehicles.

4.3 Commercial General Liability. \$1,000,000.00 combined single limit of liability for bodily injuries, death and property damage, and personal injury resulting from any one occurrence, including the following coverages:

4.3.1 Premises and Operations:

Broad Form Commercial General Liability Endorsement to include Blanket Contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm); Personal Injury (with employment and contractual exclusions deleted); and Broad Form Property Damage coverage.

4.3.2 Independent Contractors:

Delete Exclusion relative to collapse, explosion and underground; Property Damage Hazards; Cross Liability Endorsement; and Contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm)

4.4 Umbrella (Excess) Liability Insurance. Umbrella Liability with limits of not less than \$1,000,000.00, exclusive of defense costs, to be in excess of all other coverages. Such coverage shall be at least as broad as the primary coverages above, with any excess umbrella layers written on a strict following form basis over the primary coverage. All such policies shall be endorsed to provide defense

coverage obligations.

4.5 Professional Liability Insurance. \$2,000,000.00 for design errors and omissions, inclusive of defense costs. The Consultant shall be required to provide continuing Professional Liability Insurance to cover each project for a period of two (2) years after the project is completed. Insurance requirements may vary depending on projects as determined by the County Director of Risk Management and Insurance. The County may require the Consultant to provide a higher level of coverage for a specific project and time frame.

4.6 Performance, Payment and Other Bonds. The Consultant shall furnish Performance and Payment Bonds specific to each project if required and agreed to under the CSA or CPO for the project.

4.7 Worker's Compensation. The Consultant shall provide, pay for, and maintain worker's compensation insurance on all employees, its agents or subcontractors as required by Florida Statutes.

## **5.0 Standard of Care**

5.1 The Consultant has represented to the County that it has the personnel and experience necessary to perform the work in a professional and workmanlike manner.

5.2 The Consultant shall exercise the same degree of care, skill, and diligence in the performance of the Services as is provided by a professional of like experience, knowledge and resources, under similar circumstances.

5.3 The Consultant shall, at no additional cost to County, re-perform services which fail to satisfy the foregoing standard of care or otherwise fail to meet the requirement of this Agreement.

5.4 The Consultant warrants that all services shall be performed by skilled and competent personnel to the professional standards in the field.

## **6.0 Indemnification**

6.1 General. Having considered the risks and potential liabilities that may exist during the performance of the Services and in consideration of the promises included herein, County and Consultant agree to allocate such liabilities in accordance with this Section.

6.2 Indemnification.

6.2.1 The Consultant, to the extent permitted by law, shall indemnify and hold the County, and its officers, employees and agents harmless from and against any and all, claims, actions, causes of action, liabilities, penalties, and forfeitures whatsoever including, but not limited, to those pertaining to the death of or injury to any person, or damage to any property, arising out of or resulting from (i) the failure of the Consultant to comply with applicable laws, rules or regulations, (ii) the breach by the Consultant of its obligations under this Agreement, or (iii) the negligent acts, errors or omissions, or intentional or willful misconduct, of the Consultant, its professional associates, its subcontractors, agents, and employees provided, however, that the Consultant shall not be obligated to defend or indemnify the County with respect to any such claims or damages arising out of the County's sole negligence.

6.2.2 The County review, comment, and observation of the Consultant's work and performance of this Agreement shall in no manner constitute a waiver of the indemnification provisions of this Agreement.

6.2.3 The Consultant agrees that it bears legal responsibility for its work and work product, and the work and work product of subconsultants and their employees, and/or for Consultant's performance of this Agreement and its work product(s).

6.3 Survival. Upon completion of all Services, obligations, and duties provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Agreement shall survive as if this Agreement were in full force and effect.

**7.0 Independent Contractor**

7.1 The Consultant undertakes performance of the Services as an independent contractor and shall be wholly responsible for the methods of performance.

7.2 The County shall have no right to supervise the methods used, but the County shall have the right to observe such performance.

7.3 The Consultant shall work closely with County in performing Services under this Agreement.

7.4 The Consultant shall not pledge the County's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness and shall have no right to speak for or bind the County in any manner.

7.5 The Consultant further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

## **8.0 Authority to Practice**

8.1 The Consultant hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner.

## **9.0 Public Records Law**

(a) The Consultant acknowledges the County's obligations under Article I, Section 24, of the Florida Constitution and under Chapter 119, Florida Statutes, to release public records to members of the public upon request and comply in the handling of the materials created under this Agreement. The Consultant further acknowledges that the constitutional and statutory provisions control over the terms of this Agreement. In association with its performance pursuant to this Agreement, the Consultant shall not release or otherwise disclose the content of any documents or information that is specifically exempt from disclosure pursuant to all applicable laws.

(b) Without in any manner limiting the generality of the foregoing, to the extent applicable, the Contractor acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

(1) keep and maintain public records required by the County to perform the services required under this Agreement;

(2) upon request from the County's Custodian of Public Records or his/her designee, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of this Agreement if the Consultant does not transfer the records to the County; and

(4) upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the service. If the Consultant transfers all public records to the County upon completion of this Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's Custodian of Public Records, in a format that is compatible with the information technology systems of the County.

**(c) IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT:**

**RECORDS MANAGEMENT LIAISON OFFICER  
POLK COUNTY  
330 WEST CHURCH ST.  
BARTOW, FL 33830  
TELEPHONE: (863) 534-7527  
EMAIL: [RMLO@POLK-COUNTY.NET](mailto:RMLO@POLK-COUNTY.NET)**

**10.0 Compliance with Laws**

10.1 In performance of the Services, Consultant shall comply with applicable regulatory requirements including federal, state, special district, and local laws, rules, regulations, orders, codes, criteria and standards, including those now in effect and hereafter adopted.

**11.0 Subcontracting**

11.1 The County reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractor.

11.2 If a subcontractor fails to perform or make progress, as required by this Agreement, and it is necessary to replace the subcontractor to complete the work in a timely fashion, the Consultant shall promptly do so, subject to acceptance of the new subcontractor by the County. Failure of a subcontractor to timely or properly perform its obligations shall not relieve the Consultant of its obligations hereunder.

**12.0 Federal and State Taxes**

12.1 The County is exempt from Federal Tax and State Sales and Use Taxes. Upon request, the County will provide an exemption certificate to Consultant. The Consultant shall not be exempted from paying sales tax to its suppliers for materials to fulfill contractual obligations with the County, nor shall the Consultant be authorized to use the County's Tax Exemption Number in securing such materials.

**13.0 Public Entity Crimes**

13.1 The Consultant understands and acknowledges that this Agreement with the County will be voidable by the County, in the event the conditions under Section 287.133, Florida Statutes applies to the Consultant, relating to conviction for a public entity crime.

**14.0 County's Responsibilities**

14.1 The County shall be responsible for providing access to all County project sites, and providing information in the County's possession that may reasonably be required by the Consultant, including; existing reports, studies, financial information, and other required data that are available in the files of the County.

**15.0 Termination of Agreement**

15.1 This Agreement may be terminated by the Consultant upon thirty (30) days prior written notice to the County in the event of substantial failure by the County to perform in accordance with the terms of the Agreement through no fault of the Consultant.

15.2 This Agreement may be terminated by the County with or without cause immediately upon written notice to the Consultant.

15.3 Unless the Consultant is in breach of this Agreement, the Consultant shall be paid for services rendered to the County's satisfaction through the date of termination.

15.4 After receipt of a Termination Notice, as described in this Article 15.0, and except as otherwise directed by the County, the Consultant shall:

15.4.1 Stop work on the date and to the extent specified.

15.4.2 Terminate and settle all orders and subcontracts relating to the performance of the terminated work.

15.4.3 Transfer all work in process, completed work, and other material related to the terminated work to the County.

15.4.4 Continue and complete all parts of the work that have not been terminated.

**16.0 Uncontrollable Forces (Force Majeure)**

16.1 Either party hereunder may be temporarily excused from performance if an Event

of Force Majeure directly or indirectly causes its non-performance. An “Event of Force Majeure” is defined as any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions. Neither party shall be excused from performance if non-performance is due to forces which are reasonably preventable, removable, or remediable and which the non-performing party could have, with the exercise of reasonable diligence, prevented, removed, or remedied prior to, during, or immediately after their occurrence. Within five (5) days after the occurrence of an Event of Force Majeure, the non-performing party shall deliver written notice to the other party describing the event in reasonably sufficient detail, along with proof of how the event has precluded the non-performing party from performing its obligations hereunder, and a good faith estimate as to the anticipated duration of the delay and the means and methods for correcting the delay. The non-performing party’s obligations, so far as those obligations are affected by the Event of Force Majeure, shall be temporarily suspended during, but no longer than, the continuance of the Event of Force Majeure and for a reasonable time thereafter as may be required for the non-performing party to return to normal business operations. If excused from performing any obligations under this Agreement due to the occurrence of an Event of Force Majeure, the non-performing party shall promptly, diligently, and in good faith take all reasonable action required for it to be able to commence or resume performance of its obligations under this Agreement. During any such time period, the non-performing party shall keep the other party duly notified of all such actions required for it to be able to commence or resume performance of its obligations under this Agreement.

#### **17.0 Governing Law and Venue**

17.1 This Agreement shall be governed in all respects by the laws of the State of Florida and any litigation with respect thereto shall be brought only in the courts of Polk County, Florida or the United States District Court, Middle District of Florida located in Hillsborough County, Florida. Each party shall be responsible for its own attorneys’ fee and other legal costs and expenses.

**18.0 Non-Discrimination**

18.1 The Consultant warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, gender, age or national origin.

**19.0 Waiver**

19.1 A waiver by either the County or the Consultant of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach. The making or acceptance of a payment by either party with knowledge of the existence of a default or breach shall not operate or be construed to operate as a waiver of any subsequent default or breach.

**20.0 Severability**

20.1 The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way affect the validity or enforceability of any other portion or provision of this Agreement.

20.2 Any void provision shall be deemed severed from this Agreement and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision held to be void.

20.3 The parties further agree to reform this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision.

20.4 The provisions of this section shall not prevent the entire Agreement from being void should a provision which is of the essence of this Agreement be determined to be void.

**21.0 Entirety of Agreement**

21.1 The County and the Consultant agree that this Agreement sets forth the entire Agreement between the parties, and that there are no promises or understandings other than those stated herein.

21.2 This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters, or other communications between the County and Consultant pertaining to the Services, whether written or oral.

21.3 None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered except by written instrument executed by the parties hereto.

**22.0 Modification**

22.1 This Agreement may not be modified unless such modifications are evidenced in writing signed by both the County and the Consultant. Such modifications shall be in the form of a written Amendment executed by both parties.

**23.0 Successors and Assigns**

23.1 The County and the Consultant each binds itself and its partners, successors, permitted assigns, and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, permitted assigns, and legal representatives of such other party.

23.2 The Consultant shall not assign this Agreement without the express written approval of the County by executed amendment, which approval may be withheld in the County's sole discretion.

23.3 In the event of a merger, the surviving corporation shall be substituted for the contracting party to this Agreement and such substitution shall be affirmed by the County by executed amendment.

**24.0 Contingent Fees**

24.1 The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than bona fide employee working solely for the Consultant, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Agreement.

**25.0 Truth-In-Negotiation Certificate**

25.1 Execution of this Agreement by the Consultant shall act as the execution of a Truth-in-Negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this Agreement are accurate, complete, and current as of the Effective Date of this

Agreement.

25.2 The said rates and costs shall be adjusted to exclude any significant sums should the County determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates or due to inaccurate representations of fees paid to outside consultants. The County shall exercise its rights under this "Certificate" within one (1) year following payment.

**26.0 Ownership of Documents**

26.1 The Consultant shall be required to cooperate with other consultants relative to providing information requested in a timely manner and in the specified form. Any and all documents, records, disks, original drawings, or other information shall become the property of the County for its use and/or distribution as may be deemed appropriate by the County. The Consultant is not liable for any damages, injury or costs associated with the County's use or distribution of these documents for purposes other than those originally intended by the Consultant.

**27.0 Access and Audits**

27.1 The Consultant shall maintain adequate records to justify all charges and costs incurred in performing the work for at least three (3) years after completion of this Agreement. The County shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours at the Consultant's place of business.

27.2 Misrepresentations of billable time or reimbursable expenses as determined by the Auditor to the Polk County Board of County Commissioners shall result in the recovery of any resulting overpayments. The County's cost of recovery shall be the sole expense of the Consultant, including accounting and legal fees, court costs and administrative expenses.

27.3 Intentional misrepresentations of billable hours and reimbursable expenses will be criminally prosecuted to the fullest extent of the law.

27.4 All invoices submitted are subject to audit and demand for refund of overpayment up to three (3) years following completion of all services related to this Agreement.

**28.0 Notice**

28.1 Any notice, demand, communication, or request required or permitted hereunder

shall be in writing and delivered in person or sent by Federal-Express or by Certified Mail, postage prepaid as follows:

As to County: Polk County Procurement Division  
P.O. Box 9005, AS05  
Bartow, FL 33830  
Attention: Director

As to Consultant: Chastain-Skillman, Inc.  
205 E. Orange St., Suite 110  
Lakeland, FL 33801  
Attn: Jim Chastain, PhD, PE, BCEE, MPH

28.2 Notices shall be effective when received at the addresses as specified above. Changes in the respective addresses to which such notice is to be directed may be made from time to time by either party by written notice to the other party. Facsimile transmission is acceptable notice effective when received, however, facsimile transmissions received (i.e.; printed) after 5:00 p.m., or on weekends or holidays, will be deemed received on the next business day. The original of the notice must additionally be mailed as required herein.

28.3 Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of Consultant and County.

**29.0 Service of Process**

As to County: County Attorney  
County Administration Building  
330 W. Church Street, 4th Floor  
Bartow, Florida 33830

As to Consultant: Chastain-Skillman, Inc.  
Attn: Jim Chastain, PhD, PE, BCEE, MPH  
205 E. Orange St., Suite 110  
Lakeland, FL 33801

**30.0 Contract Administration**

30.1 Services of Consultant shall be under the general direction of the Utilities Division Director, or their successor, who shall act as the County's representative during the term of this Agreement.

### **31.0 Key Personnel**

31.1 The Consultant shall notify the County in the event of key personnel changes, which might affect this Agreement. To the extent possible, notification shall be made within ten (10) days prior to changes. The Consultant at the County's request shall remove without consequence to the County any subcontractor or employee of the Consultant and replace him/her with another employee having the required skill and experience. The County has the right to reject proposed changes in key personnel. The following personnel shall be considered key personnel:

Name: Jim Chastain, PhD, PE, BCEE, MPH

Name: Bryan Martin, PE, ENV SP

### **32.0 Annual Appropriations**

32.1 The Consultant acknowledges that the County, during any fiscal year, shall not expend money, incur any liability, or enter into any agreement which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any agreement, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such agreement. Nothing herein contained shall prevent the making of agreements for a period exceeding one year, but any agreement so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. Accordingly, the County's performance and obligation to pay under this agreement is contingent upon annual appropriation.

### **33.0 Liquidated Damages**

33.1 The parties hereto agree that liquidated damages, in the amount specified in the applicable CSA/CPO, will be assessed against the Consultant for the Consultant's failure to meet the final deliverable date in the Performance Schedule in the Scope of Work, but only to the extent and in proportion to the Consultant's fault in causing the delay as compared to other causes, and to the extent the Consultant is not delayed by reasons beyond the Consultant's reasonable control.

### **34.0 Employment Eligibility Verification (E-VERIFY)**

A. Unless otherwise defined herein, terms used in this Section which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

B. Pursuant to Section 448.095(5), Florida Statutes, the contractor hereto, and any subcontractor thereof, must register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. The contractor acknowledges and agrees that (i) the County and the contractor may not enter into this Agreement, and the contractor may not enter into any subcontracts hereunder, unless each party to this Agreement, and each party to any subcontracts hereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of this Agreement, and the County may treat a failure to comply as a material breach of this Agreement.

C. By entering into this Agreement, the contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of this Agreement. Failure to comply will lead to termination of this Agreement, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If this Agreement is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of Section 448.095, Fla. Stat., by the contractor, the contractor may not be awarded a public contract for a period of 1 year after the date of termination. The contractor shall be liable for any additional costs incurred by the County as a result of the termination of this Agreement. Nothing in this Section shall be construed to allow intentional discrimination of any class protected by law.

### **35.0 Limitation of Liability.**

**IN NO EVENT, SHALL THE COUNTY BE LIABLE TO THE CONSULTANT FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES OF ANY KIND OR NATURE, INCLUDING LOSS OF PROFIT, WHETHER FORESEEABLE OR NOT, ARISING OUT OF OR RESULTING FROM THE NONPERFORMANCE OR BREACH OF THIS CONTRACT BY THE COUNTY WHETHER BASED IN CONTRACT, COMMON LAW, WARRANTY, TORT, STRICT LIABILITY, CONTRIBUTION, INDEMNITY OR OTHERWISE.**

### **36.0 Scrutinized Companies and Business Operations Certification; Termination.**

#### **A. Certification(s).**

(i) By its execution of this Agreement, the Consultant hereby certifies to the County that the Consultant is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, nor is the Consultant engaged in a boycott of Israel, nor was the Consultant on such List or engaged in such a boycott at the time it submitted its bid, proposal, quote, or other form of offer, as applicable, to the County with respect to this Agreement.

(ii) Additionally, if the value of the goods or services acquired under this Agreement are greater

than or equal to One Million Dollars (\$1,000,000), then the Consultant further certifies to the County as follows:

(a) the Consultant is not on the Scrutinized Companies with Activities in Sudan List, created pursuant to Section 215.473, Florida Statutes; and

(b) the Consultant is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; and

(c) the Consultant is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and

(d) the Consultant was not on any of the Lists referenced in this subsection A(ii), nor engaged in business operations in Cuba or Syria when it submitted its proposal to the County concerning the subject of this Agreement.

(iii) The Consultant hereby acknowledges that it is fully aware of the penalties that may be imposed upon the Consultant for submitting a false certification to the County regarding the foregoing matters.

B. Termination. In addition to any other termination rights stated herein, the County may immediately terminate this Agreement upon the occurrence of any of the following events:

(i) The Consultant is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(i) above, or the Consultant is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

(ii) The Consultant is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(ii) above, or the Consultant is found to have been placed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, and the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000).

### **37.0 No Construction Against Drafter**

37.1 The Parties acknowledge that this Agreement and all the terms and conditions contained herein have been fully reviewed and negotiated by the Parties. Accordingly, any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.

### **38.0 Unauthorized Alien(s)**

The Consultant shall not employ or utilize unauthorized aliens in the performance of the Services provided pursuant to this Agreement. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a) and a cause for the County's unilateral termination of this Agreement. When delivering executed counterparts of this Agreement to the County, the Consultant shall also deliver a completed and executed counterpart of the attached "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS" form.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

**ATTEST:**

STACY M. BUTTERFIELD

**Polk County**, a political subdivision  
of the State of Florida

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

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

Date Signed by County: \_\_\_\_\_

Review as to form and legal sufficiency

Sandra B. Hof 12/1/23  
County Attorney's Office      Date

**ATTEST:**

By: [Signature]  
Corporate Secretary

W R CAUTHAN  
[Print Name]

DATE: 12/6/2023

**Chastain-Skillman, Inc.**  
a Florida corporation

By: [Signature]

JAMES R CHASTAIN, III  
[Print Name]

PRESIDENT  
[Title]

DATE: 12-6-23

SEAL



ACKNOWLEDGEMENT OF FIRM IF A LIMITED LIABILITY COMPANY

STATE OF \_\_\_\_\_ County OF \_\_\_\_\_

The foregoing instruments was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ (Date) by \_\_\_\_\_ (Name of officer or agent) as \_\_\_\_\_ (title of officer or agent) of the Company on behalf of the Company, pursuant to the powers conferred upon him/her by the Company. He/she personally appeared before me at the time of notarization, and  is personally known to me or  has produced \_\_\_\_\_ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ (Date).

\_\_\_\_\_  
(Official Notary Signature and Notary Seal)  
\_\_\_\_\_  
(Name of Notary typed, printed or stamped)  
Commission Number \_\_\_\_\_ Commission Expiration Date \_\_\_\_\_

ACKNOWLEDGEMENT OF FIRM, IF A CORPORATION

STATE OF Florida County OF Polk

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this 12-6-2023 (Date) by James R. Chastain, III (Name of officer or agent) as President (title of officer or agent) of the Corporation on behalf of the Corporation, pursuant to the powers conferred upon him/her by the Corporation. He/she personally appeared before me at the time of notarization, and  is personally known to me or  has produced \_\_\_\_\_ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this 12-6-2023 (Date).

Pamela Rodriguez  
(Official Notary Signature and Notary Seal)  
Pamela Rodriguez  
(Name of Notary typed, printed or stamped)  
Commission Number #GG 968660 Commission Expiration Date 3-12-2024

ACKNOWLEDGEMENT OF FIRM, IF AN INDIVIDUAL

STATE OF \_\_\_\_\_ County OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ (Date) By \_\_\_\_\_ (Name of acknowledging) who personally appeared before me at the time of notarization, and  is personally known to me or  has produced \_\_\_\_\_ as identification and did certify to have knowledge of the matters in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ (Date).

\_\_\_\_\_  
(Official Notary Signature and Notary Seal)  
\_\_\_\_\_  
(Name of Notary typed, printed or stamped)  
Commission Number \_\_\_\_\_ Commission Expiration Date \_\_\_\_\_



*PZR*



**ACKNOWLEDGEMENT OF FIRM, IF A PARTNERSHIP**

STATE OF \_\_\_\_\_ County OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ (Date) by \_\_\_\_\_ (Name of acknowledging partner or agent) on behalf of \_\_\_\_\_ a partnership.

He/She personally appeared before me at the time of notarization, and  is personally known to me or  has produced \_\_\_\_\_ as identification and did certify to have knowledge of the matters in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ (Date) .

\_\_\_\_\_ (Official Notary Signature and Notary Seal)

\_\_\_\_\_ (Name of Notary typed, printed or stamped)

Commission Number \_\_\_\_\_ Commission Expiration Date \_\_\_\_\_



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Florida Profit Corporation  
CHASTAIN-SKILLMAN, INC.

### Filing Information

<b>Document Number</b>	160673
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<b>Event Effective Date</b>	NONE

### Principal Address

205 East Orange Street  
Suite 110  
Lakeland, FL 33801

Changed: 01/02/2019

### Mailing Address

205 East Orange Street  
Suite 110  
Lakeland, FL 33801

Changed: 01/02/2019

### Registered Agent Name & Address

CHASTAIN, JAMES R, III  
205 East Orange Street  
Suite 110  
Lakeland, FL 33801

Name Changed: 01/02/2019

Address Changed: 01/02/2019

### Officer/Director Detail

#### **Name & Address**

Title Chairman, Director

CHASTAIN JR., JAMES R  
205 East Orange Street  
Suite 110  
Lakeland, FL 33801

Title Director, Secretary, VP Engineering

CAUTHAN, WALLACE R  
205 East Orange Street  
Suite 110  
Lakeland, FL 33801

Title CEO, Director, President, Treasurer

CHASTAIN , JAMES R, III  
205 East Orange Street  
Suite 110  
Lakeland, FL 33801

Title VP Geology

LASSI, GREG J  
205 East Orange Street  
Suite 110  
Lakeland, FL 33801

Title VP Survey

Ammermann, Jeffrey P  
205 East Orange Street  
Suite 110  
Lakeland, FL 33801

Title CFO

Mason, Andrew G  
205 East Orange Street  
Suite 110  
Lakeland, FL 33801

**Annual Reports**

Report Year	Filed Date
2023	01/24/2023
2023	07/31/2023
2023	09/10/2023

**Document Images**

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<a href="#">07/20/1995 -- ANNUAL REPORT</a>	View image in PDF format

# Exhibit "A-i"

## RFP NOTICE

Polk County, a political subdivision of the State of Florida, requests the submittal proposals from vendors that are interested in providing professional services for design, permitting and construction phase engineering services for water, wastewater and reclaim water facilities as well as regulatory support services for Polk County Utilities Division as described herein. Sealed proposals must be received in the Procurement Division, prior to the due date and time listed below.

**RFP Number and Title:** 23-448, Utilities Design Services & Regulatory Support Services

**Description:** Provide professional services for design, permitting and construction phase engineering services for water, wastewater and reclaim water facilities as well as regulatory support services for Polk County Utilities Division

**Receiving Period:** Prior to 2:00 p.m., Wednesday, July 19, 2023

**Bid Opening:** Wednesday, July 19, 2023, at 2:00 p.m. or as soon as possible thereafter.

This form is for RFP registration only. Please scroll down for additional information.

**Special Instructions:** A **MANDATORY** pre-proposal meeting will be held **Tuesday, June 20, 2023, 2:00 p.m.** at the Utilities Administration Building, Room 63, 1011 Jim Keene Blvd, Winter Haven, FL 33880. An authorized representative or agent of the Proposer must be present at this meeting in person as evidenced by their signature on the meeting's sign-in sheet, or the Proposers Proposal will be considered non-responsive.

Questions regarding this RFP must be in writing and must be sent to Ari Goldstein Senior Procurement Analyst, via email at [arigoldsteint@polk-county.net](mailto:arigoldsteint@polk-county.net) or via fax at (863) 534-6789. All questions must be received by, Friday, July 7, 2023, 4:00 p.m.

# RFP REGISTRATION

You **MUST** register using this form in order to receive notice of any addenda to these documents. Please fax the completed form to the Polk County Procurement Division as soon as possible. It is the vendor's responsibility to verify if addenda have been issued.

**RFP Number:** 23-448

**RFP Title:** Utilities Design Services & Regulatory Support Services

This form is for RFP registration. Please scroll down for additional information.

This form is for bid registration only. Please scroll down for additional information.

Carefully complete this form and return it to the Procurement Division via e-mail to [procurement@polk-county.net](mailto:procurement@polk-county.net) or fax (863) 534-6789. You must submit one form for each solicitation that you are registering for.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## PROPOSAL SUBMITTAL INSTRUCTIONS

Proposers must submit their proposal prior to 2:00 p.m. on the receiving date. Proposals must be submitted in a “sealed” parcel or electronically through Polk County’s secure website, Kiteworks. Proposals will be publicly opened at 2:00 p.m. on the receiving date.

### **Sealed Parcel Submittal:**

If you are submitting a sealed parcel proposal submit one (1) original marked ORIGINAL and six (6) copies marked COPY of the proposal in a sealed parcel to the Procurement Division. The parcel should be labeled “RFP #23-448, Utilities Design Services & Regulatory Support Services” and marked with the proposer’s name and address. The Proposals may be mailed or delivered to:

**Polk County Procurement Division  
330 West Church Street, Room 150  
Bartow, FL 33830**

To assist with labeling the sealed parcel, please cut along the outer border and affix this label. Be sure to include the name of the company submitting the proposal where requested.

<b>Sealed Proposal. DO NOT OPEN</b>	
<b>RFP Number</b>	23-448
<b>RFP Title</b>	Utilities Design Services & Regulatory Support Services
<b>Due Date/Time:</b>	July 19, 2023, prior to 2:00 pm
<b>Submitted by:</b>	
<b>Deliver To:</b>	Polk County Procurement Division 330 West Church Street, Room 150, Bartow, Florida 33830

Proposals may be mailed, express mailed or hand delivered. It is the Proposers responsibility to ensure their package is delivered to the Procurement Division prior to 2:00 p.m. on the Receiving date and time referenced above. Proposals delivered at 2:00 p.m. or later will not be accepted.

***Electronic Proposals Submittal:***

All prospective Proposers that are interested in submitting their proposals electronically can do so via the County’s secure electronic submittal website, Kiteworks. Proposers must email [arigoldstein@polk-county.net](mailto:arigoldstein@polk-county.net) at least 48 hours prior to opening to receive a link to upload their submittal. Please only upload your documents as a PDF or Excel file for the Cost Tab, if applicable. Please use the name convention of your files as follow:

“RFP 23-448 Tab 1”

“RFP 23-448 Tab 2”

“RFP 23-448 Tab 3”

“RFP 23-448 Tab 4”

“RFP 23-448 Tab 5”

“RFP 23-448 Tab 6”

“RFP 23-448 Tab 7”

For more instructions, a video tutorial has been produced to further explain the electronic solicitation submittal process. It can be found by clicking here for RFP Submittals: [https://youtu.be/vkn\\_7AHgioE](https://youtu.be/vkn_7AHgioE). If you need assistance accessing this website due to ADA or any other reason, please email Ari Goldstein at [arigoldstein@polk-county.net](mailto:arigoldstein@polk-county.net).

Procurement recommends that Proposers submitting electronically double check the documents submitted into Kiteworks to ensure all requested tab information has been uploaded. Failure to upload the requested tab information may result in the proposal being deemed nonresponsive.

**POLK COUNTY**  
**Procurement Division**  
**Fran McAskill**  
**Procurement Director**  
**REQUEST FOR PROPOSAL 23-448**  
**Utilities Design Services & Regulatory Support Services**

Sealed proposals will be received in the Procurement Division, **Wednesday, July 19, 2023, prior to 2:00 p.m.**

Attached are important instructions and specifications regarding responses to this Request for Proposal (the "RFP"). The failure of a responding proposer (a "Proposer") to follow these instructions could result in Proposer disqualification from consideration for a contract to be awarded pursuant to this RFP.

This document is issued by Polk County (the "County") which is the sole distributor of this RFP and all addenda and changes to the RFP documents. The County shall record its responses to inquiries and provide any supplemental instructions or additional documents pertaining to this RFP in the form of written addenda to the RFP. The County shall post all such addenda, together with any other information pertaining to this RFP, on the County's website at <https://www.polk-county.net/procurement/bids>. It is the sole responsibility of each Proposer to review the website prior to submitting a responsive proposal (a "Proposal") to this RFP to ensure that that the Proposer has obtained all available instructions, addenda, changes, supporting documents, and any other information pertaining to this RFP.

The County is not responsible for any solicitations issued through subscriber, publications, or other sources not connected with the County and the Proposer should not rely on such sources for information regarding the RFP solicitation.

Questions regarding this RFP must be in writing and must be sent to Ari Goldstein, via email at [arigoldstein@polk-county.net](mailto:arigoldstein@polk-county.net) or via fax at (863) 534-6789. All questions must be received by Friday, July 7, 2023, 4:00 p.m.

Proposers and any prospective Proposers shall not contact, communicate with or discuss any matter relating in any way to this RFP with any member of the Polk County Board of County Commissioners or any employee of Polk County other than the County Procurement Director or the individual designated above. This prohibition begins with the issuance of the Request for Proposal and ends upon execution of a contract. Any such communication initiated by a Proposer or prospective proposer shall be grounds for disqualifying the offender from consideration for a contract to be awarded pursuant to this RFP and for contracts to be awarded pursuant to RFPs or Requests for Bid that the County may issue in the future.

A Proposer's responsive Proposal to this RFP may be mailed, express mailed, or hand delivered to:

**Polk County Procurement Division**  
**330 West Church Street, Room 150**  
**Bartow, Florida 33830**  
**(863)534-6757**

## **INTRODUCTION**

Polk County, a political subdivision of the State of Florida, seeks professional services for design, permitting, and construction phase engineering services for water, wastewater and reclaim water facilities as well as regulatory support services for Polk County Utilities Division (PCU), and as further defined in the Scope of Services below. Other County Divisions may also use these services.

Polk County's Selection Process for consultants' services is in accordance with Section 287.055, Florida Statutes, the Consultants' Competitive Negotiations Act ("CCNA"). The Professional Services Selection Committee will review the qualifications of all submitting firms.

It is the intent of the County to select and negotiate a Master Consulting Agreement with one (1) or more firm(s).

The County will negotiate fee schedules in accordance with the County's Procurement Procedures, with the goal of establishing standardized rates as part of "Selection Process", Elevation Level 4 Contract Negotiations.

Services under this contract will be in compliance with Section 287.055 of the Florida Statutes referred to as the "Consultants' Competitive Negotiation Act" (CCNA). Polk County's Procurement Procedure's Manual outlines the Procedures for Contracting for Professional Services Covered by CCNA. These procedures outline the process used for the selection of a consulting firm awarded through this RFP process.

All services must be performed in accordance with applicable Federal, State and Local regulations.

The Successful Proposer must register in our new Vendor Database if you have not already done so prior to award of this RFP. A purchase order cannot be issued to a vendor until they have registered. You may register by going to the following link: <https://www.polk-county.net/procurement/vendor-registration>. Registered vendors will receive a User ID and Password to access their company information. All registered vendors must provide their owner gender, owner ethnicity, corporate status, and a minimum of one (1) commodity code to be considered registered. It is the responsibility of all vendors to update their vendor information. Only registered vendors will receive notifications of future RFP's.

All services must be performed in accordance with applicable Federal, State and Local regulations.

## SCOPE OF SERVICES

The scope of services shall include, but not be limited, to design, permitting and construction phase engineering services for water, wastewater, and reclaim water facilities within Polk County, Florida. Additionally, the County requires professional services for environmental permitting, planning and compliance. Work will be done in conjunction with the Utilities' Community Investment Program (CIP), which includes Expansion and Renewal and Replacement. In addition, the work may be performed for other Utility Sections including Environmental Permitting, Operations and Maintenance, and Customer Service. Successful Proposers must follow the Polk County Utilities Code while performing these services for the Utilities Division.

Additionally, this RFP is for professional engineering services and regulatory support services in conjunction with water, wastewater and reclaim water systems. Types of services include but are not necessarily limited to design of water, wastewater and reclaim plants/facilities; pipeline design; construction observation; utility relocation; GIS support; utility infrastructure security measures; hydraulic and water quality modeling; permitting of new or existing water, wastewater, and reclaim water facilities for construction and operation; assistance with information requests by regulatory agencies; water, wastewater and groundwater monitoring; well field sampling; hydrogeologic and surface water modeling; evaluation of technical and water quality data as required by federal, state and/or local regulations; preparation of appropriate documents, reports or maps as related to design, permitting and regulatory information requests; land surveying and geotechnical services; well construction and abandonment-related engineering services; well head protection, water quality and environmental assessments; technical assistance for preparation of public information; water conservation education; feasibility studies for developing, improving and maintaining water, wastewater or reclaim water systems; implementation of compliance projects or preparation of reports; utility system master planning; information systems development & implementation; review of water, wastewater, and reclaim development submissions for system capacity and hydraulic compatibility with master plans; and other utility-related professional engineering and consulting services.

Proposers must have in-house, multi-disciplinary capabilities in at least ten (10) of these fields, but more capabilities identified will enhance the scores:

- Civil engineering
- Utility master planning and hydraulic modeling
- Water quality master plans and water conservation plans
- Water quality engineering, modeling, and evaluation
- Wastewater engineering, treatment, and evaluation
- Biosolids management design and operation
- Regulatory compliance and permitting for water and wastewater facilities
- Utility environmental affairs

- Land surveying
- Hydrology and surface water modeling
- Hydrogeologic modeling and evaluation of water quality data
- Well construction and abandonment
- Well head protection, water quality and environmental assessments
- Feasibility studies for developing, improving and maintaining water, wastewater and reclaim water systems
- Geotechnical engineering
- Utility acquisition and evaluation
- Right-of-way and easement acquisition services
- Structural engineering as related to water, wastewater and reclaim water facilities
- Electrical engineering as related to water, wastewater and reclaim water facilities
- Mechanical engineering related to water, wastewater and reclaim water facilities
- Constructability plan review/value engineering
- Instrumentation and controls engineering and programming for SCADA systems
- Construction administration and construction observation-related engineering services for water, wastewater, and reclaim water facilities
- Water, wastewater, and reclaim water facilities operational experience
- Public involvement services, including technical assistance for preparation of public information brochures
- Water conservation education and/or enforcement
- Subsurface utility engineering and locating
- Architectural services
- GIS Analysis, SDE Management and GIS database maintenance and support capabilities
- CADD design capabilities
- Database & Information system development related to utility systems and management
- Energy audits
- Green Engineering Practices

The County shall request the services on an as-needed basis. There is no guarantee that any or all the services described in this RFP will be assigned during the term of the agreement. Further, the Consultant is providing these services on a nonexclusive basis. The County, at its option, may elect to have any of the services set forth herein performed by other consultants or County staff.

## **AGREEMENT**

The Master Consulting Agreement will be for five (5) years unless otherwise terminated in accordance with the master consulting agreement.

## **EVALUATION CRITERIA**

Proposals should not contain information in excess of that requested, must be concise, and must specifically address the issues of this RFP. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this RFP are not desired and may be construed as an indication of the Proposer's lack of cost consciousness. Elaborate artwork, expensive visual aids, and other presentation aids are neither necessary nor desired unless specifically requested. The Proposal responses shall be contained within a three-ring binder (original and each copy in separate binders). For the purposes of this RFP, one page equals a single sided page. It is requested that the responses be in the same order as the selection and evaluation procedures. The submittals should include the following:

### **Tab 1 Executive Summary**

(Items a-c: Maximum of two (2) pages)

- a) Name, company name, address, telephone number, and email address.
- b) State the number of years in business, as the same company/firm.
- c) State the number of full-time employees.
- d) Provide documentation showing proper incorporation by the Secretary of State.
- e) Provide a copy of the firm's applicable certification(s) from the State of Florida allowing them to provide the services as outlined in the Scope of Service as well as compliance with F.S. 287.055

### **Tab 2 Approach to the Project (35 points)**

(Maximum of four (4) pages)

- a) Describe in detail the components of how your firm proposes to manage assigned project(s), based upon the scope of services. Please identify the services your firm provides which make you qualified to perform the required services.
- b) Describe how the firm plans to maintain the project team and manage the project team members' time in order to ensure sufficient time to complete a project.
- c) Describe the firm's Quality Assurance and Quality Control program as it pertains to engineering services.

### **Tab 3 Experience, Expertise, Personnel and Technical Resources (40 points)**

- Identify a minimum of five (5) and a maximum of eight (8) projects in which the proposer her performed within the past five (5) years as the prime proposer which best illustrate the experience of the firm and current staff as related to the desired services. At least three (3) of the projects identified should be projects performed for public entities. (Maximum of one (1) page only per project).
  - For each project please provide:

- a) Name and location of the project;
  - b) Size and cost of the project;
  - c) Project representative name, address, phone number, and email address
  - d) Date project was completed or is anticipated to be completed, if completed provide the actual completion date;
  - e) The nature of the firm's responsibility on the project;
  - f) List of change orders, including dollar amount, which were the result of unforeseen circumstances or design errors/oversights; and
  - g) List of any time extensions created by item f above.
- Provide an organizational chart of the team highlighting the key individuals who will work on this contract.
  - Provide brief resumes of the firm's key personnel to be assigned to the master service agreement including, but not limited to, the items in the list below (One (1) page maximum per resume):
    - a) Name and current position held by the person
    - b) Name, title and project assignment
    - c) Experience:
      - (1) Types of projects.
      - (2) Size of projects (dollar value of project).
      - (3) What were their specific project involvements?
  - Identify any sub-consultants that may be involved throughout the duration of the agreement. For each sub consultant identified please provide:
    - A brief description of their experience outlining their qualifications to perform the intended services
    - A brief resume for each key personnel that will be assigned to perform the intended services

**Tab 4 Is the Firm a “Polk County Entity”? (5 Points)**

- There will be a maximum of five (5) points allocated for this Tab. If the Proposer is a Polk County Entity then five (5) points will be allocated. If the Proposer is not a Polk County Entity but is utilizing one or more sub-consultants that are a Polk County Entity to assist in performing the scope of work then the Proposal will be allocated one (1) point for each sub-consultant which is a Polk County Entity up to a maximum of five (5) points. The Polk County Entity sub-consultant(s) must have been identified under Tab 3, Experience, Expertise, Personnel and Technical Resources in order to qualify for point allocation.
- Provide documentation of the Proposers' or sub-consultant's headquarters and local offices, if any, and the amount of time the firm has been located at each such local office. Please also indicate the number of employees at the local office.
- Proposers or sub-consultants will be allocated points if they meet the following Polk County Government definition of Polk County Entity.

- The term “Polk County Entity” means any business having a physical location within the boundaries of Polk County, Florida, at which employees are located and business activity is managed and controlled on a day to day basis. Additionally, the business must have been located within the boundaries of Polk County for a minimum of 12 months prior to the date the applicable solicitation is issued. This requirement may be evidenced through a recorded deed, an executed lease agreement, or other form of written documentation acceptable to the County. The County shall have the right, but not the obligation, to verify the foregoing requirements.
- In the event a Proposer lists one or more sub-consultants in Tab 4 which is a Polk County Entity and receives point(s) as a result, and after the Proposer is awarded the project, if successful, it is determined that the listed sub-consultant does not assist in the performance of the scope of work (and is not replaced with an alternative sub-consultant which is a Polk County Entity), then the Proposer acknowledges and agrees that it may be suspended or debarred by the Procurement Director for failure to comply with the conditions, specifications or terms of a proposal or contract with the County or for committing a fraud or misrepresentation in connection with a proposal or contract with the County, in accordance with the Polk County Purchasing Ordinance and Procedures Manual.

**Tab 5 Is the Firm a “Certified Woman or Minority Business Enterprise” (5 Points)**

- Polk County Board of County Commissioners has a long standing commitment to encouraging the utilization of Women and Minority Businesses that do business with the County as vendors. To that end we encourage all of our prime and professional services vendors to utilize W/MBE vendors where at all possible, irrespective of a company’s certification status. Please explain how the submitting firm will encourage minority participation in the project. (Limit response to one page)
- There will be a maximum of five (5) points allocated for this tab. If the Proposer is a Woman or Minority owned business then five (5) points will be allocated. If the Proposer is not a Woman or Minority owned business but is utilizing one or more sub-consultants that are a Women or Minority owned business to assist in performing the scope of work, then the Proposal will be allocated one (1) point for each sub-consultant which meets the County’s certification criteria of Women or Minority owned, up to a maximum of five (5) points. The Woman or Minority owned business sub-consultant(s) must have been identified under Tab 3, Experience, Expertise, Personnel and Technical Resources in order to qualify for point allocation.
- Proposers or sub-consultants will be allocated points if they are a certified W/MBE as evidenced by providing the documentation described below.
  - If the Proposer or sub-consultant has a certified W/MBE status, provide documentation of the firms’ certified W/MBE status as defined by the Florida Small and Minority Business Act and as defined in Polk County’s

Purchasing Procedures. Polk County's Purchasing Procedures recognize the following to meet the requirement of a certified W/MBE status:

- Valid W/MBE Certification from one of the following
  - Florida Minority Supplier Development Council
  - Women Business Enterprise National Council
  - The State of Florida Office of Supplier Diversity
  - Florida Department of Transportation
  - U. S. Small Business Administration
  - Federal Aviation Authority
  - Other Florida governmental agencies

Certifications from other governmental agencies will be considered on a case-by-case basis.

- In the event a Proposer lists one or more sub-consultants in Tab 5 which is a Women or Minority owned business and receives point(s) as a result, and after the Proposer is awarded the project, if successful, it is determined that the listed sub-consultant does not assist in the performance of the scope of work (and is not replaced with an alternative sub-consultant which is a Women or Minority owned business), then the Proposer acknowledges and agrees that it may be suspended or debarred by the Procurement Director for failure to comply with the conditions, specifications or terms of a proposal or contract with the County or for committing a fraud or misrepresentation in connection with a proposal or contract with the County, in accordance with the Polk County Purchasing Ordinance and Procedures Manual.

**Tab 6 Interactions with County and Regulatory Agency Staff (5 Points)**

- Provide documentation supporting the specialized qualifications of the proposed staff in terms of meeting this scope of service. Qualifications should highlight experience with regulatory agencies, identifying specific agencies and the items being addressed, including construction permitting, water use permitting, consent orders, consultation, governing regulations; and other related activities. Describe the firm's ability to work with the Utilities Division or other Division staff in order to successfully fulfill the scope of service. Demonstrate the firm's knowledge of permitting process, as well as local regulatory agencies, including, but not limited to SWFWMD, FDEP, and the Polk County Health Department, if applicable. (Limit response to one (1) page)

**Tab 7 Surveys of Past Performance (10 Points)**

- Provide reference surveys from past clients for the projects identified under Tab 3.
- Completed surveys. (See Exhibit 1) Procurement will take the average of all surveys and score as follows:
  - Average Score between 9-10 (10 Points)
  - Average Score between 7-8 (8 Points)

- Average Score between 5-6 (6 Points)
- Average Score between 3-4 (4 Points)
- Average Score between 1-2 (2 Points)
- Average Score of 0 (0 Points)

**BID OPENING**

Proposers may attend the Bid Opening in person or via conference call by dialing (646) 558-8656 and enter Meeting ID: 327 647 2818. A listing of all proposers will be posted to Procurement’s website as soon as possible after bid opening.

**Selection Process**

Proposals will be evaluated in accordance with this section and all applicable County procurement policies and procedures.

The County shall appoint a selection committee (the “Selection Committee”) that will be responsible for evaluating and scoring/ranking the Proposals in accordance with this Section.

The County will use a competitive selection process based on the Elevation Levels described in this Section. At Elevation Levels 2 and 3, the Selection Committee will score and/or rank the Proposals as applicable.

Selection of a final Proposal will be based upon the following steps and factors:

**Elevation Level 1 (Procurement Requirements Assessment):**

- The County Procurement Division shall review all Proposals for conformance with RFP guidelines and detailed submittal requirements. At the County’s discretion, non-conforming Proposals may be eliminated from further consideration and conforming Proposals shall be elevated to Elevation Level 2. Procurement will distribute Proposals and evaluation criteria to the Selection Committee.
- Procurement will also ensure all firms meet the requirement of certification as outlined in Florida Statute 287.055(3)(c).
- The Selection Committee may convene to review questions that arise during individual member review of submitted Proposals before Elevation Level 2 to allow for questions, clarifications, explanations, or other discussion to be held before the review of Proposals is completed.

**Elevation Level 2 (Scoring)**

- Procurement shall score each Proposal on the following evaluation criteria:
  - Local (Tab 4)-5 points
  - W/MBE Certification (Tab 5)-5 points
  - Surveys of Past Performance (Tab 7)-10 points

Subtotal Points-20 points

by the process stated under each corresponding Tab description as set forth on Pages 9-13.

- Each Selection Committee member shall score each Proposal on the following evaluation criteria:
  - Approach to the Project (Tab 2)-35 points
  - Experience, Expertise, Personnel and Technical Resources (Tab 3)-40 points
  - Interaction w/ County & Regulatory Agencies (Tab 6)-5 pointsSubtotal Points-80 points

Total Points – 100 points

by the following process:

- 1) Each Selection Committee member shall determine which of the following descriptions applies to each of the foregoing evaluation criteria:
  - EXCELLENT (1.0): Of the highest or finest quality; exceptional; superior; superb; exquisite; peerless.  
The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited an exceptional and superior degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver far beyond expectation.
  - VERY GOOD (0.8): To a high degree; better than or above competent and/or skillful.  
The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited a very high degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver beyond expectation.
  - GOOD (0.6): Having positive or desirable qualities; competent; skilled; above average.  
The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited a skillful and above-average degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules,

etc.) demonstrate the Proposer's ability to perform and deliver at the expected level.

- FAIR (0.4): Average; moderate; mediocre; adequate; sufficient; satisfactory; standard.

The Proposer provided information for a given criteria that satisfied the requirements and described sufficiently how and what will be accomplished in a manner that exhibited an adequate and average degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver at a level slightly below expectation.

- POOR (0.2): Inadequate; lacking; inferior in quality; of little or less merit; substandard; marginal.

The Proposer provided information for a given criteria that did not satisfy the requirements and described in an inadequate manner how and what will be accomplished. The information provided simply reiterated a requirement, contained inaccurate statements or references, lacked adequate information, or was of inferior quality. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver at a substandard and inferior level.

- UNACCEPTABLE (0.0):

The Proposer failed to provide any information for a given criteria, provided information that could not be understood, or did not provide the information for a given category as requested.

- 2) After a Selection Committee member has determined the description applicable for each evaluation criterion, the total points available for such criterion shall be multiplied by the factor associated with the applicable description to produce the number of points allocated for that evaluation criterion. For example, a Selection Committee member classifies the "Experience and Expertise" criterion (which shall be worth 25 points for the purpose of this example) as "Very Good" (which is a description factor multiplier of 0.8). The points that Selection Committee member allocated for that evaluation criterion would be 20, calculated as follows: 25 available points x 0.8 applicable description factor multiplier = 20 points.
- 3) A Selection Committee member's total score for each Proposal shall equal the sum of the total points allocated for each evaluation criteria.
- 4) When all Selection Committee members have completed their Proposal evaluations, the individual Selection Committee member's total scores for each Proposal will be added together to produce a final score for each Proposal.
- 5) Procurement will confirm the calculations for the final score for each Proposal. Then, Procurement shall publish a rank-ordered listing of the Proposals to the

Selection Committee with the Proposal receiving the highest point as the highest-ranked Proposal.

- 6) In accordance with Section 287.055(4)(a), Florida Statutes, if there are three (3) or more Proposers in Elevation Level 2, the Selection Committee must elevate no fewer than the three highest scored of such Proposers to Elevation Level 3 for interviews. If there are only two Proposers in Elevation Level 2, the Selection Committee must elevate those two Proposers to Elevation Level 3 for interviews. If there is only one Proposer in Elevation Level 2, then the Selection Committee may collectively decide if they would like to elevate the Proposer to Elevation Level 3 for interviews or if they would like to recommend the Board authorize staff to enter into Contract Negotiations with the Proposer. In the latter case, after Board approval to authorize staff to negotiate a contract, the Proposer will then be elevated to Elevation Level 4 for contract negotiations.

### **Elevation Level 3 (Proposer Interviews)**

The Selection Committee are required to conduct interviews of the Proposers that it has elevated from Elevation Level 2 to Elevation Level 3.

During an interview, elevated Proposers may be requested to make a presentation focusing on their qualifications, approach to the project and the ability to furnish the required services. The Selection Committee members will have an opportunity to inquire about any aspect of the RFP and the Proposer's Proposal. After all elevated Proposer interviews, each Selection Committee member will individually rank the Proposers in numerical order beginning at number 1 for the Proposer deemed to be the most highly qualified to perform the required services. In accordance with Section 287.055(4)(b), Florida Statutes, in determining whether a Proposer is qualified, each Selection Committee member shall consider such factors as:

- Ability of Personnel
- Whether a Proposer is a certified minority business enterprise
- Past performance
- Willingness to meet time and budget requirements
- Location
- Recent, current, and projected workloads
- Volume of work previously awarded to each Proposer by the County

Procurement shall receive and compile each Selection Committee member's ranking of each Proposer, and then publish a rank-ordered listing of Proposers to the Selection Committee, based on the combined average rankings given each Proposer. The Selection Committee members will then collectively decide if they would like to recommend the Board authorize staff to enter into Contract Negotiations with all Proposers elevated to Proposer Interviews, starting with the highest-ranked Proposer(s). After Board approval to authorize staff to negotiate a contract, said Proposer(s) will then be elevated to Elevation Level 4 for contract negotiations.

#### **Elevation Level 4 (Contract Negotiations)**

If a Proposer is elevated to this level, the User Division, with the assistance of Procurement and the County Attorney's Office, shall negotiate an Agreement with the elevated Proposer(s) in accordance with Section 287.055(5), Florida Statutes.

If after negotiating for a reasonable time period the parties cannot agree on a contract, the County shall, in its sole discretion, terminate further contract negotiations with that Proposer(s). Procurement shall notify the Selection Committee that contract negotiations with the elevated Proposer(s) have terminated. The Selection Committee shall then determine whether to recommend to the Board to approve contract negotiations with the next-highest-ranked Proposer, and so on. If the Selection Committee decides not to recommend contract negotiations with the next-highest-ranked Proposer, or if the County determines there is no other Proposer with whom the County can successfully negotiate a contract, then the RFP Selection Process shall terminate.

After contract negotiations with a Proposer(s) are successfully completed pursuant to Elevation Level 4, the Selection Committee shall recommend to the Board of County Commissioners that it selects such Proposer(s) to provide the services as outlined in the Agreement. The Board of County Commissioners shall make the final decision whether to enter into an Agreement with a Proposer(s).

## **GENERAL CONDITIONS**

### **CONTACT**

After the issuance of any Request for Proposal, prospective proposers shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposal with the Board of County Commissioners, and any employee of Polk County, other than the Procurement Director or as directed in the cover page of the Request for Proposal. This prohibition begins with the issuance of any Request for Proposal and ends upon completion execution of a contract. Such communications initiated by a proposer shall be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal.

### **INSURANCE REQUIREMENTS**

The selected firm, if any, shall maintain, at all times, the following minimum levels of insurance and; shall, without in any way altering their liability, obtain, pay for and maintain insurance for the coverages and amounts of coverage not less than those set forth below. Provide to the County original Certificates of Insurance satisfactory to the County to evidence such coverage before any work commences. Polk County, a political subdivision of the State of Florida, shall be an additional named insured on all policies related to the project; excluding workers' compensation and professional liability. The Workers' Compensation and General Liability policies shall contain a waiver of subrogation in favor of Polk County. All insurance coverage shall be written with a company having an A.M. Best Rating of at least the "A" category and size category of VIII. The firm's self-insured retention or deductible per line of coverage shall not exceed \$25,000 without the permission of the County. In the event of any failure by the firm to comply with the provisions; the County may, at its option, on notice to the firm suspend the project for cause until there is full compliance. Alternatively, the County may purchase such insurance at the firm's expense, provided that the County shall have no obligation to do so and if the County shall do so, the firm shall not be relieved of or excused from the obligation to obtain and maintain such insurance amounts and coverages.

Worker's Compensation and Employer's Liability Insurance providing statutory benefits, including those that may be required by any applicable federal statute:

Admitted in Florida	Yes
Employer's Liability	\$100,000
All States Endorsement	Statutory
Voluntary Compensation	Statutory

Commercial General Liability Insurance. \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including the following coverages:

Premises and Operations and Products/Completed Operations;

Broad Form Commercial General Liability Endorsement to include blanket contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm); Personal Injury (with employment and contractual exclusions deleted) and Broad Form Property Damage coverages;

Independent Contractors; Policy must include Separation of Insureds Clause.

Comprehensive Automobile Liability Insurance. \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including all owned, hired and non-owned vehicles.

Professional Liability Insurance. \$2,000,000 for design errors and omissions, inclusive of defense costs. Selected firm shall be required to provide continuing Professional Liability Insurance to cover the project for a period of two (2) years after the projects are completed.

### **INDEMNIFICATION**

To the maximum extent permitted by law, the Consultant shall indemnify, protect and hold the County, and its officers, employees and agents, harmless from and against any and all, claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses, and expenses whatsoever (including, without limitation, reasonable attorneys' fees, costs, and expenses incurred during negotiation, through litigation and all appeals therefrom) including, without limitation, those pertaining to the death of or injury to any person, or damage to any property, to the extent arising out of or resulting from (i) the failure of Consultant to comply with applicable laws, rules or regulations, (ii) the breach by Consultant of its obligations under this Agreement, (iii) any claim for trademark, patent, or copyright infringement arising out of the scope of Consultant's performance or nonperformance of this Agreement, or (iv) the negligent acts, errors or omissions, or intentional or willful misconduct, of Consultant or any persons or entities employed or utilized by Consultant in the performance of this Agreement. The obligations imposed by this Section shall survive the expiration or earlier termination of the Agreement.

### **PUBLIC ENTITY CRIMES STATEMENT**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or proposal on a contract to provide any goods or services to a public entity, may not submit a bid or proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submitting this proposal, the proposer hereby certifies that they have complied with said statute.

## **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

The County is an equal opportunity/affirmative action employer. The County is committed to equal opportunity employment effort; and expects firms that do business with the County to have a vigorous affirmative action program.

## **WOMEN/MINORITY BUSINESS ENTERPRISE OUTREACH**

The County hereby notifies all Proposers that W/MBEs are to be afforded a full opportunity to participate in any request for proposal by the County and will not be subject to discrimination on the basis of race, color, sex or national origin.

## **AFFIRMATION**

By submitting their proposal, the Proposer affirms that the proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; the Proposer has not directly or indirectly induced or solicited any other person to submit a false or sham proposal; the Proposer has not solicited or induced any person, firm or corporation to refrain from submitting a proposal; and the Proposer has not sought by collusion to obtain for him/herself any advantage over other persons or over the County.

## **DEVELOPMENT COSTS**

Neither the County nor its representative(s) shall be liable for any expenses incurred in connection with preparation of a response to the RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the RFP.

## **ADDENDA**

The County may record its responses to inquiries and any supplemental instructions in the form of written addenda. The addenda will be posted on the County's website at <https://www.polk-county.net/procurement-bids>. It is the sole responsibility of the proposers to check the website to ensure that all available information has been received prior to submitting a proposal.

## **CODE OF ETHICS**

If any proposer violates or is a party to a violation of the code of ethics of Polk County or the State of Florida, with respect to this proposal, such proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from bidding on any future proposals for work, goods, or services for the County.

## **DRUG FREE WORKPLACE**

Preference shall be given to businesses with Drug Free Workplace (DFW) programs. Whenever two or more proposals, which are equal with respect to price, quality and service, are received by the County for the procurement of commodities or contractual services, a proposal received from a business that has provided a statement that it is a DFW shall be given preference in the award process.

## **APPLICABLE LAWS AND COURTS**

This RFP and any resulting agreements shall be governed in all respects by the laws of the State of Florida and any litigation with respect thereto shall be brought only in the courts of Polk County, Florida or the United States District Court, Middle District of Florida, located in Hillsborough County, Florida. The proposer shall comply with all applicable federal, state and local laws and regulations.

## **CONTRACTUAL MATTERS**

A contract in substantially the same form as attached here to as Attachment "A" (Master Consulting Agreement) will be executed between the County and the successful Proposer(s).

All contracts are subject to final approval of the Polk County Board of County Commissioners. Persons or firms who incur expenses or change position in anticipation of a contract prior to the Board's approval do so at their own risk.

## **PROPOSAL ACCEPTANCE PERIOD**

A proposal shall be binding upon the offeror and irrevocable by it for one hundred and twenty (120) calendar days following the proposal opening date. Any proposal in which offeror shortens the acceptance period may be rejected.

## **ADDITION/DELETION**

The County reserves the right to add to or delete any item from this proposal or resulting agreements when deemed to be in the best interest of the County.

## **PROPRIETARY INFORMATION**

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Request for Proposals and the responses thereto are in the public domain. However, the proposers are required to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. Proposers should provide a redacted copy of proposal with submittal, or must provide within thirty (30) days from the Proposal due date.

All proposals received from proposers in response to this Request for Proposal will become the property of the County and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the County.

## **REVIEW OF PROPOSAL FILES**

In accordance with Chapter 119.071 of the Florida Statutes, the responses received for this Request for Proposal are exempt from review for thirty (30) days after the Bid Opening Date or at Recommendation of Award, whichever event occurs first.

Should the RFP be cancelled and re-solicited for any reason, proposal responses shall remain exempt from disclosure for a period not to exceed twelve (12) months or at Recommendation of Award of the subsequent solicitation.

**RFP PROTEST:** Any proposer desiring to file a protest, with respect to a recommended award of any RFP, shall do so by filing a written protest. The written protest must be in the possession of the Procurement Division within three (3) working days of the Notice of Recommended Award mailing date. All proposers who submitted a proposal will be sent a Notice of Recommended Award, unless only one proposal was received.

A copy of the protest procedures may be obtained from the Polk County Procurement Division or can be downloaded from the County's website at <https://www.polk-county.net/procurement/protest-procedures>.

**FAILURE TO FOLLOW PROTEST PROCEDURE REQUIREMENTS WITHIN THE TIME FRAMES PRESCRIBED HEREIN AS ESTABLISHED BY POLK COUNTY, FLORIDA, SHALL CONSTITUTE A WAIVER OF THE PROPOSER'S RIGHT TO PROTEST AND ANY RESULTING CLAIM.**

**UNAUTHORIZED ALIEN(S)** The Consultant agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, the successful consultant will complete and submit the form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

**EMPLOYMENT ELIGIBILITY VERIFICATION (E-Verify)**

A. Unless otherwise defined herein, terms used in this Section which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

B. Pursuant to Section 448.095(5), Florida Statutes, the contractor hereto, and any subcontractor thereof, must register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. The contractor acknowledges and agrees that (i) the County and the contractor may not enter into this Agreement, and the contractor may not enter into any subcontracts hereunder, unless each party to this Agreement, and each party to any subcontracts hereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of this Agreement, and the County may treat a failure to comply as a material breach of this Agreement.

C. By entering into this Agreement, the contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and

requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of this Agreement. Failure to comply will lead to termination of this Agreement, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If this Agreement is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of Section 448.095, Fla. Stat., by the contractor, the contractor may not be awarded a public contract for a period of 1 year after the date of termination. The contractor shall be liable for any additional costs incurred by the County as a result of the termination of this Agreement. Nothing in this Section shall be construed to allow intentional discrimination of any class protected by law.

### **LIMITATIONS**

This request does not commit Polk County to award a contract. Proposers will assume all costs incurred in the preparation of their response to this RFP. The County reserves the right to: 1) accept or reject qualifications and/or proposals in part or in whole; 2) request additional qualification information; 3) limit and determine the actual contract services to be included in a contract; 4) obtain information for use in evaluating submittals from any source and 5) reject all submittals.

**ATTORNEY'S FEES AND COSTS:** Each party shall be responsible for its own legal and attorney's fees, costs and expenses incurred in connection with any dispute or any litigation arising out of, or relating to this Agreement, including attorney's fees, costs and expenses incurred for any appellate or bankruptcy proceedings.

### **PUBLIC RECORD LAWS**

(a) The Consultant acknowledges the County's obligations under Article I, Section 24, of the Florida Constitution and under Chapter 119, Florida Statutes, to release public records to members of the public upon request and comply in the handling of the materials created under this Agreement. The Consultant further acknowledges that the constitutional and statutory provisions control over the terms of this Agreement. In association with its performance pursuant to this Agreement, the Consultant shall not release or otherwise disclose the content of any documents or information that is specifically exempt from disclosure pursuant to all applicable laws.

(b) Without in any manner limiting the generality of the foregoing, to the extent applicable, the Consultant acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

(1) keep and maintain public records required by the County to perform the services required under this Agreement;

(2) upon request from the County's Custodian of Public Records or his/her designee, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(3)ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of this Agreement if the Consultant does not transfer the records to the County; and

(4)upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the service. If the Consultant transfers all public records to the County upon completion of this Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's Custodian of Public Records, in a format that is compatible with the information technology systems of the County.

**(c) IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT:**

**RECORDS MANAGEMENT LIAISON OFFICER**

**POLK COUNTY**

**330 WEST CHURCH ST**

**BARTOW, FL 33830**

**TELEPHONE: (863) 534-7527**

**EMAIL: [RMLO@POLK-COUNTY.NET](mailto:RMLO@POLK-COUNTY.NET)**

**Scrutinized Companies and Business Operations Certification; Termination.**

**A. Certification(s).**

- i. By its execution of this Agreement, the Vendor hereby certifies to the County that the Vendor is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, nor is the Vendor engaged in a boycott of Israel, nor was the Vendor on such List or engaged in such a boycott at the time it submitted its bid, proposal, quote, or other form of offer, as applicable, to the County with respect to this Agreement.
- ii. Additionally, if the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000), then the Vendor further certifies to the County as follows:
  - a) the Vendor is not on the Scrutinized Companies with Activities in Sudan List, created pursuant to Section 215.473, Florida Statutes; and
  - b) the Vendor is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; and

- c) the Vendor is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and
    - d) the Vendor was not on any of the Lists referenced in this subsection A(ii), nor engaged in business operations in Cuba or Syria when it submitted its proposal to the County concerning the subject of this Agreement.
  - iii. The Vendor hereby acknowledges that it is fully aware of the penalties that may be imposed upon the Vendor for submitting a false certification to the County regarding the foregoing matters.
- B. Termination. In addition to any other termination rights stated herein, the County may immediately terminate this Agreement upon the occurrence of any of the following events:
  - i. The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(i) above, or the Vendor is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.
  - ii. The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(ii) above, or the Vendor is found to have been placed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, and the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000).

## Proposers Incorporation Information

(Submittal Page)

The following section should be completed by all bidders and submitted with their bid submittal:

Company Name: \_\_\_\_\_

DBA/Fictitious Name (if applicable): \_\_\_\_\_

TIN #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

County: \_\_\_\_\_

Note: Company name must match legal name assigned to the TIN number. A current W9 should be submitted with your bid submittal.

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Organization (select one type)

- Sole Proprietorship
- Partnership
- Non-Profit
- Sub Chapter
- Joint Venture
- Corporation
- LLC
- LLP
- Publicly Traded
- Employee Owned

State of Incorporation: \_\_\_\_\_

The Successful vendor must complete and submit this form prior to award. The Successful vendor must invoice using the company name listed above.

# EXHIBIT 1

## DETAILED INSTRUCTIONS ON HOW TO PREPARE AND SEND PERFORMANCE SURVEYS

The objective of this process is to identify the past performance of the Contractor submitting a proposal package. This is accomplished by sending survey forms to past customers. The customers should return the forms directly to the Contractor. The Contractor is to include all surveys in their proposal package.

### **Sending the Survey**

The surveys shall be sent to all clients for whom the Contractor has identified under Tab 3. Surveys should correlate to all projects identified under Tab 3.

If more surveys are included, then Procurement will only use those identified under Tab 3.

1. The Contractor shall complete the following information for each customer that a survey will be sent

CLIENT NAME	Name of the company that the work was performed for (i.e. Hillsborough County).
FIRST NAME	First name of the person who will answer customer satisfaction questions.
LAST NAME	Last name of the person who will answer customer satisfaction questions.
PHONE NUMBER	Current phone number for the reference (including area code).
EMAIL ADDRESS	Current email address for the reference.
PROJECT NAME	Name of the project (Professional Engineering Services for Hillsborough County Fire Station), Etc.
COST OF SERVICES	Cost of services (\$3,000,000)
DATE COMPLETE	Date when the services were completed. (i.e. 5/31/2020)

2. The Contractor is responsible for verifying that their information is accurate prior to submission for references.

3. The survey must contain different services/projects. You cannot have multiple people evaluating the same job. However, one person may evaluate several different jobs.

4. The past projects can be either completed or on-going.

5. The past client/owner must evaluate and complete the survey.

## **Preparing the Surveys**

1. The Contractor is responsible for sending out a performance survey to the clients that have been identified under Tab 3. The survey can be found on the next page.
2. The Contractor should enter the past clients' contact information, and project information on each survey form for each reference. The Contractor should also enter their name as the Contractor being surveyed.
3. The Contractor is responsible for ensuring all references/surveys are included in their submittal under Tab 7
4. Polk County Procurement may contact the reference for additional information or to clarify survey data. If the reference cannot be contacted, there will be no credit given for that reference.

## Survey Questionnaire – Polk County

### RFP 23-448, Utilities Design Services & Regulatory Services

To: \_\_\_\_\_ (Name of Person completing survey)

\_\_\_\_\_ (Name of Client Company/Contractor)

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Subject: Past Performance Survey of Similar work:

Project name: \_\_\_\_\_

Name of Vendor being surveyed: \_\_\_\_\_

Cost of Services: Original Cost: \_\_\_\_\_ Ending Cost: \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ Contract End Date: \_\_\_\_\_

**Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.**

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	
3	Quality of workmanship	(1-10)	
4	Professionalism and ability to manage	(1-10)	
5	Close out process	(1-10)	
6	Ability to communicate with Client's staff	(1-10)	
7	Ability to resolve issues promptly	(1-10)	
8	Ability to follow protocol	(1-10)	
9	Ability to maintain proper documentation	(1-10)	
10	Appropriate application of technology	(1-10)	
11	Overall Client satisfaction and comfort level in hiring	(1-10)	
12	Ability to offer solid recommendations	(1-10)	
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	

Printed Name of Evaluator \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_

Please fax or email the completed survey to: \_\_\_\_\_

# AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT (“INA”).

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

State of: \_\_\_\_\_

County of: \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (*name*) as \_\_\_\_\_ (*title of officer*) of \_\_\_\_\_ (*entity name*), on behalf of the company, who  is personally known to me or  has produced \_\_\_\_\_ as identification.

Notary Public Signature: \_\_\_\_\_

Printed Name of Notary Public: \_\_\_\_\_

Notary Commission Number and Expiration: \_\_\_\_\_

(AFFIX NOTARY SEAL)

**EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION**

(Florida Statutes, Section 448.095)

RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

The undersigned, as an authorized officer of the Consultant identified below (the “**Consultant**”), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the “**County**”), by and on behalf of the Consultant in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Consultant and the County on or about the date hereof, whereby the Consultant will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the “**Contract**”), as follows:

1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

2. Pursuant to Section 448.095(5), Florida Statutes, the Consultant, and any subconsultant under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Consultant or subconsultant. The Consultant acknowledges and agrees that (i) the County and the Consultant may not enter into the Contract, and the Consultant may not enter into any subcontracts thereunder, unless each party to the Contract, and each party to any subcontracts thereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security’s E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of the Contract, and the County may treat a failure to comply as a material breach of the Contract.

3. By entering into the Contract, the Consultant becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subconsultants to provide an affidavit attesting that the subconsultant does not employ, contract with, or subcontract with, an unauthorized alien. The Consultant shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subconsultant knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Consultant, the Consultant may not be awarded a public contract for a period of 1 year after the date of termination. The Consultant shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**ATTEST:**

**CONSULTANT:**

By: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
Its: \_\_\_\_\_

June 27, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF  
THE STATE OF FLORIDA  
ADDENDUM # 1  
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Ari Goldstein, CPP

*Ari Goldstein*

Senior Procurement Analyst  
Procurement Division

**This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.**

Signature

Printed Name:

Title:

Company:

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# RFP 23-448, Utilities Design Services and Regulatory Services

## ADDENDUM # 1

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### QUESTIONS AND ANSWERS

Question 1: Can you please provide the sign-in sheets from the pre-proposal meeting held on June 20, 2023?

**Answer 1: The Pre-Proposal Meeting Attendance list was posted on our website and can be found here: <https://www.polk-county.net/procurement/bids/bid-details/utilities-design-services-regulatory-support-services>.**

Question 2: Who are the firms that are currently under contract with the County for these services?

**Answer 2: Black & Veatch, Carollo Engineers, CHA Consulting, CivilSurv Design Group, Dewberry Engineers, Hazen & Sawyer, Jones Edmunds & Associates, Pennoni Associates, Tetra Tech, Wood Environmental & Infrastructure Solutions, Wright-Pierce, and WSP USA.**

Question 3: We have recently responded to a few Polk County proposals. Would the County consider allowing us to use Survey Questionnaires from previous submissions?

**Answer 3: Yes, so long as the questions are the same on both surveys and refer to projects that are referenced under Tab 3, Experience, Expertise, Personnel and Technical Resources.**

Question 4: Which Tab number would the County like us to include the proposal forms (Proposer's Incorporation Information, Affidavit Certification Immigration Laws, Employment Eligibility Verification)?

**Answer 4: These documents can be submitted under Tab 1, Introduction, after the items submitted under Tab 1, Items a-e.**

Question 5: On page 7 of the RFP package, it states "Proposers must have in-house, multi-disciplinary capabilities in at least ten (10) of these fields..." Does that include subcontractors that may perform work on behalf of the prime proposers?

**Answer 5: The prime proposers submitting proposals must be able to perform a minimum of 10 of the listed capabilities found on pages 7 and 8 of the RFP package. There may be projects that require a prime proposer use subcontractors to complete a scope of work, but the intent of this solicitation is to award to prime proposers that can perform the multi-disciplinary capabilities listed in the RFP package.**

Question 6: Does the County prefer the proposals be delivered either as a sealed parcel or an electronic submittal?

**Answer 6: The County offers both options and does not have a preferred method of delivery for the proposals.**

Question 7: Have there been issues in the past when proposers tried to submit their proposals electronically?

**Answer 7: The County has extended receiving/due dates one week in the past when there was a temporary issue with the Kiteworks application website on a receiving date. This was an isolated incident only.**

July 3, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF  
THE STATE OF FLORIDA  
ADDENDUM # 2  
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Correction: The email address listed on page 1 of the RFP package to submit questions to is incorrect. Please email all questions to [arigoldstein@polk-county.net](mailto:arigoldstein@polk-county.net). All questions must be received by 4:00 p.m., Friday, July 7, 2023.

To receive a copy of **Attachment “A”, Sample Master Consulting Agreement**, please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevendor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder **“RFP 23-448 Utilities Design Services and Regulatory Services.zip”**, select “Open” or “Save As” to download the sample agreement. If you need assistance accessing this website due to ADA or any other reason, please email Ari Goldstein at [arigoldstein@polk-county.net](mailto:arigoldstein@polk-county.net).

Ari Goldstein, CPP

*Ari Goldstein*

Senior Procurement Analyst  
Procurement Division

**This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.**

Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

## **RFP 23-448, Utilities Design Services and Regulatory Services ADDENDUM # 2**

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### **QUESTIONS AND ANSWERS**

Question 1: Are we allowed to submit project references/reference surveys for Polk County projects?

**Answer 1: Yes.**

Question 2: Will points be awarded in Tab 5 for a subconsultant that is a certified Service-Disabled Veteran-Owned Small Business (SDVOSB)?

**Answer 2: No. Points are awarded only to certified Women and Minority Business Entities under Tab 5.**

Question 3: Can Polk County disclose the selection committee members for this RFP?

**Answer 3: The anticipated selection committee members include Tamara Richardson, James Tully, Krystal Azzarella, Jason Jennings, and Sharon Mathis.**

Question 4: If the intent of the RFP is to select more than one consultant, is it necessary for the County to conduct proposer interviews per the selection process (Elevation Level 3 – Proposer Interview)?

**Answer 4: Yes. Interviews are necessary and shall take place in accordance with Florida Statute 287.055(4)(b).**

Question 5: On page 21, the RFP states, “A contract in substantially the same form as attached here to as Attachment ‘A’ (Master Consulting Agreement) will be executed between the County and the successful Proposer(s).” Where can one find the Attachment “A” that includes the Master Consulting Agreement?

**Answer 5: Attachment “A”, Sample Master Consulting Agreement is available to on the County’s FTP site for download. Refer to page 1 of this addendum for directions on how to download Attachment “A”.**

July 11, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF  
THE STATE OF FLORIDA  
ADDENDUM # 3  
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Ari Goldstein, CPP

*Ari Goldstein*

Senior Procurement Analyst  
Procurement Division

**This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.**

Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

# RFP 23-448, Utilities Design Services and Regulatory Services

## ADDENDUM # 3

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### QUESTIONS AND ANSWERS

Question 1: Can you please clarify whether items d and e in tab 1 count toward the two-page limit?

**Answer 1: Items d) and e) under Tab 1, Executive Summary, do not count towards the two-page limit. Only items a) – c) count towards to the two-page maximum limit.**

Question 2: How are categories left blank on the performance survey questionnaire handled when averaging the survey scores?

**Answer 2: If questions are not answered on the performance surveys, the questions left blank will not be taken into consideration when calculating the overall score average when awarding points under Tab 7, Surveys of Past Performance.**

Question 3: Can front and back cover as well as dividers be included when submitting electronically via Kiteworks?

**Answer 3: Yes.**

Question 4: The FDOT no longer participates in client surveys and refers consultants to an online grading system (scaled 1 to 5 based on quality, scheduling, and management) that is updated on an annual basis. Would a screenshot of the online evaluation be an acceptable replacement for the required performance survey that accompanies projects write ups?

**Answer 4: No. The Survey Questionnaire on page 29 of the RFP package must be used and submitted by a proposer under Tab 7, Surveys of Past Performances so that each proposal is scored the same using the criteria outlined in the RFP package.**

Exhibit "A-ii"

**Polk County**

UTILITIES DESIGN SERVICES & REGULATORY  
SUPPORT SERVICES

**RFP# 23-448**

**JULY 19, 2023**

**ORIGINAL**



July 19, 2023

Polk County Procurement Division  
330 West Church Street, Room 150  
Bartow, FL 33830

## RE: RFP #23-448 for Utilities Design Services & Regulatory Support Services

Dear Selection Committee Members:

Chastain-Skillman, Inc. (CS) is pleased to submit this response to Polk County's Request for Utilities Design Services and Regulatory Support Services (RFP).

**Understanding of Scope.** The scope of work identified in this RFP is concise and consistent with the services our team members are familiar with and provide. We understand that the County desires services to include, but not limited to, design, permitting and construction phase engineering services for water, wastewater, and reclaim water facilities within Polk County. Additionally, work will be done in conjunction with the Utilities Community Investment Program (CIP) which includes Expansion and Renewal and Replacement. Additionally, it is our understanding work may be performed for other Utility Sections including Environmental Permitting, Operations and Maintenance, and Customer Service.

**Proven Track Record.** CS has provided civil engineering services in Polk County for 73 years, having completed hundreds of water and wastewater projects in that time. Recent notable projects include the Town of Lake Hamilton's Potable Water System Improvements; the City of Auburndale's Regional Sprayfield & RIBs, the City of Lakeland's Potable Water Interconnect, English Oaks Force Main, and County Line Road Water Main Extension; the City of Lake Wales Ground Storage Reservoir; Polk Regional Water Cooperative (PRWC) Southeast Wellfield & Water Supply Facility; the City of Winter Haven's Headworks Expansion at WWTP No. 3; and the City of Bartow's Water Reclamation Facility SBR Improvements.

**Qualified Team.** CS presents a seasoned staff of highly qualified design professionals and a record of successful and relevant project experience. For over seven decades our team of professionals have provided similar needed services with confidence and efficiency to thousands of clients in the state of Florida, and we stand ready to provide these same services to Polk County. To complement our in-house capabilities and to provide Polk County with the high quality service you have grown to expect from CS, we have partnered with the following team members:

- » Applied Ecology, Inc. for Environmental Services
- » The Lunz Group for Architectural Services
- » The Valerin Group, Inc. for Community Outreach
- » ECHO UES, Inc. for SUE Services
- » NADIC Engineering Associates, Inc. for Geotechnical Engineering Services
- » Brindley Pieters & Associates, Inc. for Structural Engineering
- » Electrical Design Associates, Inc. for Electrical Engineering
- » TLC Engineering Solutions, Inc. for Mechanical Engineering

**Commitment to Polk County.** Simply put, Polk County is our home. Headquartered in Polk County for over seven decades, we have a vested interest in building a better community for Polk County and its citizens, businesses, and visitors.

Sincerely,

**CHASTAIN-SKILLMAN, INC.**



W. Ronald Cauthan, PE  
Vice President of Civil Engineering

# TAB 1: EXECUTIVE SUMMARY



# 1. EXECUTIVE SUMMARY



61

FULL TIME  
EMPLOYEES

73

YEARS IN  
BUSINESS

33

YEARS OF  
EXPERIENCE WITH  
POLK COUNTY

Chastain-Skillman, Inc. (CS) operates as a Corporation in the State of Florida and is headquartered in Lakeland, Florida with additional offices in Orlando, Florida and Brentwood, Tennessee. CS was established in 1950 and is licensed to perform **Engineering, Geology** and **Surveying** services. With a staff of almost 70 professionals, our engineers are licensed in 30 states. Our in-house services include Civil Engineering, Environmental Engineering, Water and Wastewater Engineering, Geology/Hydrogeology, Construction Management/Inspections, and Land Surveying.

CS is a third generation, locally owned engineering firm whose innovative concepts and advanced design work have played a major role in the growth and development of Polk County for over 73 years.

Our firm has worked diligently to provide an integrated approach to planning and design that benefits both our clients and the surrounding communities. We work with both public and private clients to help them meet their project goals.

**CS provides a full range of engineering design services for water and wastewater infrastructure projects.**

Our engineers and designers are prepared to tackle your project from the conceptual phase through final design. Services include: Water Supply & Treatment; Water Storage & Distribution Systems; Wastewater Treatment; Sewer Collection Systems; Pump Stations, Booster Stations, and Lift Stations; Trenchless Construction Methods; Inflow & Infiltration Analysis; and Pipeline Rehabilitation.

***WE PAIR EXPERIENCE WITH INNOVATION TO DELIVER  
SOUND SOLUTIONS TO COMPLEX CHALLENGES.***

Chastain-Skillman, Inc. | 205 E. Orange St., Suite 110, Lakeland, FL 33801 | 863.646.1402 | [bmartin@chastainskillman.com](mailto:bmartin@chastainskillman.com)

## INCORPORATION BY SECRETARY OF STATE & FIRM LICENSES

### State of Florida Department of State

I certify from the records of this office that CHASTAIN-SKILLMAN, INC. is a corporation organized under the laws of the State of Florida, filed on February 28, 1950.

The document number of this corporation is 160673.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on January 24, 2023, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.



*Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Twenty-fourth day of January, 2023*

*[Signature]*  
Secretary of State

Tracking Number: 2219064597CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION



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#### LICENSEE DETAILS

10:19:31 AM 6/22/2023

##### Licensee Information

Name: CHASTAIN-SKILLMAN, INC. (Primary Name)  
Main Address: 205 E. ORANGE STREET  
SUITE 110  
LAKELAND Florida 33801  
County: POLK

##### License Information

License Type: Engineering Business Registry  
Rank: Registry  
License Number: 262  
Status: Current  
Licensure Date: 05/10/1977  
Expires:

##### Special Qualifications

Qualification Effective

##### Alternate Names

[View Related License Information](#)

[View License Complaint](#)

2601 Blair Stone Road, Tallahassee FL 32399 :: Email: [Customer Contact Center](#) :: Customer Contact Center: 850.487.1395

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Under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. \*Pursuant to Section 455.275(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S. must provide the Department with an email address if they have one. The emails provided may be used for official communication with the licensee. However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public. Please see our [Chapter 455](#) page to determine if you are affected by this change.



Florida Department of Agriculture and Consumer Services  
Division of Consumer Services  
Board of Professional Surveyors and Mappers  
2005 Apalachee Pkway Tallahassee, Florida 32399-6500

License No.: LB262

Expiration Date February 28, 2025

### Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

CHASTAIN-SKILLMAN, INC  
205 E ORANGE ST STE 110  
LAKELAND, FL 33801-4600

*[Signature]*

WILTON SIMPSON  
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

## PROPOSERS INCORPORATION INFORMATION

### Proposers Incorporation Information

(Submittal Page)

The following section should be completed by all bidders and submitted with their bid submittal:

Company Name: Chastain-Skillman, Inc.

DBA/Fictitious Name (if applicable): \_\_\_\_\_

TIN #: 59-0619876

Address: 205 East Orange Street, Suite 110

City: Lakeland

State: Florida

Zip Code: 33801

County: Polk

Note: Company name must match legal name assigned to the TIN number. A current W9 should be submitted with your bid submittal.

Contact Person: Bryan Martin, PE, ENV SP

Phone Number: 863-646-1402

Cell Phone Number: 813-892-3348

Email Address: bmartin@chastainskillman.com

Type of Organization (select one type)

- Sole Proprietorship
- Partnership
- Non-Profit
- Sub Chapter
- Joint Venture
- Corporation
- LLC
- LLP
- Publicly Traded
- Employee Owned

State of Incorporation: Florida

The Successful vendor must complete and submit this form prior to award. The Successful vendor must invoice using the company name listed above.

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) (SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: Chastain-Skillman, Inc.

Signature: [Handwritten Signature]

Title: Vice President of Civil Engineering

Date: July 12, 2023

State of: Florida

County of: Polk

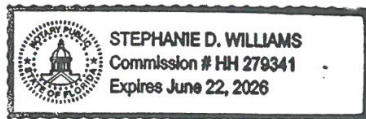
The foregoing instrument was acknowledged before me by means of [X] physical presence or [ ] online notarization, this 12th day of July, 2023, by W. Ronald Cauthan (name) as VP of Civil Engineering (title of officer) of Chastain-Skillman, Inc. (entity name), on behalf of the company, who [X] is personally known to me or [ ] has produced \_\_\_\_\_ as identification.

Notary Public Signature: [Handwritten Signature: Stephanie D Williams]

Printed Name of Notary Public: Stephanie D. Williams

Notary Commission Number and Expiration: 16-22-26

(AFFIX NOTARY SEAL)



EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION

EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION
(Florida Statutes, Section 448.095)

RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

The undersigned, as an authorized officer of the Consultant identified below (the "Consultant"), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the "County"), by and on behalf of the Consultant in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Consultant and the County on or about the date hereof, whereby the Consultant will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the "Contract"), as follows:

- 1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.
2. Pursuant to Section 448.095(5), Florida Statutes, the Consultant, and any subconsultant under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Consultant or subconsultant.
3. By entering into the Contract, the Consultant becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time.

Executed this 12th day of July, 2023.

ATTEST:

By: [Signature]
PRINTED NAME: Lauren C. Presson
Its: Project Coordinator

CONSULTANT:

By: [Signature]
PRINTED NAME: W. Ronald Cauthan
Its: Vice President of Civil Engineering

## W-9 FORM

<p><b>Form W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service</p>	<p><b>Request for Taxpayer Identification Number and Certification</b></p> <p>▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.</p>	<p><b>Give Form to the requester. Do not send to the IRS.</b></p>																										
<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Chastain-Skillman, Inc.</b></p>																												
<p><b>2</b> Business name/disregarded entity name, if different from above</p>																												
<p>Print or type. See Specific Instructions on page 3.</p>	<p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC                     <input type="checkbox"/> C Corporation                     <input checked="" type="checkbox"/> S Corporation                     <input type="checkbox"/> Partnership                     <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____  <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small>  <input type="checkbox"/> Other (see instructions) ▶ _____             </p>																											
<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions. <b>205 E Orange Street, Suite 110</b></p>		<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small></p>																										
<p><b>6</b> City, state, and ZIP code <b>Lakeland, FL 33801</b></p>	<p><b>7</b> List account number(s) here (optional)</p>																											
<p><b>Part I Taxpayer Identification Number (TIN)</b></p> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i>, later.</p> <p><b>Note:</b> If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</p>																												
		<p><b>Social security number</b></p> <table border="1" style="width: 100%; text-align: center;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td>-</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> <p><b>or</b></p> <p><b>Employer identification number</b></p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>5</td><td>9</td><td>-</td><td>0</td><td>6</td><td>1</td><td>9</td><td>8</td><td>7</td><td>6</td></tr> </table>										-							5	9	-	0	6	1	9	8	7	6
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5	9	-	0	6	1	9	8	7	6																			
<p><b>Part II Certification</b></p> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> <li>The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and</li> <li>I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and</li> <li>I am a U.S. citizen or other U.S. person (defined below); and</li> <li>The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</li> </ol> <p><b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.</p>																												
<p><b>Sign Here</b></p>	<p>Signature of U.S. person ▶ </p>	<p>Date ▶ <b>1-12-23</b></p>																										
<p><b>General Instructions</b></p> <p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p><b>Future developments.</b> For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a>.</p> <p><b>Purpose of Form</b></p> <p>An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.</p> <ul style="list-style-type: none"> <li>Form 1099-INT (interest earned or paid)</li> <li>Form 1099-DIV (dividends, including those from stocks or mutual funds)</li> <li>Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)</li> <li>Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)</li> <li>Form 1099-S (proceeds from real estate transactions)</li> <li>Form 1099-K (merchant card and third party network transactions)</li> <li>Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)</li> <li>Form 1099-C (canceled debt)</li> <li>Form 1099-A (acquisition or abandonment of secured property)</li> </ul> <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.</p> <p><i>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.</i></p>																												
<p>Cat. No. 10231X</p>		<p>Form <b>W-9</b> (Rev. 10-2018)</p>																										

ADDENDUM 1

June 27, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF  
THE STATE OF FLORIDA  
ADDENDUM # 1  
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

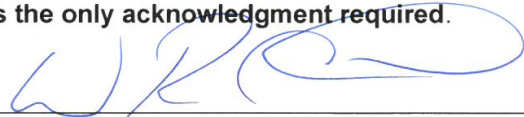
Ari Goldstein, CPP

*Ari Goldstein*

Senior Procurement Analyst  
Procurement Division

**This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.**

Signature



Printed Name:

W. Ronald Cauthan

Title:

Vice President of Civil Engineering

Company:

Chastain-Skillman, Inc.

ADDENDUM 2

July 3, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA  
ADDENDUM # 2  
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Correction: The email address listed on page 1 of the RFP package to submit questions to is incorrect. Please email all questions to [arigoldstein@polk-county.net](mailto:arigoldstein@polk-county.net). All questions must be received by 4:00 p.m., Friday, July 7, 2023.

To receive a copy of **Attachment “A”, Sample Master Consulting Agreement**, please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevendor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder “**RFP 23-448 Utilities Design Services and Regulatory Services.zip**”, select “Open” or “Save As” to download the sample agreement. If you need assistance accessing this website due to ADA or any other reason, please email Ari Goldstein at [arigoldstein@polk-county.net](mailto:arigoldstein@polk-county.net).

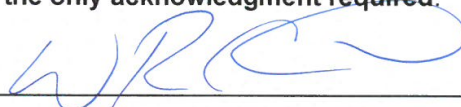
Ari Goldstein, CPP

*Ari Goldstein*

Senior Procurement Analyst  
Procurement Division

**This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.**

Signature



Printed Name:

W. Ronald Cauthan

Title:

Vice President of Civil Engineering

Company:

Chastain-Skillman, Inc.

ADDENDUM 3

July 11, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF  
THE STATE OF FLORIDA  
ADDENDUM # 3  
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Ari Goldstein, CPP

*Ari Goldstein*

Senior Procurement Analyst  
Procurement Division

**This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.**

Signature

Printed Name: W. Ronald Cauthan

Title: Vice President of Civil Engineering

Company: Chastain-Skillman, Inc.

## TAB 2: APPROACH TO THE PROJECT



### METHOD OF APPROACH

Chastain-Skillman, Inc.'s (CS) project approach, depicted on the CS Triangle to the right, models the three core components that actively guide our project management process: **Communication, Strategy,** and **Implementation**. The ability to practice effective **communication** is paramount to each project from inception through closeout. Open and regular communication between all stakeholders allows us to analyze and integrate the desired goals and objectives to develop the best **strategy** to move forward with proposal development and ultimately, the project design. The third and final component featured in our CS Triangle is **implementation**; the culminating phase that combines all elements of the triangle, highlights the effectiveness of this process, and produces the desired project results. Just as the components in our triangle function as individual supportive members; they are fluid; interactively and collaboratively aligning to produce consistent project success.



#### 1. Communication

Building a foundation where great communication is the standard focus of each CS project. We understand the value that clear communication provides and actively foster relationships that engage our project managers and team members with clients and owners.

Knowing that effective communication **fuels innovation** and powers productivity drives us every day to deliver excellence in every aspect of every project. Our communication protocol is both outwardly and inwardly focused; accomplished by conducting daily team huddles and weekly company-wide resource allocation meetings; and outwardly through regular progress meetings with our clients. This provides the framework for developing our strategy and implementing it to produce results.

#### 2. Strategy

Productive communication provides the rationale and clarity needed to guide the strategic objectives on each project we undertake. By connecting with our client's vision, we remain grounded and ambitious; providing the best possible version of what we can accomplish. We seek to gain a thorough understanding of the products and services to be delivered, allowing us to develop a comprehensive work plan and schedule that aligns with the overall project objectives and resonates with the entire team.

CS's sound strategy allows us to **analyze ideas and integrate goals** to deliver quality projects that meet and exceed our clients' expectations. Our ability to concisely identify objectives and key results allows us to set achievable project milestones and submit deliverables in a timely manner.

#### 3. Implementation

CS's capabilities are demonstrated best through the successful implementation of our ongoing communication protocols and integrative strategies, **highlighting the strength of our process control measures and producing results.**

Our project implementation process is more than just communication and strategy. It includes our Quality

---

## 2. APPROACH TO PROJECT

Management Program which utilizes our Quality Assurance and Quality Control methodologies. It is built into every element of the project life cycle and complements our project approach.

Our extensive resume of completed projects and proven methods unlock the value that CS brings to every client. Our customized approach focuses on cooperative, productive communication, strategy, and implementation that aligns with the desired objectives to produce results driven projects.

### PROJECT APPROACH

Each project performed under this Master Services Agreement will have unique characteristics and constraints, however, there is a general process applicable to all projects which is producing technically and economically effective solutions within stated budget and schedule guidelines.

**BEGIN WITH THE RIGHT PEOPLE.** CS's Lakeland office will be the primary office providing professional engineering services to Polk County and is equipped to provide the range of services identified in this RFP. Our teaming partners listed below are highly specialized firms that complement our in-house capabilities. Their specialized abilities and local experience are enhanced by our confidence in their reliability from our partnerships across multiple projects and clients throughout Florida.

**Brindley Pieters & Associates, TLC Engineering Solutions, Electrical Design Associates, and NADIC Engineering, Services** will provide structural, mechanical, electrical, and geotechnical engineering support, respectively, for municipal utilities and infrastructure projects. **ECHO** will provide SUE services and **Applied Ecology** will provide environmental assessment, natural resource management and regulatory compliance services. **The Valerin Group** will provide public involvement support services and **The Lunz Group** will provide architectural services.

**UNDERSTAND THE PROJECT.** By assigning the right people, questions can be clarified, and suggestions offered to further define the scope and describe the characteristics of a successful project. We will work alongside County staff to maximize the value for each project. This includes careful evaluation of site conditions, permitting constraints, and other limiting factors. This evaluation always includes a comprehensive site inspection to envision the existing conditions. Conceptual design alternatives may be warranted to weigh options, costs, benefits, and other potential issues.

**EMPLOY THE RIGHT PROCESSES.** Effective and efficient project management is best performed when it is clearly defined. As previously mentioned in our Method of Approach, our team employs a comprehensive communication protocol; both internally with our team members, and externally with our clients and stakeholders in order to develop the best strategy to implement project goals. Schedule management and cost control management processes are integral factors in our project success and are further supported by our Quality Management Program; each described later in this section.

**EXECUTE.** Successful project execution has been the trademark of CS projects in the Polk County community. Our team uses innovative technologies and engineering best practices to develop an efficient and effective roadmap for the proposed solutions. We will ensure that the solutions align with industry standards and the client's objectives. We will engage in constant communication with the client, keeping them apprised of the progress, challenges, and milestones achieved. Our team will work diligently to mitigate any emerging risks and to adjust plans as necessary, ensuring smooth execution and implementation.

**PROJECT CLOSEOUT/FOLLOW-UP.** From a financial, warranty, and historical record perspective, this phase is an important, but often neglected element. It is also beneficial to measure the final project relative to the criteria set out in the project definition stages. It is an opportunity to reaffirm project assumptions and identify learning opportunities or aspects that will maximize the operation. CS participates in project transfer from the capital projects group to the operational group. This step can make all the difference in the world to the operations staff, who many times are not involved in the actual project development.

## 2. APPROACH TO PROJECT

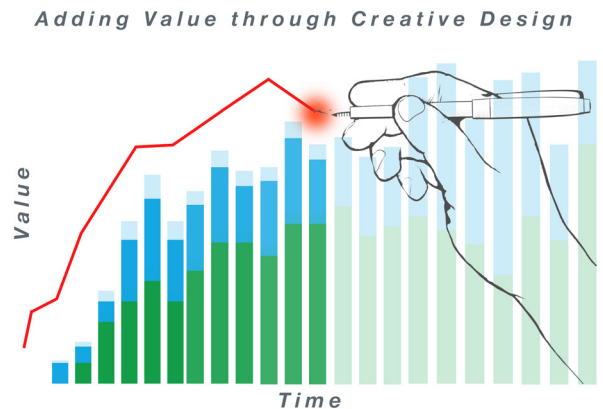
### SERVICES OUR TEAM IS QUALIFIED TO PERFORM

The matrix below depicts the capabilities listed in the RFP required for this Master Services Agreement. We have identified Chastain-Skillman's in-house capabilities as well as the capabilities of our subconsultant team members.

	CS Key Personnel														Subconsultants										
	Jim Chastain, PhD, PE, BCEE, MPH	Doug Jones, PE	Bryan Martin, PE, ENV SP	Vaughan Leer, PE	Amr Sorour, EI, PMP	Andre Rives, EI	Noah Reinhart, EI	Alex Barnes, EI	Ron Cauthan, PE	Doug Forni, PE	Drew Morson, PE, CFM	Greg Lassi, PG	Kathy McBride	Richard Camahan	Jeff Annemmann, PSM	Al Truman	Chris Plowman	NADIC Engineering	Brindley Pieters & Associates	Electrical Design Associates	TLC Engineering Solutions	Applied Ecology	ECHO	The Valerm Group	The Lunz Group
Civil Engineering			X	X	X				X	X	X														
Utility Master Planning & Hydraulic Modeling	X	X	X	X		X	X																		
Water Quality Master Plans & Water Conservation Plans	X	X																				X			
Water Quality Engineering, Modeling & Evaluation	X	X																				X			
Wastewater Engineering, Treatment & Evaluation	X	X	X	X	X	X	X																		
Biosolids Management Design & Operation	X	X	X	X		X	X																		
Regulatory Compliance & Permitting for W / WW Facilities	X	X	X	X	X	X	X			X			X												
Utility Environmental Affairs	X	X																							
Land Surveying														X		X							X		
Hydrology & Surface Water Modeling	X									X															
Hydrogeologic Modeling & Evaluation of Water Quality Data	X										X											X			
Well Construction & Abandonment	X	X									X											X			
Well Head Protection, Water Quality & Environmental Assessments	X	X																				X			
Feasibility Studies for Developing, Improving & Maintaining Water, Wastewater & Reclaim Water Systems	X	X	X	X																					
Geotechnical Engineering																X	X								
Utility Acquisition & Evaluation	X	X																							
Right-of-Way & Easement Acquisition Services	X	X	X	X	X				X	X				X											
Structural Engineering as related to Water, Wastewater & Reclaim Water Facilities	X																	X							
Electrical Engineering as related to Water, Wastewater & Reclaim Water Facilities																			X						
Mechanical Engineering as related to Water, Wastewater & Reclaim Water Facilities	X	X	X	X		X	X													X					
Constructability Plan Review/Value Engineering	X	X	X	X												X									
Instrumentation & Controls Engineering & Programming for SCADA Systems																				X					
Construction Administration & Construction Observation-related Engineering Services for W/WW & Reclaim Water Facilities	X	X	X	X	X	X	X			X					X	X									
W / WW & Reclaim Water Facilities Operational Experience	X	X	X	X																					
Public Involvement Services/Technical Assistance for Preparation of Public Information Brochures	X	X	X																					X	
Water Conservation Education and/or Enforcement	X																							X	
Subsurface Utility Engineering & Locating																						X			
Architectural Services																									X
GIS Analysis, SDE Management & GIS Database Maintenance & Support Capabilities	X					X				X															
CADD Design Capabilities						X	X	X		X			X												
Database & Information System Development related to Utility Systems & Management																				X					
Energy Audits																				X	X				
Green Engineering Practices			X																						

### SCHEDULE AND BUDGET MANAGEMENT

Throughout Chastain-Skillman, Inc.'s (CS) long-established history, successful project schedule management has been a trademark of our continuing services and fixed term contracts. Beginning with a detailed breakdown of each task and well-defined subtasks, we develop a Project Execution Plan that governs the project in its entirety. This plan defines the project scope, communication protocol, division of labor, deliverables, and project controls; and serves as a baseline to establish milestones and measure progress. By defining the scope and communication protocol, CS establishes a pathway to open communication with all stakeholders and team members from the onset that enhances the desired project outcomes and demonstrates our commitment to excellence.



Overlapping tasks can present scheduling challenges; however, our proven capability to effectively coordinate these milestones preserves multiple critical paths and maintains a sensible, yet achievable project timeline. Our ability to meet the project schedule is reinforced by our project control software, PlanTrax®, to plan and control each project.

CS's Earned Value Management methods allow us to integrate industry best practices for schedule management as well as budget management. We recognize the necessity of careful and effective cost control measures and apply the same management principles to proactively meet each project's budget. The detailed task and subtask breakdown from the Project Execution Plan corresponds to our budget phasing classifications to facilitate careful and regular monitoring of expenditures in real-time as the project progresses.

To enhance our budget management practices, CS assigns a staff accountant to assist the project manager with budget control throughout the entirety of each project. Additionally, the computer-based software we utilize to accomplish this is BST; an industry standard method for measuring actual progress achieved and forecasting total cost and date of completion.

CS's vast experience serving many repeat clients confirms our strong reputation in the industry and our goal to provide the highest level of service.

### QUALITY ASSURANCE/QUALITY CONTROL (QA/QC)



Chastain-Skillman's Quality Management Program guides each project from inception through completion by utilizing our proven Quality Assurance and Quality Control methodologies. The Quality Management Program is built into every element of the project life cycle to produce seamless and concise projects that accurately represent the objectives of each client and stakeholder.

Our Quality Assurance process enables the project team to set roles and responsibilities, identify milestones, and brainstorm design elements to create a project work plan that will guide the overall project.

The Quality Control process incorporates this work plan into the formal technical design review conducted at designated project phases for design projects and prior to final submission on all surveying services performed. This comprehensive review minimizes the likelihood of any survey or design errors or omissions and maximizes the overall quality of every project.

Further, constructability reviews are conducted at the 60%, 90%, and final submission phases of each project. These reviews demonstrate our commitment to quality in our work product and excellence across all engineering disciplines for every client and community we serve.

# TAB 3: EXPERIENCE, EXPERTISE, PERSONNEL AND TECHNICAL RESOURCES



## 3. PROJECT EXPERIENCE

### PROJECT OWNER

Town of Lake Hamilton  
100 Smith Avenue  
Lake Hamilton, FL 33851

### POINT OF CONTACT

Angie Hibbard  
Community Development Assistant  
863.439.1910  
angie@townoflakehamilton.com

### PROJECT SIZE

22,500 LF

### PROJECT COST

Professional Services: \$590,806  
Construction: \$2.07M

### PROJECT COMPLETE

December 2021

### FIRM'S RESPONSIBILITY

Prime

### CHANGE ORDERS/EXTENSIONS

- 1) Additional project area: \$11,000 (client)
  - 2) Alignment adjustment: \$-3,000 (unforeseen)
  - 3) Extend water line: \$12,000 (client)
  - 4) Damage to unknown water line: \$36,000 (unforeseen)
  - 5) Time only, unknown service connection (unforeseen)
  - 6) Final quantity adjustment: \$50,000 (unforeseen)
- Extension: 90 days due to unknown utilities

### PROPOSED STAFF INVOLVED

Doug Jones, PE  
Jeff Ammermann, PSM

### RELEVANT TO THIS RFQ

- ✓ Assisted in obtaining Funding through USDA Rural Utilities Service
- ✓ Prepared construction plans and specifications for approx. 22,500 LF of new water main
- ✓ Permits obtained from FDOH, FDOT, and Polk County Roads and Drainage

### POTABLE WATER SYSTEM IMPROVEMENTS

Lake Hamilton, FL

### PROJECT DESCRIPTION

The Town of Lake Hamilton (Town) water system has provided water service to customers since before 1950. Large areas of the system, particularly in the central area of town, received service from the original water mains, some of which were as small as two-inches in diameter.

Chastain-Skillman (CS) assisted the Town with an application to the U.S. Department of Agriculture (USDA) Rural Utilities Service for funding to provide improvements to the existing system. As a result, the Town received \$3.8M in loan/grant funding. Approximately 75% of the funding is in the form of grants.

CS prepared construction plans and specifications for approximately 22,500 linear feet (LF) of new water main. Permits for the project were obtained from the Florida Department of Health, Florida Department of Transportation, and Polk County Roads and Drainage. The water system improvements reduce maintenance by eliminating old lines and improving fire protection, water system pressure, and water quality.

Construction completed in December 2021.



# 3. PROJECT EXPERIENCE

## PROJECT OWNER

City of Auburndale  
Public Works Department  
915 Charles Avenue  
Auburndale, FL 33823

## POINT OF CONTACT

John Dickson  
Public Works Director  
863.965.5511  
JDickson@auburndalefl.com

## PROJECT SIZE

10,500 feet of pipe

## PROJECT COST

Professional Services: \$168,650  
Construction: \$3.2M

## PROJECT COMPLETE

January 2021

## FIRM'S RESPONSIBILITY

Prime

## CHANGE ORDERS/EXTENSIONS

- 1) Additional Joint Restraints: \$28,000, 60 day extension (unforeseen)
- 2) Extended Water Line: \$96,000, 30 day extension (client)
- 3) Final quantity adjustment: \$24,000, no extension (unforeseen)

## PROPOSED STAFF INVOLVED

Doug Jones, PE  
Al Truman  
Jeff Ammermann, PSM

## RELEVANT TO THIS RFQ

- ✓ **Continuing Services Agreement**
- ✓ Topographic Route Survey of proposed pipeline
- ✓ Design services
- ✓ Permitting phase services
- ✓ Bidding phase services
- ✓ Construction administration services
- ✓ Post-construction phase services

## AUBURNDALE/LAKELAND POTABLE WATER INTERCONNECT

Auburndale, FL

## PROJECT DESCRIPTION

The City of Auburndale (City) needed to construct necessary improvements to supply Florida Polytechnic University (FPU) with reclaimed water from the City's wastewater treatment plants. The City owns and operates a 16-inch diameter reclaimed water transmission pipeline that runs from the Allred Wastewater Treatment Plant (WWTP) along the Auburndale-TECO Trail to the Berkley Road Sprayfield.

The construction proposed in this project included extending the existing reclaimed water line from the Auburndale-TECO Trail west along Pace Road to the stormwater ponds at FPU. The reclaimed water line consists of approximately 10,500 feet of pipe. In addition, a new 2.0 million gallon reclaimed water storage tank was to be constructed to augment its existing 1.0 million gallons of storage.

Chastain-Skillman (CS) was tasked with providing a topographic route survey of the proposed pipeline, design phase services (which consisted of preparing separate design drawings and specifications and an opinion of probable construction cost for the proposed reclaimed water pipeline and storage tank), attendance at design meetings, and permitting phase services (which included the preparation and submittal of forms and documents required for obtaining construction permits/approvals from the Florida Department of Environmental Protection (FDEP), Florida Department of Transportation (FDOT), and Polk County Transportation.

Additional services included bidding phase services, construction administration services, resident project representative (RPR) services, and post-construction phase services.



## PROJECT OWNER

City of Lakeland  
501 E. Lemon Street  
Lakeland, FL 33801

## POINT OF CONTACT

Robert Kniss, PE  
Engineering Manager  
863.834.6389  
robert.kniss@lakelandgov.net

## PROJECT SIZE

24,000 ft. of 30-inch diameter  
sanitary force main

## PROJECT COST

Professional Services: \$1,575,000  
Construction: \$15M

## PROJECT COMPLETE

December 2021

## FIRM'S RESPONSIBILITY

Prime

## CHANGE ORDERS/EXTENSIONS

Section 1) 4 changes: \$77,000, no extension (unforeseen/client)  
Section 2A) 3 changes: \$-13,000, no extension (unforeseen/client)  
Section 2B) 1 change: \$17,000, no extension (unforeseen)  
Section 2C) 3 changes: adding coating and bypass, unsuitable soils: \$514,000, no extension (unforeseen/client)

## PROPOSED STAFF INVOLVED

Jim Chastain, PE, PhD, BCEE, MPH  
Doug Jones, PE  
Bryan Martin, PE, ENV SP  
Andre Rives, EI  
Jeff Ammermann, PSM  
Richard Carnahan  
Chris Plowman

## RELEVANT TO THIS RFQ

- ✓ Multi-phased project
- ✓ Design and management of construction of 5 miles of 30-inch diameter pipeline
- ✓ Construction administration services
- ✓ Full time construction observation
- ✓ Survey services
- ✓ Funded through State Revolving Loan program

## ENGLISH OAKS FORCE MAIN SECTIONS 1 & 2

Lakeland, FL

## PROJECT DESCRIPTION

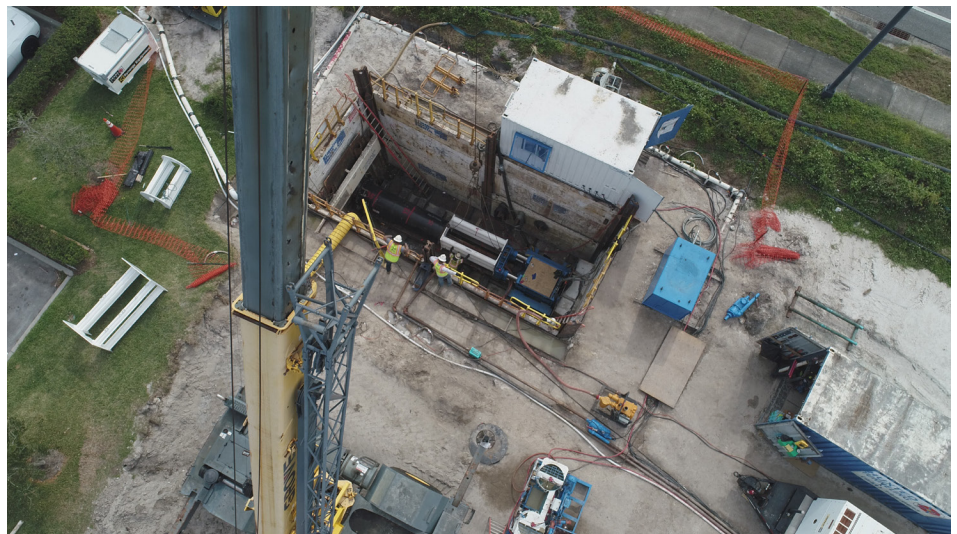
The English Oaks Force Main is a multi-phase project designed to provide service to the southwest portion of the City of Lakeland's service area. The pipe alignment runs from west of the Lakeland Linder Airport east to the Glendale Water Reclamation Facility. Approximately half of the 10-mile-long pipeline was constructed over the last 10 years.

Chastain-Skillman, Inc. (CS) was tasked with designing and managing construction of the remaining five miles of 30-inch diameter pipeline. These remaining sections involve construction along highly urbanized areas including FDOT/Turnpike rights-of-way, residential streets, and the City golf course. The project was divided into six packages and awarded to prequalified contractors. The construction cost of the remaining five miles of pipeline is projected to be \$17M. Funding is through the State Revolving Loan program.

CS is providing design, bidding assistance, construction administration, full-time construction observation, and American Iron & Steel (AIS) and Davis-Bacon certification.

Construction is complete for the first four sections. The longest section, Section 1, was completed on budget and ahead of schedule. Two additional sections are about to begin construction.

The main 30-inch portion of the force main was placed into service in October 2021.



## 3. PROJECT EXPERIENCE

### PROJECT OWNER

City of Lake Wales  
201 W. Central Avenue  
Lake Wales, FL 33853

### POINT OF CONTACT

Sarah Kirkland, Utilities Director  
863.678.4182  
skirkland@lakewalesfl.gov

### PROJECT SIZE

400,000-gallon GSR

### PROJECT COST

Professional Services: \$200,210  
Construction: \$1,245,000

### PROJECT COMPLETE

8/2020

### FIRM'S RESPONSIBILITY

Prime

### CHANGE ORDERS/EXTENSIONS

- 1) Upgrade PLC control system for water plant: \$21,010, no extension (client)
- 2) City decided to utilize State Revolving Fund to fund construction requiring compliance with AIS provisions: \$74,600, extension: construction extended 2 months (client)

### PROPOSED STAFF INVOLVED

Doug Jones, PE  
Al Truman

### RELEVANT TO THIS RFQ

- ✓ **Continuing Services Agreement**
- ✓ Designed new GSR
- ✓ Prepared FDEP Permit Application for City submittal to PCHD
- ✓ Provided Bidding, Construction Administration & Observation
- ✓ Performed Boundary & Topographic Survey
- ✓ Davis-Bacon/AIS Compliance
- ✓ Funded through State Revolving Loan program

### LAKE WALES GROUND STORAGE RESERVOIR

Lake Wales, FL

### PROJECT DESCRIPTION

The City operates a potable water treatment plant adjacent to the Lake Wales High School. The City constructed a 400,000-gallon ground storage reservoir (GSR) at the treatment plant to augment the existing 400,000-gallon GSR and 200,000-gallon elevated tank at the site. The additional storage was needed because of increased water demand in the area. CS designed the new GSR to match the hydraulic profile of the existing one. In addition, a new PLC control system was designed to replace the existing old relay control system.

The City selected a contractor in May 2019.



# 3. PROJECT EXPERIENCE

## PROJECT OWNER

Polk Regional Water Cooperative  
863.248.7388  
info@PRWCwater.org

## PROJECT OWNER'S REP

Carollo Engineers, Inc.  
200 E. Robinson Street, #1400  
Orlando, FL 32801

## POINT OF CONTACT

Mary Thomas  
407.399.5385  
mthomas@carollo.com

## PROJECT SIZE

70+ miles of raw water and transmission mains

## PROJECT COST

Professional Services: \$4,508,203

## PROJECT COMPLETE

Anticipated 2026

## FIRM'S RESPONSIBILITY

Subconsultant

## CHANGE ORDERS/EXTENSIONS

None

## PROPOSED STAFF INVOLVED

Jim Chastain, PE, PhD, BCEE, MPH  
Bryan Martin, PE, ENV SP  
Doug Jones, PE  
Doug Forni, PE  
Amr Sorour, EI, PMP  
Andre Rives, EI  
Alex Barnes, EI  
Richard Carnahan  
Kathy McBride  
Jeff Ammermann, PSM  
Chris Plowman

## RELEVANT TO THIS RFQ

- ✓ PRWC includes 14 cities and towns as well as Polk County
- ✓ Engineering design of the potable water transmission main
- ✓ Performed topographical survey covering 70+ miles of pipeline
- ✓ 50% funded by grants from the Southwest Florida Water Management District and other government programs

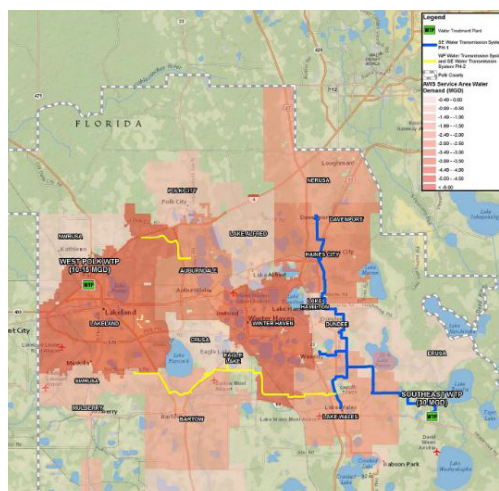
## PRWC - SOUTHEAST WELLFIELD & WATER SUPPLY FACILITY

Polk County, FL

## PROJECT DESCRIPTION

The Polk Regional Water Cooperative's (PRWC) Southeast Wellfield and Water Supply Facility project is part of a \$500,000,000 program involving 14 cities and towns as well as Polk County. The goal of this project is to develop the brackish, Lower Floridan Aquifer (LFA) in Southeast Polk County as an "alternative" water supply. Essentially, the upper Floridan aquifer is being depleted due to over pumping of the groundwater from the highest up zone. This water is easy to treat, readily available, and what the municipalities use for drinking water. Because of its depletion, however, the PRWC needs to drill 4,000 feet down into the lower Floridan aquifer to access the water found there. This water is brackish, so it needs to go through additional treatment via desalination. Desalination removes dissolved substances in groundwater, seawater and municipal wastewaters to make water fit for human consumption, irrigation, industrial and other uses. Desalination is usually accomplished through a process called reverse osmosis, which purifies salt or brackish water by forcing it through semi-permeable membranes, filtering out any impurities.

Chastain-Skillman, Inc.'s (CS) water/wastewater and land surveying team will be providing transmission main engineering design of the potable water – so, once the water is treated, our contributions will allow the water to reach the cities and towns as well as Polk County who will be benefiting from it. Our survey group will also provide a topographic survey that covers 60 miles of transmission main and 10 miles of raw water pipeline. This project is estimated to take about four years, and is slated to be finished by 2026. Each of the cities that will receive water from this pipeline will contribute funds based on the percentage of the water they will be getting, with about 50% funded by grants from the Southwest Florida Water Management District and other government programs.



# 3. PROJECT EXPERIENCE

## PROJECT OWNER

City of Lakeland Water Utilities  
501 E. Lemon Street  
Lakeland, FL 33801

## POINT OF CONTACT

Jim Lilly, Project Manager  
863.834.6175  
Jim.Lilly@lakelandgov.net

## PROJECT SIZE

Design of 12,000 feet of 12" diameter water main along Hillsborough/Polk County Line Road

## PROJECT COST

Professional Services: \$219,000  
Construction: \$1,451,000

## PROJECT COMPLETE

January 2021

## FIRM'S RESPONSIBILITY

Prime

## CHANGE ORDERS/EXTENSIONS

None

## PROPOSED STAFF INVOLVED

Jim Chastain, PE, PhD, BCEE, MPH  
Doug Jones, PE  
Bryan Martin, PE, ENV SP  
Alex Barnes, EI  
Chris Plowman  
Jeff Ammermann, PSM

## RELEVANT TO THIS RFQ

- ✓ **Continuing Services Agreement**
- ✓ Extension of water main to support new development
- ✓ 11,255 LF of 12-inch PVC water main installed by open cut
- ✓ 671 LF of 14-inch HDPE water main installed by horizontal directional drilling
- ✓ Three 24-inch diameter jack and bore casings
- ✓ Construction administration services
- ✓ Survey services
- ✓ Permitting
- ✓ Fast-tracked schedule

## COUNTY LINE ROAD WATER MAIN EXTENSION

Lakeland, FL

## PROJECT DESCRIPTION

Chastain-Skillman, Inc. (CS) was contracted to provide a topographic survey, design, permitting, bidding assistance and construction administration services for the extension of the City's existing water transmission main to support new development along County Line Road. The project was fast-tracked, constructed in four months, to provide fire protection and drinking water.

Construction methods consisted of 11,255 LF of 12-inch PVC water main installed by open cut, 671 LF of 14-inch HDPE water main installed by horizontal directional drilling, and three 24-inch diameter jack and bore casings. This included miscellaneous fittings, valves, hydrants, and restoration.

CS designed the project and obtained permits from the Polk County Health Department, Polk County Roads and Drainage, and the Florida Department of Environmental Protection.



## 3. PROJECT EXPERIENCE

### PROJECT OWNER

City of Auburndale  
P.O. Box 186  
Auburndale, FL 33823

### POINT OF CONTACT

John Dickson, Public Works Director  
863.965.5511  
jdickson@auburndalefl.com

### PROJECT SIZE

146 acres

### PROJECT COST

Professional Services: \$611,050  
Construction: \$3,349,000

### PROJECT COMPLETE

May 2019 (Design)  
March 2021 (Construction)

### FIRM'S RESPONSIBILITY

Prime

### CHANGE ORDERS/EXTENSIONS

- 1) Additional silt fence for gopher tortoise relocation: \$62,400, no extension (client)
- 2) Shift pipe alignment for future expansion: \$14,467.05, no extension (client)
- 3) MW abandonment: \$15,787.61, no extension (contractor)
- 4) Additional site fill: \$7,500, no extension (client)
- 5) Final quantity adjustment: \$7,500, no extension (unforeseen)

### PROPOSED STAFF INVOLVED

Bryan Martin, PE, ENV SP  
Doug Jones, PE  
Greg Lassi, PG  
Richard Carnahan  
Chris Plowman

### RELEVANT TO THIS RFQ

- ✓ **Continuing Services Agreement**
- ✓ 146 acres
- ✓ 4 rapid infiltration basins (RIBS) and 5 sprayfields with design capacity of approx. 1 MGD
- ✓ Approx. 18,000 ft. of 8", 10", and 12" pipeline
- ✓ Provided survey, design, permitting, and construction phase services
- ✓ Gopher tortoise permitting and relocation

## AUBURNDALE REGIONAL SPRAYFIELD & RAPID INFILTRATION BASINS

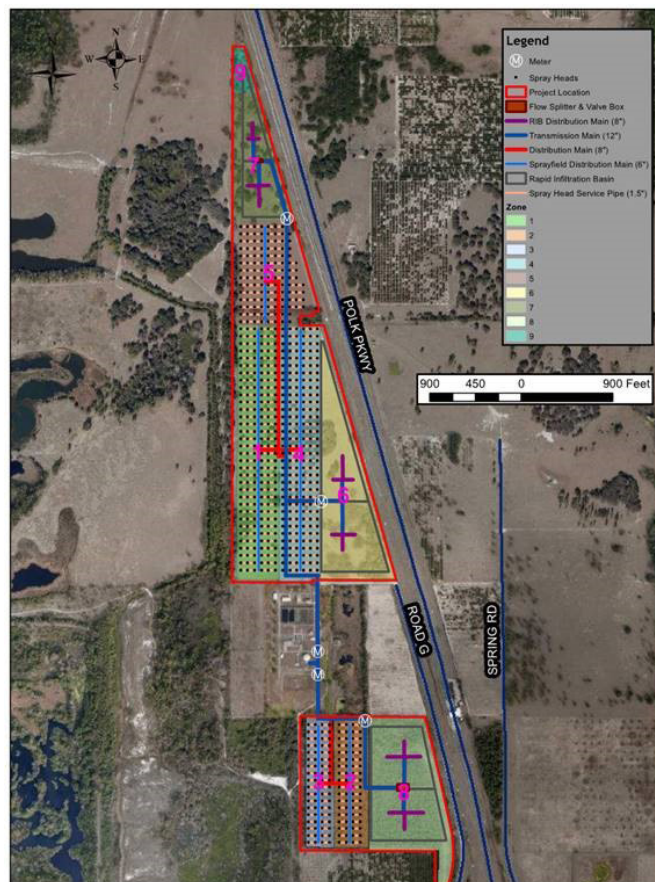
Auburndale, FL

### PROJECT DESCRIPTION

To accommodate a new FDOT autonomous vehicle test facility, the City of Auburndale relocated their existing land application sites from one side of Polk Parkway to the other side.

The proposed Regional Sprayfield covers 146 acres and consists of four rapid infiltration basins (RIBS) and five sprayfields with a design capacity of approximately 1 MGD. The network of distribution mains are made up of approximately 18,000 feet of 8", 10", and 12" pipeline.

Chastain-Skillman, Inc. provided survey, design, permitting, construction phase services, and gopher tortoise permitting and relocation services for the proposed land application site.



## 3. PROJECT EXPERIENCE

### PROJECT OWNER

City of Plant City  
302 W. Reynolds Street  
Plant City, FL 33563

### POINT OF CONTACT

Mike Darrow  
Superintendent, Utilities Operations  
813-757-9190, x4804  
mdarrow@plantcitygov.com

### PROJECT SIZE

The FDEP permit covers all wastewater treatment for the City of Plant City

### PROJECT COST

Professional Services: \$69,000

### PROJECT COMPLETE

11/2020

### FIRM'S RESPONSIBILITY

Prime

### CHANGE ORDERS/EXTENSIONS

None

### PROPOSED STAFF INVOLVED

Jim Chastain, PE, PhD, BCEE, MPH  
Bryan Martin, PE, ENV SP

### RELEVANT TO THIS RFQ

- ✓ **Continuing Services Agreement**
- ✓ FDEP wastewater permit renewal application

### PLANT CITY WATER RECLAMATION FACILITY PERMIT RENEWAL APPLICATION

Plant City, FL

### PROJECT DESCRIPTION

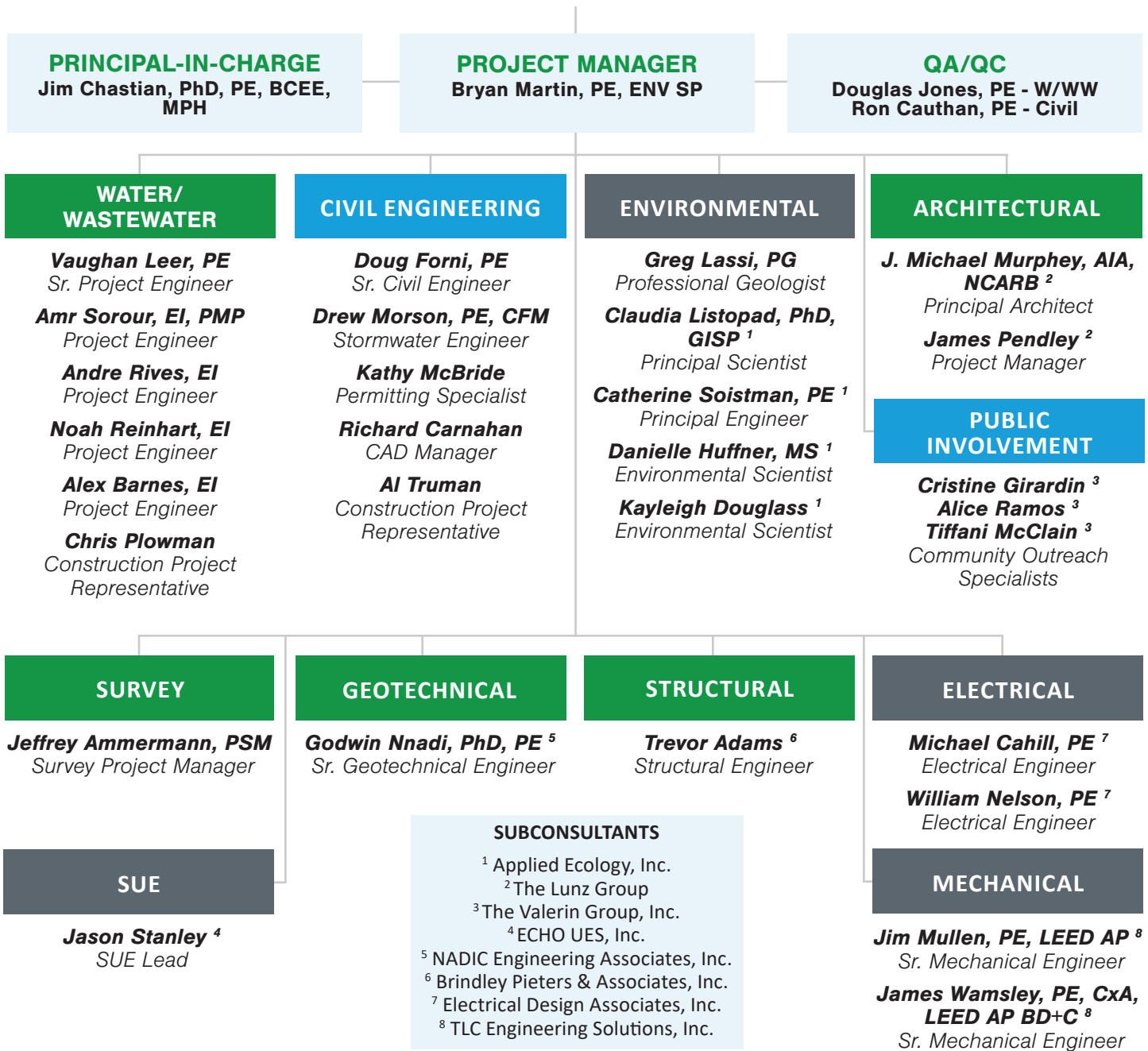
Chastain-Skillman, Inc. (CS) was selected by the City of Plant City to complete the Florida Department of Environmental Protection (FDEP) wastewater permit renewal application for their water reclamation facility.

CS engineers conducted an operations and maintenance (O&M) site visit, prepared the permit application package, which included permit application forms, an updated capacity analysis report, and an O&M performance report. CS also reviewed and responded to FDEP comments, reviewed the draft permit and discharge monitoring reports (DMRs), and provided comments to the FDEP.

CS has also performed previous wastewater operating and water use permit renewals for Plant City.



# 3. ORGANIZATIONAL CHART





## 3. KEY TEAM MEMBERS

### PROJECT ROLE

Project Manager

### EXPERIENCE

With Firm: 6 years

Total: 17 years

### EDUCATION

BS, Civil Engineering, University of Central Florida

### REGISTRATIONS

FL Registered Professional Engineer  
No. 73989

Envision Sustainability Professional No.  
9013

FDOT Advanced MOT

### AREAS OF EXPERTISE

Construction Administration

Sustainability

Water/Wastewater Process

Modeling & Evaluation

Water Quality Engineering

Linear Utilities Design

### Bryan M. Martin, PE, ENV SP

Assistant Director of Water/Wastewater Engineering

### PROFESSIONAL EXPERIENCE

Mr. Martin has 17 years of experience specializing in water and wastewater treatment plant and pipeline design including site assessment, site planning, permitting, and construction phase services. Mr. Martin has served as design engineer, engineer of record, and project manager for projects including water and wastewater treatment, pump stations and pipelines.

### PROJECT EXPERIENCE

#### Polk Regional Water Cooperative (PRWC) - Combined Projects Implementation; Polk County, FL

Engineer of Record during planning, design, and construction of a wastewater force main for English Oaks. The project includes approximately five miles of 30, 24 and 16-inch force main connecting southwest Lakeland with the Glendale treatment plant. Construction was split in separate phases and was performed by list prequalified utility contractors. Assisted City with development of prequalification documents and contractor selection. Funding was obtained through the State Revolving Fund. Fee: \$4.5M

#### City of Lakeland Water Utilities - English Oaks FM; Lakeland, FL

Engineer of Record during planning, design, and construction of a wastewater force main for English Oaks. The project includes approximately five miles of 30, 24 and 16-inch force main connecting southwest Lakeland with the Glendale treatment plant. Construction was split in separate phases and was performed by list prequalified utility contractors. Assisted City with development of prequalification documents and contractor selection. Funding was obtained through the State Revolving Fund. Fee: \$2M

#### City of Bartow - Water Reclamation Facility; Bartow, FL

Project Manager/Engineer of Record. Provided services during design and construction of the treatment plant expansion from 4.0 to 5.33 MGD. The expansion added two new sequential batch reactors, four new screw compressors, pump replacements, new sludge holding and dewatering, conversion from chlorine gas to sodium hypochlorite and a new 2 kW emergency generator. The project was funded through State Revolving Fund. Fee: \$2M

#### City of Auburndale - Regional Sprayfield & Rapid Infiltration Basins; Auburndale, FL

Engineer of Record during planning, design, and construction of effluent disposal sprayfields and rapid infiltration basins. The project replaces approximately 1.0 million of gallons per day (MGD) of existing sprayfields and rapid infiltration basins (RIBs) displaced by the FDOT Test Track development. Fee: \$611,050

#### Polk County Utilities - Island Club Utility System Evaluation

Utilities Engineer for the engineering evaluation of the residential development, Bimini Bay. This project included the evaluation of the water and wastewater utilities, determining upgrades needed to bring the system up to Polk County standards. Fee: \$611,050



## 3. KEY TEAM MEMBERS

### PROJECT ROLE

Strategic Advisor

### YEARS OF EXPERIENCE

With Firm: 51 years

Total: 51 years

### EDUCATION

PhD, University of South Florida

MPH, University of South Florida

ME, University of Florida

BSCE, University of Florida (Cum Laude)

### REGISTRATIONS

FL Registered Professional Engineer  
No. 16277

Board Certified Environmental  
Engineer (BCEE) No. 96-20011

### PROFESSIONAL AFFILIATIONS

American Academy of Environmental  
Engineers & Scientists (AAEES)

American Society of Civil Engineers  
(ASCE)

American Water Works Association  
(AWWA)

Water Environments Federation (WEF)

**James R. Chastain, Jr., PHD, PE, BCEE, MPH**  
Principal/Senior Consultant

### PROFESSIONAL EXPERIENCE

Dr. Chastain has 51 years of professional experience in engineering and planning as a consultant to both government and private industry. His areas of expertise include computer simulation modeling of hydraulic systems, feasibility analysis, and water infrastructure design and permitting. He has performed master water and wastewater studies including computer simulations for eight cities/counties and numerous private utilities; provided engineering design for numerous pump station/force main projects for municipal and county clients; been associated with over 100 feasibility studies or facility plans including evaluation of alternative engineering designs, net present value/ROI or other economic considerations, institutional feasibility, funding alternatives, and public participation; been associated with over 400 permit applications; assisted clients in resolution of difficult permit situations including representation before state environmental agencies and the EPA as well as Administrative law proceedings; acted as Principal-in-Charge for over \$50M in grant or subsidized loan funding activities. Dr. Chastain also is a guest lecturer at the University of Florida and the University of South Florida.

### PROJECT EXPERIENCE

#### **Cities of Fort Meade & Frostproof – Water Management Plans; Fort Meade & Frostproof, FL**

Principal responsible for developing a watershed management plans for the cities of Frostproof and Fort Meade. The watershed evaluation included assembly and evaluation of watershed data, hydrologic and hydraulic feature database (including HydroNetwork Development and Hydrologic Feature Database), preliminary model features, and final approved watershed evaluation. The project was funded by a two-year cooperative funding grant from the Southwest Florida Water Management District. Fee: \$120,000 per municipality

#### **City of Auburndale - Lake Myrtle Park Reclaimed Water Tank & Pump Station; Auburndale, FL**

Principal-In-Charge for the design of a two million gallon prestressed concrete tank and pump station at the Lake Myrtle Sports Complex in Auburndale. The tank receives reclaimed water from the City's two wastewater treatment facilities, where it is blended and pumped into a new reuse distribution system. Fee: \$178,000

#### **City of Lakeland - SE Booster Station; Lakeland, FL**

Contractual oversight and QA/QC for a study to evaluate water main sizing and location to serve the needs of the southwestern area of the City of Lakeland for the next 20 years. The project included updating the most recent distribution system model with current and future conditions evaluating both scenarios proposed by the City of Lakeland and by CS. Fee: \$197,670

#### **City of Auburndale - Regional Sprayfield & RIBS; Auburndale, FL**

Principal-In-Charge during planning, design, and construction of effluent disposal sprayfields and rapid infiltration basins (RIBs). The project replaces approx. 1.0M gallons per day (MGD) of existing sprayfields and rapid infiltration basins (RIBs) displaced by the FDOT Test Track development. Fee: \$611,050



## 3. KEY TEAM MEMBERS

### PROJECT ROLE

Water/Wastewater QA/QC

### EXPERIENCE

With firm: 27 years

Total: 27 years

### EDUCATION

MSE, Environmental Engineering,  
University of South Florida

MS, Microbiology, University of South  
Florida

BS, Biology, Valdosta State University

### REGISTRATIONS

FL Professional Engineer 58077

### PROFESSIONAL AFFILIATIONS

Water Environment Federation (WEF)  
American Water Works Association  
(AWWA)

### AREAS OF EXPERTISE

Water & Wastewater Treatment Process  
Design

Water Reuse

Wastewater Collection & Pumping  
Systems

Water Distribution & Pumping

Hydraulic Modeling

Utility Master Planning

### Douglas E. Jones, PE

Director of Water & Wastewater Engineering

### PROFESSIONAL EXPERIENCE

Mr. Jones has 27 years of experience in environmental engineering with expertise in water and wastewater treatment, pumping, and conveyance systems. Mr. Jones has served in the roles of Design Engineer, Engineer of Record, and Project Manager for multiple projects including linear pipelines, sewer evaluation and rehabilitation, water and wastewater treatment, and master planning. Mr. Jones is the past chair of the ASCE Water Supply, Treatment, & Distribution Technical Committee. He is the author of peer-reviewed journal papers, conference presentations, and reviewer of hydraulic articles and publications.

### PROJECT EXPERIENCE

#### Town of Lake Hamilton – Water System Improvements; Lake Hamilton, FL

Project Manager providing design and construction administration for the replacement of 23,000 feet of water main. The project was funded by the USDA. Fee: \$590,806

#### City of Auburndale, Allred WWTP Master Lift Station; Auburndale, FL

Project Manager for the design of a new master lift station for the Allred WWTP. The design included a triplex pump station with new motor controls and instrumentation. The new lift station was installed via the tremie method with minimal bypass pumping. Fee: \$111,000

#### City of Lakeland – English Oaks Force Main; Lakeland, Florida

Project Manager for the design and permitting for the final phase of the English Oaks Force Main, which will convey wastewater from the western service area to the City's Glendale Water Reclamation Facility. This final phase includes design and construction of five miles of 30-inch force main. Funding was obtained through the State Revolving Fund. Fee: \$2M

#### City of Wauchula – Drainage Channel Improvements; Wauchula, FL

Project Manager for the restoration and stabilization of on-half mile of drainage channel through the City of Wauchula. The project included earthwork, grading, and construction of the Geoweb Soil Stabilization System. Funding was obtained through SWFWMD and CBIR-LP. Fee: \$247,000

#### City of Lake Wales – Ground Storage Reservoir; Lake Wales, FL

Project Manager for the design and permitting of a 400,000-gallon ground storage reservoir (GSR) at the treatment plant to augment the existing 400,000-gallon GSR and 200,000-gallon elevated tank at the site. In addition, a new PLC control system was designed to replace the existing old relay control system. Fee: \$200,210

#### Polk Co. Utilities – NWRUSA Water Main Improvements; Polk County, FL

Project Manager for design, permitting, and construction of approximately six (6) miles of 12-16-inch diameter water main in highly congested corridors. The design incorporated features to ensure existing services remained active during construction. Fee: \$557,500



## 3. KEY TEAM MEMBERS

### PROJECT ROLE:

Civil QA/QC

### EXPERIENCE

With Firm: 43 years

Total: 48 years

### EDUCATION

BS Engineering, The Citadel

FDOT Bridge Inspection Training

FDOT Advanced Maintenance of Traffic Certification (MOT)

### REGISTRATIONS

Registered Professional Engineer  
(Florida No. 27563, Georgia No.  
015837, North Carolina No. 013081)

### AREAS OF EXPERTISE

Roads & Highways

Municipal Engineering

Stormwater & Drainage Design

Linear Utilities | Water & Wastewater

Local, State & Federal Permitting

Project Management

### W. Ronald Cauthan, PE

Principal/Vice President of Civil Engineering

### PROFESSIONAL EXPERIENCE

Mr. Cauthan has served as Civil Project Manager and Lead Civil Engineer on a variety of roadway widening and highway construction projects in Central Florida, with clients consisting of both cities and counties. These projects have ranged from initial PD&E Studies evaluating roadway corridors to the preparation of design and construction drawings. Each of these projects has presented unique permitting issues including threatened and endangered species, noise studies, and drainage-related issues of concern.

### PROJECT EXPERIENCE

#### City of Lake Wales – SR 60 and US 27 Utility Relocation Plans; Lake Wales, FL

Project Manager/EOR. In 2020 CSI was retained by the City of Lake Wales to produce UWHCA Utility Relocation Plans as part of the FDOT widening and reconstruction of the Overpass at US 27. CSI met with the City and began by survey locating the existing utilities. CSI prepared the Utility Work Schedule (UWS) and provided to the City and the FDOT. CSI prepared the Opinion of Cost for use by the Town for placement of escrow funds for the project. Construction began in 2020 and CSI provided the City with Construction Administration Services which included monthly on-site meetings. The utility project is currently being certified and As-Built drawings are being prepared. Fee: \$75,000

#### Highlands County BOCC - Sebring Parkway Phases I, II, and III; Highlands County, FL

Project Manager/Engineer of Record. Performed civil engineering design and permitting services for three phases of this project. Phase I included the widening of approx. one mile of Fairmount Drive from a two lane local road to a five lane major collector road with sidewalks. Phase II included design of the highway lighting, signalization for six intersections, and six stormwater retention ponds along the two-mile route for this project. Phase III, included the design of a 4.3-mile segment of the Sebring Parkway Phase III running between Sebring and Avon Park, which included two roundabouts. Fee: \$685,000

#### City of Wauchula - Orange Street Drainage Improvements; Wauchula, FL

Project Manager/Engineer of Record. Performed civil engineering design and permitting services for a retrofit drainage project involving 3,000 linear feet of Orange Street. Mr. Cauthan also helped the City obtain \$1.4M in Small County Outreach Program (SCOP) funding from the FDOT for the proposed improvements. Fee: \$157,400

#### Lake Elbert Trail Final Design Services; Winter Haven, FL

Project Manager/Engineer of Record for the final design services for the Lake Elbert Trail. The scope for this portion of the project includes survey, geotechnical investigation, utility coordination, engineering design, permitting, bid phase, limited construction and construction inspection services. Fee: \$196,678



## 3. KEY TEAM MEMBERS

### PROJECT ROLE

Senior Engineer

### EXPERIENCE

With firm: 1.5 years

Total: 26 years

### EDUCATION

BS Environmental Engineering  
Technology, The Pennsylvania State  
University, 1996

### REGISTRATIONS

Professional Engineer (Florida #94781,  
Pennsylvania #PE056982)

FDOT Advanced MOT

### PROFESSIONAL AFFILIATIONS

Water Environment Federation (WEF)

American Water Works Association  
(AWWA)

### Vaughan S. Leer, PE

Assistant Director of Water/Wastewater Engineering – Lakeland

### PROFESSIONAL EXPERIENCE

Mr. Leer is a Senior Project Manager with 26 years of experience. He has a diversified background in civil engineering design and project management with emphasis in water and wastewater design and permitting. He has performed design and reviews for water distribution systems, sewage collection utilities, stormwater management systems, and transportation facilities. Vaughan has conducted feasibility studies and prepared cost opinions and has provided construction services for these clients. These types of projects typically require surveying services, utility coordination, permitting and preparation of construction plans and specifications.

### PROJECT EXPERIENCE

#### City of Wauchula - Biosolids Improvements; Hardee County, FL

Senior Engineer for the design modification that included addition of a new 330,500 gallon aerobic digester, blowers and sludge pumping and appurtenances. The project also included modification to the solids loading area for trucking to the land application area. Fee: \$307,300

#### City of Polk City - Mount Olive Force Main Extension; Polk City, FL

Project Manager responsible for the oversight and management of the production of construction plans, drawings, and permitting for the proposed 2.2- mile sanitary force main connecting the proposed development on Mount Olive Road utilizing the City's existing infrastructure. The force main will be capped for future use at the development and tie-in to the existing master lift station at Voyles Road downstream. Fee: \$169,098+

#### City of Winter Haven - CSX Force Main Relocation; Winter Haven, FL

Project Manager responsible for the design for the relocation of the existing 2" CSX force main situated off of Intermodal Drive. This will include the design of a new force main to replace the City's current 2" pipe that is creating velocity concerns. This project will involve analyzing alternative routes as well as coordinating pump station design to accommodate future projected use. Elements of this project include topographic survey, easement assistance, pump station design, and QA/QC as the City intends to utilize its employees to complete the construction work. Fee: \$67,756

#### City of Lakeland - Griffin Road Sewer Replacement; Lakeland, FL

Senior Engineer for the design and construction management for the replacement of approximately 1,600 LF of 24-inch diameter gravity sewer and preparation of MOT Plans. Fee: \$219,320

#### City of Lakeland - Southwest Pump Station Flow Reversal; Lakeland, FL

Senior Engineer for design of piping modification at major pump station that will allow wastewater flow to be diverted from an over-capacity sewer system to a new force main. Fee: \$79,700

#### City of Bartow - Utility Relocations for SR 570B; Bartow, FL

Project Manager for the design, permitting, and construction administration for Utility Adjustment/Relocation on US 17 to accommodate SR 570B. Fee: \$59,900



## 3. KEY TEAM MEMBERS

### PROJECT ROLE

Project Engineer

### EXPERIENCE

With firm: 1 year

Total: 15 years

### EDUCATION

MS, Civil Engineering, Cairo University, Egypt

BS, Civil Engineering, The Higher Technological Institute, Egypt

### CERTIFICATIONS

FL Engineer Intern No. 1100025247

Project Management Professional (PMP)® #2783108

ACI Concrete Field Testing Technician - Grade 1

ACI Concrete Construction Special Instructor

APNGA Portable Nuclear Gauge Safety & U.S.D.O.T. Hazmat

OSHA 10-Hr

OSHA 30-Hr

### AREAS OF EXPERTISE

Water Supply System

Wastewater Collection System

Storm Drainage System

Land Development

Residential Subdivision

Project Management

Due Diligence

### Amr Sorour, EI, PMP Project Engineer

### PROFESSIONAL EXPERIENCE

Mr. Sorour is a Project Engineer with 15 years of experience (Inside and Outside the USA) specializing in water and wastewater networks, drainage systems and land development of residential subdivisions. Experience includes performing civil engineering activities for different project phases including Pre-FEED, FEED and EPC. Mr. Sorour has served in the capacity as Project Engineer, Lead Engineer, and Assistant Project Manager for projects including pump stations, pipelines and flood control.

### PROJECT EXPERIENCE

#### Polk Regional Water Cooperative (PRWC) Southeast Lower Floridian Aquifer Wellfield; Polk County, FL

Project Engineer currently responsible for developing plan and profile drawings, reviewing utility conflicts and GIS analysis for the development of an alternative water supply (AWS) of 24 miles of 30" water transmission main to meet the growing potable water needs in Polk County, FL. Fee: \$4.5M

#### Lake Elbert Water Main & Sanitary Sewer Replacement; Winter Haven, FL

Project Engineer responsible for developing plan/profile drawings, reviewing utility conflicts and GIS analysis for the Lake Elbert 10" water main replacement in Winter Haven, FL. Fee: \$227,930

#### Whispering Oaks Multi-family Development; Orange County, FL

Project Engineer for Whispering Oaks Multi-family development consisting of 192 units located on 10.14 acres in Orange County, FL. Responsible for reviewing project specifications and site conditions and preparing land development plans, reports and engineering related calculations for St. Johns River Water Management District, Orlando Utilities Commission, and Orange County Utilities. Scope of work included design of drainage systems, water systems, sanitary sewer systems, parking, and roadways. Fee: \$70,000 (approx.)

#### Raw Water Pipeline Replacement (20" Water Transmission Main); Abqaiq, Saudi Arabia

Project Team Lead for the 32 mile component of the Saudi Aramco program to replace the existing 20" cement-lined steel pipeline constructed in the 1950s that feeds raw water to Abqaiq Plants and nearby communities. Responsible for design, permitting and construction phase services. Additionally, responsible for the preparation of design criteria, design calculations, detailed design drawings and sketches as required, development of construction scope of work, cost estimates and specifications. Also prepared the Hydrology Study to determine peak flows crossing the proposed 32-mile pipeline alignment, to determine necessary mitigation measures during the design stage. Project is under construction. Fee: \$300,000 (approx.)

*Amr's resume includes personal experience.*



## 3. KEY TEAM MEMBERS

### PROJECT ROLE

Project Engineer

### EXPERIENCE

With firm: 3 years

Total: 3 years

### EDUCATION

BS Chemical Engineering, University of South Florida, 2019

### CERTIFICATIONS

Engineering Intern (Florida #1100023050)

### PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers (ASCE)

### AWARDS

Young Engineer of the Year Award, American Society of Civil Engineers (ASCE), 2021

### Andre J. Rives, EI Engineer III

### PROFESSIONAL EXPERIENCE

Mr. Rives has experience working as a project engineer specializing in wastewater treatment plant design, water and sewer modeling, pipeline design, and construction phase services. Mr. Rives has experience in wastewater plant permitting, industrial pretreatment programs, and sewer ordinance writing.

### PROJECT EXPERIENCE

#### City of Bartow - Water Reclamation Facility; Bartow, FL

Project Engineer responsible for assisting in the design and construction of two 1.25-million-gallon sequencing batch reactors, seven new vertical turbine pumps, four new screw compressors, the conversion of a chlorine gas system to sodium hypochlorite, the creation of a mechanical drawing set, a new headworks center flow bar screen, and various solids handling improvements. Fee: \$2M

#### City of Lakeland - English Oaks Force Main; Lakeland, FL

Project Engineer responsible for assisting in construction phase services including responding to RFI's, recalibration of a Parshall flume, assisting in force main pressure testing, and the design and function of bypass pumping systems. Fee: \$2M

#### City of Auburndale - Water System Model; Auburndale, FL

Lead Modeler. CAD Drafting – converted as built data into CAD linework. ArcGIS Geoprocessing – processed and assigned attributes to linework. WaterGems Modeling – steady state and extended period simulations. Scenario analysis, interconnect creation and calculation, peak day demands, identifying points of failure, water model calibration, and fire flow testing. Fee: \$104,300

#### City of Winter Haven - #3 WWTP Permit Renewal; Winter Haven, FL

Project Engineer responsible for assisting in the renewal of wastewater treatment plant permit including the creation of a capacity analysis report, operation and maintenance report, and wastewater permit. Fee: \$43,315

#### City of Lakeland - Cyanamid Lift Station Upgrades Feasibility Study; Lakeland, FL

Project Engineer responsible for performing a hydraulic analysis of the existing sanitary and force main system to determine whether the lift station could be eliminated, rehabbed, or converted to a booster pump station. Fee: \$49,620

#### City of Lakeland - Water & Wastewater Bondholder's Report; Lakeland, FL

Project Engineer. Performed a hydraulic analysis of the existing sanitary and force main system to determine whether the lift station could be eliminated, rehabbed, or converted to a booster pump station. Fee: \$12,000



## 3. KEY TEAM MEMBERS

### PROJECT ROLE

Project Engineer

### EXPERIENCE

With firm: 2 years

Total: 2 years

### EDUCATION

Fundamentals of Engineering Certification, NCEES, 2019

BS Civil Engineering, Howard University, 2019

### SKILLS

ArcGIS

Civil 3D

MathCAD

Synchro 9

Watershed Modeling System

### PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers (ASCE)

### Alexander Barnes, EI Engineer II

#### PROFESSIONAL EXPERIENCE

Mr. Barnes has experience working as a project engineer specializing in linear water utility design, CAD modeling, and data analysis. He specializes in FDOT utility relocation, construction, permitting, and water/wastewater treatment plant design.

#### PROJECT EXPERIENCE

##### City of Bartow - Water Reclamation Facility; Bartow, FL

Project Engineer responsible for assisting with the design of two 1.25 MG SBRs, vertical turbine pumps, and compressors. Fee: \$2M

##### City of Auburndale - Regional WWTP Operating Permit Renewal; Auburndale, FL

Project Engineer responsible for the preparation of the permit renewal application package and the Capacity Analysis report. Fee: \$33,100

##### City of Auburndale - Water Main Extensions; Auburndale, FL

Project Engineer responsible for the design of three water main extensions around the City of Auburndale. 1) 12" diameter water main along Gapway Road from Old Berkley Road to SR 559, approximately 8,500 feet in length; 2) 8" diameter water main west along Plymouth Road to Jones Road, approximately 3,000 feet in length; and 3) 12" diameter water main from K-Ville Avenue and Florida Citrus Blvd. to the interconnect with Winter Haven and Polk County, approximately 6,700 feet in length. Fee: \$474,200

##### FDOT - Utility Relocations; Various Locations in Polk County, FL

Project Engineer responsible for the design and relocation of the cities' water-based utilities for the Florida Department of Transportation to accommodate for roadway construction improvements. Fee: \$200,000 (est.)

##### Ruthvens, Inc. - City of Lakeland Onsite Stormwater Facility Credit Renewal; Lakeland, FL

Project Engineer responsible for data collection and engineering support for multiple sites for the City of Lakeland stormwater credit renewal. Fee: \$5,220



## 3. KEY TEAM MEMBERS

### PROJECT ROLE

Project Engineer

### EXPERIENCE

With firm: 2 years  
Total: 2 years

### EDUCATION

BS Environmental Engineering,  
University of Central Florida, 2020

### REGISTRATIONS

Engineering Intern (Florida No.  
1100024423)

### PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers  
(ASCE), Secretary of the FL Section  
Ridge Branch, 2023

### AWARDS

American Society of Civil Engineers  
Young Engineer of the Year, 2022

### Noah R. Reinhart, EI Project Engineer III

#### PROFESSIONAL EXPERIENCE

Mr. Reinhart has experience working as a project engineer specializing in wastewater treatment plant design, wastewater pump station design, and solids handling facility (aerobic digestion) design. Mr. Reinhart also has experience with construction phase services, project specification writing and technical reports (capacity analysis, preliminary design, State Revolving Fund facilities plan).

#### PROJECT EXPERIENCE

##### City of Bartow - Water Reclamation Facility; Bartow, FL

Project Engineer responsible for assisting in the design of two 1.33 MG SBRs, vertical turbine pumps, and compressor aeration blowers. Fee: \$2M

##### City of Wauchula - WWTP Digester; Wauchula, FL

Project Engineer responsible for assisting in the design of a new biosolids aerobic digester, blowers, and transfer pumps. Fee: \$49,656

##### City of Wauchula - SRF Wastewater Facilities Plan; Wauchula, FL

Project Engineer responsible for assisting in the preparation of SRF Facilities plan for improvements to the City's wastewater treatment plant and collection system. Fee: \$267,500

##### City of Lakeland - Water & Wastewater Bondholder's Report; Lakeland, FL

Project Engineer responsible for compiling data and preparing the Bondholder's Report for the City of Lakeland Water Utilities. Fee: \$12,520

##### City of Lakeland - Northside Wastewater Pump Station; Lakeland, FL

Project Engineer responsible for assisting in the design of a triplex pump station including force main hydraulics transient analysis and sizing of the wet well. Fee: \$282,720

##### City of Bartow - Biosolids Handling Improvements; Bartow, FL

Project Engineer for design of biosolids handling facility at the Bartow Water Reclamation Facility. Fee: \$150,000

##### City of Lakeland - English Oaks Force Main; Lakeland, FL

Project Engineer for calibration of the Parshall flume metering flow to the Glendale Water Reclamation Facility. Fee: \$1,575,000

##### City of Auburndale - Berkley Road Water Treatment Plant; Auburndale, FL

Project Engineer for design of improvements at the water treatment plant. Fee: \$534,950



## 3. KEY TEAM MEMBERS

### PROJECT ROLE

Resident Project Representative

### EXPERIENCE

With firm: 5.5 years

Total: 12 years

### EDUCATION

High School Diploma

### REGISTRATIONS

CTQP - Technician Identification No. P455112852640

CTQP Earthwork Construction

CTQP Concrete Field Technician Level 1

CTQP Asphalt Paving Level 1 & 2

Nuclear Gauge Safety

ACI Concrete Field-Testing Technician Grade 1

Advanced M.O.T.

### AREAS OF EXPERTISE

Construction Materials Testing and reporting

Nuclear Density Gauge Operation

CEI for FDOT, City and County Projects

Maintenance of Traffic

### Christopher L. Plowman

Construction Project Representative

### PROFESSIONAL EXPERIENCE

Mr. Plowman has more than six years of experience as an inspector/technician such as CQC, QCA, and VT; on various FDOT, city, and county projects. He also has six years of construction experience; before the inspector/technician position.

### PROJECT EXPERIENCE

#### City of Lakeland - English Oaks Phase 3, Sections 1, 2A, 2B, and 2C; Lakeland, FL

Position onsite as RPR to inspect and collect data/information for general site work. Responsibilities included coordination with the City of Lakeland, contractor, sub-contractors, QC, and engineer firm. Fee: \$2M

#### County Line Road Water Main Extension (12" WM project); Lakeland, FL

Position on site as RPR was to inspect and collect data/information for general site work. Responsibilities included coordination with the City of Lakeland, contractor, sub-contractors, QC, and engineer firm. Fee: \$243,880

#### Southwest Lakeland Sewer Upgrades Lift Station L3730; Lakeland, FL

Position on site as RPR was to inspect and collect data/information for general site work. Responsibilities included coordination with the City of Lakeland, contractor, sub-contractors, QC, and engineer firm. Fee: \$254,172

#### City of Auburndale – Allred WWTP Rapid Infiltration Basin; Auburndale, FL

Position on site as RPR was to inspect and collect data/information for general site work. My responsibilities included coordination with the City of Lakeland, contractor, sub-contractors, QC, and engineer firm. Fee: \$12,515

#### Polk County BOCC - Landfill Solid Waste, Phase 5; Polk County, FL

Position on site as QCA was to inspect and test earthwork, concrete, and collect data for general site work. Responsibilities included coordination with members from the engineer, contractor, and QC teams to provide data for earthworks, concrete, sampling, and laboratory testing.

#### SR-35 (US 17); DeSoto County, FL

Position onsite as CQC Inspector/Technician to inspect and test earthwork, concrete, and collect data for general site work. Responsibilities included coordination with the contractor, coordination with the QC laboratory for soil and concrete testing, and reporting data. Fee: \$110,880

#### Southern Wine & Spirits (SWS) New Construction; Lakeland, FL

Position on site as CQC was to inspect and test earthwork, concrete, and to collect data for general site work. Responsibilities included coordination with the contractor, coordination with the QC laboratory for soil and concrete testing, and reporting data.

*Christopher's resume includes personal experience.*



## 3. KEY TEAM MEMBERS

### PROJECT ROLE

Civil Lead

### EXPERIENCE

With Firm: 4 years

Total: 33 years

### EDUCATION

BSCE, West Virginia University

BSLA, West Virginia University

### REGISTRATIONS

Registered Professional Engineer  
(Florida No. 86696, Maryland No. 32775, Pennsylvania No. 63091, West Virginia No. 16133)

Registered Landscape Architect  
(Kentucky No. 874, Maryland No. 3700, Texas No. 3709, Virginia No. 1862, West Virginia No. 250)

### PROFESSIONAL AFFILIATIONS

Florida Recreation & Park Association (FRPA), Member

### Doug Forni, PE Senior Project Manager

### PROFESSIONAL EXPERIENCE

Mr. Forni has 33 years of experience in multi-discipline engineering and landscape architecture for both public and private sector clients. His project experience includes securing funding, project management, design, permitting, specification writing and construction management for municipal, county, state and federal projects, parks, trails, and recreational facilities, commercial, and industrial developments, mixed-use developments, and educational facilities. His areas of expertise include civil engineering, landscape architecture, utility design, site planning, stormwater management, and streetscape and roadway design.

### PROJECT EXPERIENCE

#### Haines City Wastewater Treatment Plant Expansion; Haines City, FL

Project Manager for this municipal project necessary to the city to increase the quality of effluent (reclaimed water), alleviate the rapid infiltration basis, and minimize events that can result in emergency outfall surface water discharges as identified in the 2019 Wastewater Facilities Plan. Responsible for the coordination and oversight of subsurface utility exploration, topographic survey, site work construction drawings as well as stormwater treatment design for the increased impervious area for the site improvements. Also included is field observation of grading, storm sewer and roadway construction. Fee: \$102,260

#### Masterpiece Fire Station; Polk County, FL

Project Manager responsible for the design of the site development for a 2,100 SF Polk County Fire Station located to the north of Lake Wales, FL. Responsibilities included site layout, erosion and sediment control, grading, stormwater, drainage, onsite septic, and utility extensions to the site. Access was required for fire equipment access and safety upgrades to Masterpiece Road and Big Tank Road to allow entry and exiting from the facility. Addressed environmental concerns at the site regarding sand skinks because of its location on the ridge. Fee: \$94,310

#### Polk County Sheriff Training Facility; Polk County, FL

Project Manager for the site development tasks associated with a 24,000 SF training facility for the Polk County, Florida Sheriff's Office. Tasks included stormwater, utilities extended to the site, including a pump station, grading and site development components. Worked with an architectural firm to develop the site layout and obtain the various permits and approvals required for the site development. Construction scheduled to begin in 2022. Fee: \$112,760

#### Florida Polytechnic University Applied Science Facility; Lakeland, FL

Project Manager for an 85,000 SF educational facility on the campus of Florida Poly University located in Lakeland, Florida. Tasks included working with the architectural team to develop the site plan and to move the documents through the development process to produce construction level documents and obtain all site permits through the city and state agencies. Additional tasks included QA/QC responsibilities and a Construction Administration role during the construction process. Fee: \$79,350



## 3. KEY TEAM MEMBERS

### PROJECT ROLE

Stormwater Engineer

### EXPERIENCE

With Firm: 7 years

Total: 10 years

### EDUCATION

BSCE, Virginia Tech

OSHA 10-Hr Training

### REGISTRATIONS

Professional Engineer (Florida No. 85396)

Certified Floodplain Manager (CFM)

### AREAS OF EXPERTISE

Civil Engineering

Environmental Engineering

Hydraulics & Hydrologic Modeling

Stormwater Conveyance & Treatment

Earthwork Quantities

Utilities Design

Permitting

### Drew F. Morson, PE, CFM Project Engineer

#### PROFESSIONAL EXPERIENCE

Mr. Morson has ten years of experience working for both municipal and private sector clients in the areas of Civil and Environmental Engineering. His project experience includes design and permitting for parks, trails, and recreational facilities, commercial and industrial developments, roadway projects, and stormwater retention facilities with his main area of expertise being stormwater management/permitting. He has also performed project management and preventative maintenance for reverse osmosis water purification systems projects and water sampling for wastewater discharge permits for federal government agencies.

#### PROJECT EXPERIENCE

##### Highlands County BOCC - Sebring Parkway Phase III; Highlands County, FL

Project Engineer responsible for hydraulic and hydrologic modeling for stormwater conveyance and treatment design and permitting services for the Phase II addition to the Sebring Parkway. The project consisted on design of a four lane highway with associated swale, ponds, and piping systems. The key factor for the project was the use of an existing abandoned railway Right-of-Way which had previously been permitted for a two lane highway to be reconfigured for a four lane highway within the same Right-of-Way. Fee: \$311,000

##### Cities of Fort Meade & Frostproof – Water Management Plans; Fort Meade & Frostproof, FL

Project Engineer responsible for hydrologic and hydraulic analysis including drainage area delineation, storm drain network adjustment, and stormwater model creation and refinement. The primary focus of the project was to identify problem areas and subsequently to propose conceptual improvement analysis. This was done by utilizing the surveyed storm drain network and land surface DEM to produce a stormwater model to determine inundated areas given various storm sizes. Fee: \$120,000 per municipality

##### City of Winter Haven - Stormwater Assessment and Improvement Project (SAIP); Winter Haven, FL

Project Engineer responsible for drainage area delineation, storm drain network adjustment, and stormwater model creation and refinement. The primary focus of the project was to identify problem areas and subsequently to propose conceptual improvement analysis. This was done by utilizing the surveyed storm drain network and land surface DEM to produce a stormwater model to determine inundated areas given various storm sizes. Fee \$153,715

##### Hardee County BOCC - George Marsh & Jack Jones Bridge Replacements; Hardee County, FL

Project Manager/Project Engineer responsible for preparing stormwater calculations and permitting support for Hardee County for replacement of bridge crossings. The main objective was to provide recommendations for the proposed bridge sections and calculations for the proposed design to be consistent with Water Management District Standards. Both projects involved creating regional contributing stormwater models from available regional/county/state information and comparing various proposed bridge sections. Fee: \$7,040



## 3. KEY TEAM MEMBERS

### PROJECT ROLE

CAD Design Manager

### EXPERIENCE

With firm: 19 years

Total: 22 years

### EDUCATION

CADD, South Florida Community College

### AREAS OF EXPERTISE

Roadway Design

Civil 3D

Infraworks

ArcGIS 10.7

### Richard G. Carnahan

Sr. Project Designer/CAD Design Manager

### PROFESSIONAL EXPERIENCE

Mr. Carnahan has 22 years of experience specializing in producing CADD drawings for the construction of roadways, developing preliminary layouts and preparing construction drawings. His professional experience includes preparing CADD drawings for construction of roadways, subdivisions, and commercial properties; developing preliminary layouts and preparing construction drawings for roadway design projects; preparing FDOT funded roadway plans, signing and pavement marking plans, and MOT plans; preparing water distribution and wastewater collection system linear utility plans; preparing plans for stormwater collection and treatment facilities; and creating GIS exhibit maps for Water Management District permit submittals.

### PROJECT EXPERIENCE

#### Hardee County BOCC - Parnell Road/North Hammock Road; Hardee County, FL

Senior CAD Designer who provided CAD design for Parnell Road and North Hammock Road, consisting of over seven miles of roadway restoration Hardee County, Florida. This project was constructed while maintaining existing traffic and it was completed on-time and on-budget. Several large cross-drains were replaced requiring permitting through the Southwest Florida Water Management District. Fee: \$282,000

#### Stevenson's Creek Retaining Wall; Clearwater, FL

CAD Design Manager responsible for utilizing the layout, cross-sections, and structural design for approximately 100 feet of a sheet pile retaining wall located at Kings Highway, over Stevenson's Creek in Clearwater, Florida. Additionally responsible for the preliminary design plan and the final engineered plans inclusive of existing conditions/demolition plan, horizontal geometry plan, site grading and drainage, sanitary sewer collection and water distribution systems, erosion control plan, and details and note. Fee: \$229,000

#### Hardee County BOCC - County Road 665; Hardee County, FL

Senior CAD Designer who provided CAD design for 14 miles of roadway on CR-665. The design included milling and widening the roadway, resurfacing the roadway, and improving/widening several box culverts structures in a safety upgrade. Fee: \$614,000

#### Sebring Parkway Phase III; Sebring, FL

Senior CAD Designer responsible for providing CAD design for 4.3 miles of new roadway that included two roundabouts that tied into existing intersections. Fee: \$311,000

#### Northeast Regional Park Baseball Complex Expansion; Davenport, FL

Senior CAD Designer responsible for providing CAD design for four baseball fields, concession building and parking area for the Northeast Regional Park. Fee: \$528,928



## 3. KEY TEAM MEMBERS

### Albert A. Truman

Construction Project Representative

#### PROJECT ROLE

Resident Project Representative

#### EXPERIENCE

With firm: 8 years

Total: 46 years

#### EDUCATION

Graduate, Cambridge High School

#### REGISTRATIONS

CTQP - Technician Identification No.  
T655021543100

CTQP Asphalt Paving Level I & II

CTQP Earthwork Level I & II

CTQP Final Estimate I

CTQP Drilled Shaft Inspector

CTQP Concrete Technician Level

CTQP QC Manager

FDEP Qualified Stormwater  
Management Inspector

Troxler – Nuclear Density Gauge  
Operation

Site Manager/LIMS/CITRIX/CPPR/  
Infonet

Advanced MOT

ACI Level I

FDOT Critical Structures Construction  
Issues

#### SUMMARY

Mr. Truman is an experienced Senior Inspector who has a through working knowledge and practical understanding of the inspections required for a successful project. Having worked as QC Manager, Project Administrator, and Senior Inspector, Mr. Truman brings a unique perspective along with knowledge and experience, not only from Florida, but also from various locations throughout the United States. Mr. Truman's has the ability to expedite conflicts and bring about quick resolutions by effectively communicating with the various parties. His experience in mentoring and teaching has allowed Mr. Truman to assist engineering technicians, inspectors, material testers, foremen, and superintendents to resolve issues at the lowest possible level and keep the project moving forward, while producing the quality expected from all parties involved.

#### QUALIFICATIONS

- 38 years of heavy civil infrastructure construction experience
- 20 years of FDOT CEI experience
- City, County, and FDOT Project Administrator experience
- Experienced QA/QC, Sr. CEI Inspector
- Experienced and knowledgeable in construction materials testing, reporting, and supervision
- Excellent communication skills
- Computer skills in Microsoft Word, Excel, FDOT Site Manager, and CPPR
- Experienced and mindful of benchmarking and the importance of meeting project goals
- Excellent mentor and trainer
- Experienced in crisis communications
- Experienced in records and documents management
- Experienced as Field Office Manager

Mr. Truman has performed utility and construction inspections for both municipal and private clients. He has reviewed proposed project drawings and provided field inspections for utility installations, national pollutant discharge elimination system (NPDES), and maintenance of traffic (MOT) inspections. He has acted as the Project Representative for the construction of treatment facilities, reclaimed water infrastructure, linear utilities, and street reconstruction projects. He has provided the inspection of various subdivisions, i.e., lift stations, water, gravity sewer, storm and street construction. He has also performed constructability review of design plans and has been responsible for preparing construction reports, compliance with construction plans and specification, and review pay requests. He has provided project management for municipalities and private corporations and acted as the project manager overseeing projects, job site deliveries and material quality control in shipping and receiving. He has also provided the calculation of materials for customers and application control.



## 3. KEY TEAM MEMBERS

### PROJECT ROLE

Environmental Lead

### YEARS OF EXPERIENCE

With Firm: 33 years

Total: 37 years

### EDUCATION

MPH, Environmental Health,  
University of South Florida

MS, Hydrogeology, University of  
South Florida

BS, Geology, Gustavus Adolphus  
College

### REGISTRATIONS

Professional Geologist (Florida No.  
1290, Georgia No. 1412)

### AREAS OF EXPERTISE

Environmental due diligence

Contamination assessment,  
remediation, & monitoring

Numerical groundwater modeling

Human health risk assessment

Brownfields investigations &  
redevelopment

Water resources management

### Greg Lassi, PG

Director of Environmental Risk Management

### PROFESSIONAL EXPERIENCE

Mr. Lassi has over 37 years of experience in Geology and Environmental Risk Management and specializes in Environmental Due Diligence, Contamination Assessment, Remediation, & Monitoring, Human Health Risk Assessment, Brownfields Investigation & Redevelopment, Numerical Groundwater Modeling, and Water Resources Management.

### PROJECT EXPERIENCE

#### City of Plant City Community Redevelopment Agency (CRA) – Midtown Brownfield Area; Plant City, FL

Project Manager providing environmental due diligence and site rehabilitation services for various Brownfield Sites and properties within the Midtown Brownfield Area. Project activities included: completion of Phase I ESAs, soil and groundwater sampling and site assessment activities; soil source removal activities; and evaluation of conditional closure options. Fee: \$385,000

#### City of Plant City – Maintenance Building; Plant City, FL

Project Manager providing soil gas and methane monitoring services for their maintenance building. Project activities included: evaluation of existing information regarding an old landfill; preparation and EPC approval of a landfill gas monitoring plan; and completion of quarterly landfill gas monitoring and reporting events. Fee: \$36,300

#### Bridgers Avenue Stormwater Improvements - Limited Site Assessment; Polk County, FL

Project Manager for environmental evaluation of proposed stormwater pond location. Project activities included a ground penetrating radar survey, groundwater flow evaluation, soil and groundwater sampling/analysis, preparation of Limited Site Assessment Report, and meeting with Florida Department of Environmental Protection. Fee: \$25,000

#### City of Plant City - GroMor Brownfield Site Groundwater Monitoring; Plant City, FL

Project Manager for groundwater water monitoring and plume stability evaluation. Project activities included collection of groundwater samples, statistical data analysis to evaluate plume stability, and preparation of Ground Water Sampling Report. Fee: \$7,250

#### Former Florida Tile; Lakeland, FL

Project Manager for Former Florida Tile Brownfield Site. CS was tasked to review historical records of this former industrial site which included in part an area under an existing Conditional Site Rehabilitation Completion Order (CSRCO). Once the existing cover was removed, CSI was tasks to collect soil samples for arsenic and lead, develop a plan to excavate and place arsenic and lead impacted soils within an on-site berm/engineering control, document soil excavation and berm construction, and prepare Site Rehabilitation Completion Reports for the proposed unrestricted SRCO parcel and revised restricted CSRCO parcel. Fee: \$280,000

## 3. KEY TEAM MEMBERS



### PROJECT ROLE

Permitting Specialist

### YEARS OF EXPERIENCE

18

### EDUCATION

BS Interdisciplinary Studies  
(Engineering Studies, Computational  
Science/Minor Pre-Law), University of  
Central Florida

### CERTIFICATIONS

Nuclear Radiation Safety Certification

### Kathy McBride

Permitting Specialist

### PROFESSIONAL EXPERIENCE

Mrs. McBride serves as a permitting specialist focused on coordinating permitting packages for all projects. Her project experience includes clients in the municipal, aviation, commercial, retail, and industrial sectors and comprises land development applications and coordination for small- and large-scale comprehensive plan amendments, annexation, conditional use, lot splits, parcel combinations, platting and rezoning. Her permitting experience spans all Chastain-Skillman business lines inclusive of concept plans, site plans, environmental resource permitting and compliance, FDOT driveway and connection permits, Florida Department of Environmental Protection permitting, and South and Southwest Florida Water Management District drainage and wetland permitting.

### PROJECT EXPERIENCE

#### Lake Elbert Trail Final Design Services; Winter Haven, FL

Permitting Specialist responsible for the coordination, application and engineering review process for SWFWMD Environmental Resource Permit (ERP), the FDOT Access Permit and Drainage Connection Permits, City of Lakeland Commercial Site Plan Review, Florida Department of Health Polk County (DOH) Notification for Use of the General Permit for Construction of an Extension to a Public Drinking Water Distribution System, FDEP Notice of Intent to Use General Permit for Wastewater Collection/Transmission System, and National Pollutant Discharge Elimination System (NPDES) General Permit with a stormwater pollution prevention plan to the FDEP. Fee: \$196,678

#### Hardee County Splash Pad at Hardee Lake Park; Hardee County, FL

Permitting Specialist responsible for the coordination and application of the design and construction of a non-recirculating system containing nine jets which will be an on-demand system operated during daylight hours only. The splash pad permit application is to the Department of Health Application for a Swimming Pool Operating Permit. Fee: \$48,350

#### Hardee County Sheriff's Office; Hardee County, FL

Permitting Specialist responsible for the coordination, application and engineering review process for the construction of an 8,000 SF addition to the Hardee County Sheriff's Office inclusive of scheduling a pre-application meeting with the Southwest Florida Water Management District (SWFWMD) and preparing the Application for Modification to the existing Environmental Resource Permit and submit to the SWFWMD. Fee: \$125,142

#### Tenoroc Entry Construction Services; Lakeland, FL

Permitting Specialist responsible for the coordination, application and engineering review process to Southwest Florida Water Management District (SWFWMD) for a minor modification to an existing Environmental Resource Permit for the proposed site drainage improvements to address frequent ponding of water adjacent to and onto Tenoroc Mine Road within the Florida Fish and Wildlife Conservation Commission's Tenoroc facility. Fee: \$8,120



## 3. KEY TEAM MEMBERS

**Jeffrey P. Ammermann, PSM**  
Assistant Survey Director

### PROJECT ROLE

Survey Project Manager

### YEARS OF EXPERIENCE

With Firm: 7 years

Total: 18 years

### EDUCATION

BS, Geomatics, University of Florida,  
2019

Florida Phosphate Council Mine Safety  
Training

Contractor Safety and Health Training

CF Industries Site Specific Training

### REGISTRATIONS

Surveyor & Mapper (Florida No.  
LS7388)

### PROFESSIONAL AFFILIATIONS

Florida Surveying & Mapping Society,  
Ridge Chapter Member

### PROFESSIONAL EXPERIENCE

Jeff Ammermann has 18 years of experience in the surveying industry providing topographic and corridor surveys, construction layout, boundary surveys, and environmental surveys. Jeff provides boundary surveys for projects ranging from small tracts to parcels over 100+ acres in size including research and boundary calculations to assist project managers in completion of the boundary surveys. Jeff also performs environmental surveys to depict delineation of wetlands and habitats and delineate the extent of environmental contamination.

### PROJECT EXPERIENCE

#### **City of Lake Wales - Connected 1st Street Streetscape; Lake Wales, FL**

Project Surveyor for a specific purpose and topographic survey of 1st Street from W. Johnson Avenue North to Dr. JA Wiltshire Avenue West in Lake Wales, Florida. This included right-of-way line location based on field monumentation, depicting provided and/or visual easements, and signed and sealed surveys. Fee: \$43,090

#### **Hardee County BOCC - County Road-665; Hardee County, FL**

Provided project management, survey calculations for right-of-way locations, topographic route surveys and QA/QC deliverables for the design of 14 miles of CR-665 in Hardee County, Florida. This project was funded through the FDOT Small Counties Opportunity Program (SCOP) and the Small County Roadway Assistance Program (SCRAP). Fee: \$74,600

#### **City of Winter Haven - 7401 Cypress Gardens Blvd.; Winter Haven, FL**

Project Manager responsible for producing a boundary survey of a new parcel of land adjacent to the property located at 7401 Cypress Gardens Blvd. SE in Winter Haven, FL. Project deliverables included, but were not limited to, establishing monuments for the subject parcel boundary, boundary/right-of-way location, locating and depicting aboveground improvements on the survey, creating a legal description of the above-referenced parcel, and depicting special flood hazard areas inundated by 100-year flood as shown on FEMA Flood Insurance Rate Maps. Fee: \$28,270

#### **DeSoto County BOCC - County Road-763; DeSoto County, FL**

Provided project management, survey calculations for right-of-way locations, topographic route surveys and QA/QC deliverables for the design of 10 miles of CR-763. This project was funded through the FDOT Small Counties Opportunity Program (SCOP) and the Small County Roadway Assistance Program (SCRAP). Fee: \$57,900

#### **Hardee County School Board - Hardee Senior High School; Wauchula, FL**

Project Manager for the topographic survey of the facility which included, but was not limited to, locating and depicting aboveground improvements, providing spot elevations and one-foot contours based on North American Vertical Datum of 1988 (NAVD88), providing invert information of accessible stormwater and sanitary sewer structures, and locating shrubs and landscaping areas. Fee: \$8,200



### Location:

2200 Front Street  
Suite 300  
Melbourne, FL 32901  
[www.appliedecologyinc.com](http://www.appliedecologyinc.com)

### Services Provided:

Environmental

**Applied Ecology, Inc. (AEI)** is an 8(a), woman- and minority-owned small business providing specialized experience in environmental program management, environmental monitoring, geospatial analysis, and remote sensing for solving a multitude of resource management problems. They specialize in serving federal, municipal, and private sector clients in natural and water resources management, environmental permitting, environmental compliance, geospatial applications, site assessment and remediation, and emerging contaminants.

AEI has the experience and skills to plan and implement large-scale and long-term studies that cross multiple disciplines and integrate spatial and temporal datasets. They provide a wide range of technical services, including those related to water resources, geographic information systems (GIS) and remote sensing, environmental assessments and resource permitting, contamination assessment and remediation, and engineering services. AEI's core services include water quality monitoring plan design and implementation, GIS mapping and application development, remote sensing, NPDES Permitting, TMDL and Alternative Plan Development, BMAP support, watershed modeling, integrated surface water-groundwater modeling, and 2-D and 3-D numerical modeling, most of these critical to assessing and improving water quality.

AEI is uniquely positioned to provide highly specialized services typically available in large firms while maintaining the personal availability and responsiveness of a small firm. They can provide the full life-cycle of many natural resource and water quality studies, from monitoring design, field implementation, to modeling, permitting, and management plan development. Their team believes that a holistic perspective and responsiveness, combined with agency communication and community support/outreach are integral to project success.



### Location:

58 Lake Morton Drive  
Lakeland, FL 33801  
[www.lunz.com](http://www.lunz.com)

### Services Provided:

Architecture

**The Lunz Group (Lunz)** is a full-service architectural firm headquartered in Polk County, Florida. They provide professional services including architectural design, interior design, master planning, programming, and visualization. Edward Lunz established the firm in 1987 in Lakeland, FL. Today, it is the largest architecture firm in Polk County, continuing to grow and innovate by creating a distinct, client-centered experience focused on delivering the best of their institution's talents, solutions, and processes.

The Lunz Group and Chastain-Skillman have teamed on multiple projects to include numerous Fire Stations, Parks and Recreation projects, and several Administrative facilities for Polk County, as well as local municipalities within the County. They have an in-depth knowledge and experience with local construction and regulatory conditions in this field. Together, our team has completed more than 20 projects for Polk County.



### Location:

3903 Northdale Boulevard  
Suite 100E  
Tampa, FL 33624  
www.valerin-group.com

### Services Provided:

Public Involvement

**The Valerin Group, Inc. (Valerin)** is a full-service, woman-owned communications firm specializing in public involvement, community outreach, graphic design, website and mobile app development, visualizations, video/audio production, aerial drone imagery, and translation services. In business since 2006, Valerin has a staff of talented communication and creative professionals with more than 425 years of combined experience and have worked on over 725 transportation and public utility infrastructure projects, programs, and initiatives. Valerin has developed and implemented hundreds of public engagement and community outreach plans and currently serves as the internal communications representative for the Polk Regional Water Cooperative (PRWC). In addition, Valerin received Tampa Bay's Prestigious Award for Community Relations for Hillsborough County's North Palm River Drinking Water Design-Build.

Valerin is headquartered in Tampa with additional offices in Orlando, West Palm Beach and Fort Lauderdale.



### Location:

4803 George Road  
Suite 350  
Tampa, FL 33634  
www.echoues.com

### Services Provided:

SUE Services

**ECHO UES, Inc. (ECHO)** was founded in 2017 to provide Subsurface Utility Engineering and Survey & Mapping professional services throughout Florida for a variety of projects, assisting Owners, Engineers and Constructors improve their performance throughout the entire project cycle, from design to construction and maintenance of infrastructure. In 2021, ECHO also began offering Utility Coordination Services to firms throughout the state to fully round out their service offerings.

ECHO currently has three offices in the state of Florida located in Tampa, Orlando, and Gainesville and currently employs one hundred-ten (110) full-time employees and has thirty-four (34) field crews that can provide services for this project.

Field work is performed with the use of highly specialized technology and equipment, to include surface geophysical equipment, pipe and cable locators, ground penetrating radar, vacuum excavation units, total stations, GPS and laser scanners. The field data once collected is reviewed and processed, and final deliverables consist of 3D digital representations of the site conditions above and below ground.

ECHO works on many different types of projects, including airports, seaports railroad upgrades, roadway design, reconstruction, widening and safety improvements, utility design, construction and maintenance, industrial and chemical plant upgrades, and safety improvements; in general, ECHO's services are requested anywhere there is the need for obtaining above and below ground accurate information for infrastructure improvements.

ECHO's relevant project history in Polk County includes projects such as West Pipkin Road Widening; Driftwood Drive Drainage Improvements; Polk NERWWTF Clarifier Addition; US 92/SR 600 at Fish Hatchery Road, Polk County, FDOT District 1; and SR 60 West of Diesel Road, Polk County, FDOT District 1, just to name a few.

## 3. SUBCONSULTANTS



### Location:

601 N. Hart Boulevard  
Orlando, FL 32818  
www.Nadicinc.com

### Services Provided:

Geotechnical Engineering

**NADIC Engineering Services, Inc. (NADIC)**, founded in 2001, is an engineering firm providing the following services:

- **Geotechnical Engineering:** NADIC helps define the construction and long-term performance risk associated with subsurface conditions for all types of wastewater plants, transportation systems, buildings, airport facilities, dams, landfills, and other civil projects. NADIC has in-house three (3) drill rigs and one (1) pavement coring drill.
- **Geo-environmental Engineering:** For a site suspected to be contaminated, NADIC aptly characterizes the physical features of the site and of existing chemical components; assesses the existing risk; and performs an engineering evaluation of appropriate corrective measures required to reduce risk and meet regulatory compliance.
- **Construction Material Testing and Inspection:** NADIC offers material engineering testing and inspection services applicable to the governmental, construction and manufacturing industries. Field testing includes verification of material standards and quality, construction quality control and reconstruction quality assurance.

Since its founding (September 2001), NADIC has performed over 5,000 projects throughout Florida and is currently serving clients from four locations: Jacksonville, Orlando, Kissimmee, and Miami.



*Brindley Pieters & Associates, Inc.*

### Location:

2600 Maitland Center Parkway  
Suite 180  
Maitland, FL 32751  
www.bpa-engineers.com

### Services Provided:

Structural Engineering

**Brindley Pieters & Associates, Inc. (BPA)** has provided structural engineering services for educational facilities, airport terminals, industrial and commercial buildings, water and wastewater facilities, recreational and sporting facilities, and parking garages. Their project managers and engineers are proficient at preparing accurate budgets, quantity take-offs, cost estimates and can assist with all phases of the project from preliminary planning and budget analysis through bidding and construction administration. Additionally, BPA staff is experienced at providing detailed engineering recommendations and inspection services during initial project planning through final construction. BPA is also experienced with providing quality construction documents and project manuals, and carefully reviewing all shop drawings submittals for compliance with the Owner's requirements and the design intent. Members of the BPA team are accomplished in developing reporting systems and communication plans for construction projects, are knowledgeable in completing permit applications, and can assist in preparing grant applications.

BPA has extensive experience providing engineering design, permitting, and construction phase services for water, wastewater, and reclaimed water utility projects, as well as general civil and structural engineering for projects such as roadways, stormwater drainage projects, and building sites. BPA has provided utility engineering services for pump stations, force main construction and rehabilitation, water main and reclaimed water main design and construction, alignment and corridor studies, civil and structural water and wastewater facility site design, and pump station rehabilitation projects for clients including the City of Orlando, Orlando Utilities Commission, Orange County Utilities, Greater Orlando Aviation Authority, Sarasota County Environmental Services, and the City of Atlanta.



*Electrical Design Associates*

### Location:

6965 Piazza Grande Avenue  
Suite 412  
Orlando, FL 32803  
www.goeda.com

### Services Provided:

Electrical Engineering

**Electrical Design Associates, Inc. (EDA)** is a consulting engineering firm specializing in electrical and instrumentation design for water and wastewater facilities. We provide consulting engineering services primarily to the public sectors.

In September of 1998, Electrical Design Associates, Inc. was formed. We are a Certified Minority Business Enterprise with offices in Orange, Hillsborough and Palm Beach Counties. Our present staff includes registered electrical engineers, instrumentation designers, designer/cadd technicians, and field supervisors.

Our staff's electrical experience includes electrical and instrumentation system designs for industrial plants, specifically Water and Wastewater Treatment Facilities located throughout the state of Florida. Our electrical distribution systems experience covers the full range up to 13kvolt distribution systems as well as standby generator systems. Our instrumentation systems design experience includes SCADA and PC based systems, as well as numerous traditional plant monitoring and control panel designs. Our design experience encompasses computer/PLC controlled systems utilizing SCADA based systems for interfacing to remote locations, as well as hard wired relay controlled custom solutions.

Electrical Design Associates, Inc. is staffed to provide electrical and instrumentation engineering services from inception through design, bid and construction completion.



### Location:

7370 Cabot Court  
Suite 103  
Melbourne, FL 32940  
www.tlc-engineers.com

### Services Provided:

Mechanical Engineering

**TLC Engineering Solutions, Inc. (TLC)** vision to THINK boldly, LISTEN attentively, and CREATE passionately serves as the blueprint that guides their commitment of extreme service to their clients. TLC provides high-performance engineering design and consulting. Founded in 1955 and consistently ranked among the largest MEP and structural engineering firms in the country, TLC is an industry leader with expertise in diverse markets, from healthcare to hospitality, institutional to theme parks, and education at all levels.

TLC has 19 offices across the U.S. including eight offices in Florida. Their highly qualified team of 450+ professionals include structural, mechanical, electrical, plumbing, and fire protection engineers with specialists in energy engineering, sustainability, and communications-technology. TLC includes 130 Registered Professional Engineers, 74 LEED-Accredited Professionals, 20 ACG-Registered Commissioning Authorities, and certified professionals in security, audio-visual, voice-data, acoustics, energy management, and threshold inspection.

TLC's commitment to sustainable design is supported by successful certifications – from the first LEED®-certified project in 2003 to their current 478 projects (80+ million square feet of sustainable space includes 13 Platinum, 164 Gold, 189 Silver and 112 Certified). TLC projects have also earned certifications from the Florida Green Building Coalition, Green Building Initiative (Green Globes®), and the International Living Future Institute.

TLC has provided engineering design for 11 projects in Polk County that include studies and reports, renovations, new construction, bidding assistance, and construction administration.

## CLAUDIA LISTOPAD, Ph.D., GISP

*Principal Scientist, President of Applied Ecology, Inc.*

### Education

Ph.D. Conservation Biology, UCF, 2011

M.S. Ecology, Florida Tech, 2001

B.S. Ecology, Florida Tech, 1999

B.S. Marine Biology, Florida Tech, 1999

### Professional Expertise

Stormwater Masterplanning, Environmental Management, Natural Resource Project Management, GIS Analysis & Remote Sensing, Water Resources Modeling, Multivariate, Univariate & Spatial Statistics

### Professional Affiliations and Certifications

American Water Resources Association, Florida Stormwater Association, Society of Military Engineers Sustaining Member, Melbourne Regional Chamber of Commerce

GIS Certification Institute Certified GIS Professional #91249

### Groundwater Water Quality Monitoring and Seepage Study Brevard County Natural Resource Management Department

Brevard County, Florida  
2019-Ongoing

### Groundwater Nutrient Evaluation

#### WSP USA Environment and Infrastructure for Sarasota County

Sarasota County, FL  
2022 - Ongoing

### Development of a Stormwater Master Plan and a Stormwater Needs Analysis

City of Indian Harbour Beach  
Indian Harbour Beach, FL  
2022

### Spatial Watershed Iterative Loading (SWIL) Model Redevelopment

#### Tetra Tech, Inc. for Florida Department of Environmental Protection

IRL Watershed, Florida  
2021 - Ongoing

### Summary

Claudia Listopad is a cross-disciplinary project manager, water resources ecologist, and certified GIS Professional specializing in the application of modeling, ecological and hydrological field assessments, monitoring program design and implementation, statistical analyses, and remote sensing to complex data sets, particularly those related to natural resources, water resources, and restoration. She has 23 years of applicable experience, with her role of Project Manager dating back to 2007. Her interest focuses on the application of cutting-edge remote sensing technology and advanced modeling to conservation and natural resource management.

Dr. Listopad specializes in the application of GIS, modeling, database development, statistical analyses, and remote sensing to complex data sets, particularly those related to natural resources, water resources, and utilities. Since founding AEI, Dr. Listopad has provided stormwater, surface and groundwater quality monitoring, statistical analyses, modeling and ecological services directly as a prime or subconsultant for Brevard County, Orange County, City of Cocoa Beach, City of Cape Canaveral, City of Indian Harbour Beach, City of Orlando, City of Rockledge, City of Tampa, City of Titusville, FDEP, Tampa Bay Water, US Army Corps Mobile, US Space Force, Marine Corps, and the US Army Reserve, among many others.

Dr. Listopad is often involved in agency negotiation and is currently working closely with the SFWMD, SJRWMD, SWFWMD, and FDEP, among other public agencies. She has designed and implemented several large monitoring programs, performed landscape ecological studies, as well as lead compliance monitoring programs and large watershed studies. Dr. Listopad has been and is continuously involved in several projects funded by the State Legislature related to water resources and is actively involved in both the research and public consulting world for applied conservation and remote sensing topics.

### Selected Recent Project Experience

**Project Manager, Modeler.** Extension of the previous, legislative-funded study monitoring groundwater within 13 distinct communities and three natural controls within Brevard County. Data from this long-term study, initially designed by Dr. Listopad, will be used to assist prioritizing and identifying the critical areas where groundwater contamination is most likely impacting the Indian River Lagoon. Additionally, this project includes a pilot study investigating seepage, which is a critical component to understand the interface of groundwater and surface water dynamics. In addition to water quality samples, muck samples are also being collected, classified, and analyzed. (Size: 460,121 acres; Cost: \$278,200)

**Project Manager.** Fills gaps in nitrogen source allocation by developing and implementing a comprehensive groundwater monitoring project to identify landscape types that are contributing nutrient loads to surface waters reaching the coastal bay system. Tasks include the review and collection of relevant research and data, mapping and spatial analysis to identify hot spots for further investigation, installation and sampling of groundwater monitoring wells, installation and sampling of seepage meters, data analysis and flow modeling and recommendations for appropriate best management practices. (Size: 368,154 acres; Cost: \$95,820)

**Project Manager.** Responsible for preparing a Stormwater Master Plan and completing the required Stormwater Needs Analysis for the City of Indian Harbour Beach. The Stormwater Master Plan incorporates an assessment of water quality, flood protection, and resiliency needs. Developed a holistic Stormwater Master Plan that was used to inform the Stormwater Needs Analysis. In addition, this plan provided new ideas of stormwater Best Management Practices (BMPs) that could be implemented as part of the Banana River Basin Management Action Plan (BMAP), in order to reduce nutrients reaching the impaired estuary and restore seagrass. (Size: 1,708 acres; Cost: \$131,300)

**Project Manager.** The Spatial Watershed Iterative Loading (SWIL) model was initially developed in 2012 to provide spatial and temporally accurate loading data (volume, TN, and TP estimates) for analysis in support of a refined TMDL for the Indian River Lagoon (IRL). AEI is currently working closely with FDEP to complete a full SWIL model revision, updating spatial input model layers and event mean concentrations using the latest available data for the North IRL and Central IRL. Other tasks under this model update include hydrological and water quality calibration, tool development for load allocations, natural background model run, and technology transfer. (Size: 672,230 acres; Cost: \$340,506)



## 3. KEY TEAM MEMBERS

### Education

M.S.E Environmental Engineering,  
University of Michigan, 2003

B.S. Civil & Environmental Engineering,  
Stanford University, 1998

### Professional Expertise

Site Assessment & Remediation, Due  
Diligence Investigations, Treatment  
System Design & Installation,  
Operation, Maintenance, & Monitoring,  
Groundwater Modeling

### Licenses & Certifications

Professional Engineer, Florida (63579)  
and California (C62492), 40-hour  
OSHA HAZWOPER, 8-hour Supervisor  
of Hazardous Waste Workers, 8-hour  
OSHA Confined Space Entry Course –  
Entrant and Attendant, OSHA 30-hour  
Construction, First Aid / CPR / AED

### Professional Affiliations

American Society of Civil Engineers,  
Florida Stormwater Association,  
Society of Military Engineers  
Sustaining Member, Melbourne  
Regional Chamber of Commerce

### Osceola County Technical and Procurement Assistance for Nutrient Monitoring

CDM Smith for Osceola County  
Osceola County, FL  
2022 – Ongoing

### Wastewater Treatment Facility Nutrient Assessment for Space Launch Delta 45

US Army Corps of Engineers -  
Mobile District  
Brevard County, FL  
2022 - Ongoing

### Pine Hills Landfill Regulatory Support

Orange County Risk Management  
Orlando, Orange County, FL  
2019 - 2022

## CATHERINE SOISTMAN, P.E.

### Principal Engineer

#### Summary

Catherine Soistman, P.E., is a principal engineer with 23 years of experience in the various phases of site remediation, including site investigation; feasibility studies; treatment system design and installation; in-situ chemical oxidation; operation, maintenance, and monitoring; optimization; and site closure. She also has experience in modeling of groundwater flow and contaminant fate and transport; underground storage tank (UST) closures; Phase I and II environmental site assessments (ESAs); asbestos abatement; building demolition; due diligence investigations; and landfill closure. Ms. Soistman performs assessment and cleanup of a variety of contaminants, including petroleum products, chlorinated solvents, pesticides, polychlorinated biphenyls, metals, and PFAS. Ms. Soistman has provided services to a variety of clients, including defense contractors, pharmaceutical companies, the federal government, state and local governments, and small businesses.

Ms. Soistman has provided environmental services to Orange County Public Schools over multiple contract periods. For several years, she was the Project Manager on a continuing services contract for environmental services with Orange County, Florida. She has also provided several years of environmental site assessment and remediation services for the National Aeronautics and Space Administration (NASA) at Kennedy Space Center.

*Highlighted skills include:* Site assessment and remediation, groundwater flow and contaminant transport modeling, MODFLOW, RT3D, MT3D, high resolution site characterization, innovative remediation technologies, remedial optimization, regulatory closure, Phase I and II environmental site assessments, emergency response, UST closure, asbestos abatement.

#### Selected Recent Project Experience

**Principal Engineer.** Responsible for developing and implementing a sampling program for Osceola County for the purpose of evaluating the quality of water entering the County waters, including from other jurisdictions, as part of the County's Master Surface Water Management Plan. The focus of the sampling program is nutrients, including nitrogen and phosphorus, that contribute to the impairment of several waterbodies within the County. Tasks associated with this project include analysis of existing analytical data and data gaps, field reconnaissance and site selection, developing a Sampling and Analysis Plan (SAP) and Quality Assurance Protection Plan (QAPP), and procurement and installation of semi-permanent sampling equipment (i.e., autosamplers). Responsible for developing a Standard Operating Procedure (SOP) for sampling equipment operation, maintenance (including cleaning of biofouling), calibration, and quality assurance. (Size: 368,154 acres; Cost: \$ \$109,894)

**Project Manager/Principal Engineer.** Responsible for evaluating whether the Cape Canaveral Space Force Station (CCSFS) wastewater treatment facility (WWTF) complies with new effluent limits for nutrients as dictated by the Florida Clean Waterways Act (CWA) and outlined in the Banana River Lagoon Basin Management Action Plan (BMAP). Developed and completed a conceptual site model (CSM) to outline the requirements necessary to complete a desktop analysis of the CCSFS WWTF compliance with the new nutrient effluent limits. Completing a desktop analysis, utilizing the methodology from the CSM, of existing Government documents/data to evaluate if the CCSFS WWTF complies with the new nutrient effluent limits with the intent to draft a Memorandum of Request to FDEP for an Administrative Order, Waiver or Modification as deemed applicable. Provided subject matter expertise to address questions/issues associated with the CWA, FDEP regulatory engagement, Government stakeholder engagement, etc. Developing a sampling plan to assist with demonstrating CCSFS WWTF compliance with the new nutrient effluent limits or to obtain additional field data that will support bringing the plant into compliance with the new limits. (Size: 17,496 acres; Cost: \$254,463)

**Project Manager/Project Engineer.** Responsible for providing regulatory support for a landfill that historically improperly accepted a limited amount of hazardous waste. Responsible for supporting the landfill's Postclosure / Corrective Action Permit, including groundwater sampling, site inspections, preparation of the Annual Environmental Monitoring Report, annual postclosure care estimate, and as-needed maintenance and compliance activities. Utilized creativity and research skills to develop a technically sound rationale to move the landfill towards termination of postclosure care and a risk-based closure for the groundwater unit, in precedent-setting negotiations with the Florida Department of Environmental Protection. (Size: 10 acres; Cost: \$46,803)



## Education

B.S. Conservation Biology and Ecology, Florida Tech, 2016

## Professional Expertise

Data Collection and Management, ArcGIS Online Customization, Surface Water Quality Sampling, Groundwater Quality Sampling, Muck Sampling, Emergent Contaminant Sampling, GIS Mapping and Spatial Analysis

## Professional Affiliations and Certifications

Florida Stormwater Association, Society of Military Engineers Sustaining Member, Brevard Zoo Conservation Department;

FDEP Florida Stormwater Erosion and Sedimentation Inspector, American Stormwater Institute Qualified Florida Construction Stormwater Inspector, OSHA 40-Hour HAZWOPER, DEP SOPs for Water Sampling and Meter Testing, Intro to DEP SOPs for Groundwater Sampling

## Field Monitoring of the Biosolids Application in the SJRWMD Northern and Southern Loop Sites

### Environmental Consulting & Technology, Inc. for SJRWMD

Florida  
2021 - Ongoing

## Reduce Nutrient Load – KSC West Basin

### Jones Edmunds & Associates, Inc.

Kennedy Space Center, FL  
2022-2023

## Development of a Stormwater Master Plan and a Stormwater Needs Analysis

### City of Indian Harbour Beach

Indian Harbour Beach, FL  
2022

## KAYLEIGH DOUGLASS

### Environmental Scientist

#### Summary

Kayleigh Douglass graduated from Florida Institute of Technology with her Bachelor's Degree in Conservation Biology and Ecology and has over six years of experience. Her interests include conservation initiatives, implementation of best management practices, and public outreach. Since joining Applied Ecology, she has continued to grow her skill set, expanding her mapping and spatial analysis capabilities, applying her analytical skills to public sector projects, and learning water quality collection SOPs. Ms. Douglass has completed the large infrastructure survey integration of dozens of facility types for the Cape Canaveral Space Force Station (CCSFS) and the CAD to database conversion in the web environment for the City of Indian Harbour Beach. She also has supported Brevard County Natural Resources Management Office with their GIS data infrastructure collection and management needs, most recently with the development of their catchment basin dataset and outfall inventories. Additionally, she has been providing support to the City of Cocoa Beach regarding their stormwater and wastewater infrastructure datasets through the creation of Standard Operating Procedure (SOP) documents for field data collection, reviewing existing data, creation of new data layers, performing field data collection, and BMAP support.

Ms. Douglass is the lead environmental field technician for all water quality sampling projects, including surface water sampling for the City of Indian Harbour Beach and groundwater and Stormwater sampling for the City of Rockledge. She is involved in site assessment efforts for remediation, environmental dredging projects, and is highly trained in emergent contaminant sampling. She is highly involved in the site prioritization analyses and modeling for a recently initiated large-scale groundwater study in Brevard County. This State-funded project addresses the need to provide a priority plan to identify the critical areas where groundwater contamination is most likely impacting the Indian River Lagoon. She is also involved in the public outreach component of the project, by training and engaging citizen scientists throughout the 4-year long project.

#### Selected Recent Project Experience

**Project Manager. Lead Field Scientist.** Applied Ecology, Inc. (AEI) was contracted to provide field monitoring services in support of the St. Johns River Water Management District (SJRWMD) to investigate the quality of surface waters in areas where biosolids and biosolids derivative products have been land-applied. SJRWMD ambient water quality monitoring data has indicated that watersheds with large biosolids applications have experienced off-site migration of nutrients and oxygen-demanding organic matter, thus accelerating the eutrophication of downstream waters. The study objective is to collect data to improve the understanding of the relationship between the timing, types and amounts of biosolids applied within watersheds, and the water quality of runoff waters draining these lands. AEI's staff scientists collected grab and composite (i.e., autosampler) stormwater runoff samples at numerous biosolid applications sites within the SJRWMD North and South Loop to distinguish runoff effects. Grab samples were collected and analyzed for nutrients, metals, and general water quality parameters. (Size: 295,022 acres; Cost: \$79,731)

**GIS Specialist.** Applied Ecology, Inc. (AEI) obtained, evaluated, validated, and refined the Florida Department of Environmental Protection (FDEP) Spatial Watershed Iterative Loading (SWIL) model used for Total Maximum Daily Load (TMDL) requirements and to identify alternatives to reduce nutrient loads to the Indian River from the west basin of Kennedy Space Center (KSC). All improvements to the model were selected to improve water quality and comply with the Indian River Lagoon (IRL) Basin, North IRL Basin Management Action Plans (BMAP). Ms. Douglass was responsible for data collection, updating layers according to guidance from KSC and Jones Edmunds & Associates staff, and describing the inputs and outputs for the SWIL model update. (Size: 15,150 acres; Cost: \$102,732)

**Project Manager.** Responsible for preparing a Stormwater Master Plan and completing the required Stormwater Needs Analysis for the City of Indian Harbour Beach. The Stormwater Master Plan incorporates an assessment of water quality, flood protection, and resiliency needs. Developed a holistic Stormwater Master Plan that was used to inform the Stormwater Needs Analysis. In addition, this plan provided new ideas of stormwater Best Management Practices (BMPs) that could be implemented as part of the Banana River Basin Management Action Plan (BMAP), in order to reduce nutrients reaching the impaired estuary and restore seagrass. Ms. Douglass was responsible for providing support with the SWMP and SWNA by calculating TMDL nutrient compliance, GIS support, and reviewing proposed BMP projects. Success criterion. Ms. Douglass was responsible for data compilation, historic imagery collection, and wetland assessments. (Size: 1,708 acres; Cost: \$131,300)



### Education

M.S. Conservation Technology,  
Florida Tech, 2016

B.S. Conservation Biology and  
Ecology, Florida Tech, 2014

### Professional Expertise

Data Collection and  
Management, Access Database  
Design, GIS Database Design,  
Mapping, and Spatial Analysis,  
Water Resource, Ecological, and  
Statistical Analyses, Groundwater  
Quality Sampling, Surface Water  
Quality Sampling

### Professional Affiliations and Certifications

American Water Resources  
Association, Society of Military  
Engineers Sustaining Member

DEP SOP's for Water Sampling and  
Meter Testing, Intro to DEP SOP's  
for Groundwater Sampling, OSHA  
30-Hour Construction, PADI Open  
Water SCUBA Certified

### Groundwater Water Quality Monitoring and Seepage Study

**Brevard County Natural  
Resource Management  
Department**

Brevard County, Florida  
2019-Ongoing

### Updated Modeling Analysis of Potential Nitrogen Loading Impacts from Septic to the Indian River Lagoon

**Brevard County Natural  
Resources Management  
Department**

Brevard County, Florida  
2021 - Ongoing

### Brevard County Per-And Polyfluoroalkyl Substances (PFAS) Water Sampling

**Brevard County Natural  
Resources Management  
Department**

Brevard County, Florida  
2020

## DANIELLE HUFFNER, M.S.

### Environmental Scientist

#### Summary

Danielle Huffner received her Master of Science Degree in Conservation Technology from Florida Institute of Technology. Ms. Huffner's area of study focused on understanding how to approach problems within the field of ecology and conservation biology based on various disciplines and through the application of new technologies. Her interests focus on the application of conservation technologies to improve the health of ecosystems while increasing public awareness.

Ms. Huffner specializes in data collection, database management, and statistical, ecological, and spatial analyses. She is heavily involved in several of Applied Ecology's data management and database development projects, including the Indian River Lagoon Ecological Health Assessment, State of the Indian River Lagoon Web Application (SIRLAP), and the TBW's Access-based Environmental Monitoring Permitting tracking database. She has extended her skills into database development for various platforms, ArcGIS Online applications, statistical and spatial analyses, report development, as well as stakeholder engagement at Applied Ecology working on a variety of natural resources management projects.

Ms. Huffner is involved in various water quality monitoring projects such as the groundwater monitoring for the City of Rockledge, the county-wide groundwater monitoring project for Brevard County, surface water quality monitoring for the City of Indian Harbour Beach, and most recently the county-wide PFAS sampling for Brevard County. All of the aforementioned projects follow the strict standard operating procedures (SOPs) established by FDEP, in which Ms. Huffner has received her certification. Many of these projects involve water resource nutrient modeling using in-situ data, which Ms. Huffner performs load calculations and other various data analyses.

#### Selected Recent Project Experience

**Environmental Scientist.** Extension of the previous, legislative-funded study monitoring groundwater within 13 distinct communities and three natural controls within Brevard County. Data from this long-term study, initially designed by Dr. Listopad, will be used to assist prioritizing and identifying the critical areas where groundwater contamination is most likely impacting the Indian River Lagoon. Additionally, this project includes a pilot study investigating seepage, which is a critical component to understand the interface of groundwater and surface water dynamics. In addition to water quality samples, muck samples are also being collected, classified, and analyzed. Ms. Huffner is responsible for water quality monitoring, groundwater modeling, data analysis, as well as installation of the seepage meters and piezometers. (Size: 460,121 acres; Cost: \$278,200)

**Project Manager.** In 2018, extensive predictive modeling efforts were undertaken to determine the minimum buffer required to effectively protect the Indian River Lagoon (IRL) from nitrogen loads from septic systems and identify communities/individual parcels of interest by ranking the potential of contamination to groundwater from these septic sources. AEI is currently expanding the previously developed prioritization strategy to every parcel within Brevard County, regardless of wastewater treatment and land use type. Additionally, Applied Ecology, Inc. is utilizing site-specific, in-situ groundwater nutrient data to further refine and calibrate the model to improve loading estimates. Ms. Huffner is responsible for input data layer development (property appraiser data, soils, waterbodies, digital elevation model or DEM, etc.), groundwater model calibration and execution, spatial and statistical analysis, reporting, and project oversight associated with updating the nitrogen loading spatial dataset by incorporating the measured groundwater water quality data into the approved nitrogen transport and fate model. (Size: 460,121 acres; Cost: \$71,389)

**Environmental Field Technician.** As part of an investigation into potential concerns regarding Per- and Polyfluoroalkyl Substances (PFAS), Brevard County Natural Resources Management Office contracted with Applied Ecology, Inc. to determine the level of emerging contaminants throughout the County. Applied Ecology staff collected surfacewater samples from 13 locations distributed county-wide in the Indian River Lagoon and Banana River. This project used the identical locations as a prior study conducted by Applied Ecology in 2018, which allowed for comparison between the sites over time and compare potential concentrations to updated health-advisory levels. Ms. Huffner was responsible for water quality sampling and field data collection following a strict SOP. (Size: 460,121 acres; Cost: \$10,163)



### J. Michael Murphey AIA, NCARB

#### Principal in Charge

- Bachelor of Architecture, University of Tennessee
- Registered Architect in the State of Florida, AR0009346
- 40+ Years with The Lunz Group

Mike has been serving municipal and industrial clients for more than 40 years. He has completed more than 1000 projects, designing more than 9 million square-feet for his clients. Mike's years of experience and calm demeanor provide him with the knowledge to coordinate with clients to provide an excellent level of service.



#### RELATED EXPERIENCE

##### **SWRWTF Southwest Regional Wastewater Treatment Facility**

Client: Polk County      Location: Mulberry, FL  
Role: Principal      Size: 5,000 SF | \$1.9M

Our team provided architectural and engineering services for a one-story 5,000 SF office building to house the administrative, SCADA and operations control room of the waste-water treatment facility. The facility was designed as a Class IV essential building. The facility has emergency generator power available to help serve as an Emergency Operations Center in the event of a natural disaster.

##### **Polk County Utilities Operations Facility**

Client: Polk County      Location: Polk County, FL  
Role: Principal      Size: 48,000 SF | \$5.5M

The Lunz Group completed a space needs analysis for a potential 50,000 SF operations facility for PCU. The process included full programming analysis to identify space requirements, including square footages and adjacencies. The building contains office space, warehousing and maintenance accommodations, eliminating unneeded areas from the building footprint to make day-to-day operations more efficient.

##### **Additional Select Experience:**

- Titusville Transfer Station
- Polk County Roads & Drainage Annex
- Pasco County Scale House
- Plant City's Utilities and Solid Waste Department Facility
- Polk County Water Processing Facility
- Hardee County Annex Alterations
- City of Wildwood Municipal Services Complex
- Brooksville Public Works Facility
- Sumter County Addition to Public Works
- CSX Intermodal Transfer Facility
- Tricounty Human Services Upgrades
- O'Reilly Auto Parts Distribution Center
- Treatt USA Corporate Headquarters
- Hardee County Supervisor of Elections

### James Pendley

#### Project Manager

- Master of Architecture, University of South Florida
- Associates of Arts, Manatee Community College
- 10 Years with The Lunz Group

Jimi is an experienced project manager with experience specializing in government facilities, automotive dealerships, fire stations and commercial projects with a specific interest in acoustical applications. He has a keen grasp of the latest architectural practices and technologies.



#### RELATED EXPERIENCE

##### Utilities and Solid Waste Departments

Client: Plant City      Location: Plant City, FL  
Role: Project Manager      Size: 15,400 SF | \$5.5M

The Lunz team provided architectural design and engineering services for a one-story office building for Plant City's Utilities and Solid Waste Department. The facility provides administrative space, full breakroom amenities for the Public works and Solid Waste departments. The facility was designed with wind rated windows, doors and roof structure. The facility was designed to operate as an Emergency Operations Center with full restroom and shower facilities, full kitchen amenities in the event it is needed to serve as an EOC.

##### SWRWWTF Southwest Regional Wastewater Treatment Facility

Client: Polk County      Location: Mulberry, FL  
Role: Project Manager      Size: 5,000 SF | \$1.9M

Our team provided architectural and engineering services to house the administrative, SCADA and operations control room of the waste-water treatment facility. The facility was designed as a Class IV essential building. The facility has emergency generator power available to help serve as an Emergency Operations Center in the event of a natural disaster.

##### Additional Select Experience:

- Titusville Transfer Station
- Polk County Roads & Drainage Annex
- Pasco County Scale House
- Plant City's Utilities and Solid Waste Department Facility
- Polk County Water Processing Facility
- NASA Security Dock Guard House
- City of Wildwood Municipal Services Complex
- SWRWWTF OPS Building Annex
- Brooksville Public Works Facility
- R & L Carriers Facility
- CSX Intermodal Transfer Facility
- Tricounty Human Services Upgrades
- O'Reilly Auto Parts Distribution Center
- Treatt USA Corporate Headquarters
- Winter Haven Fire Station No. 3

## 3. KEY TEAM MEMBERS



**Christine Girardin**  
Community Outreach Specialist

Christine brings 24 years of experience in communications, copywriting, editing, research, and graphic design. In the past 14 years, she has established a reputation as a reliable, credible communications specialist. Additionally, her skill set includes Adobe Creative Suite, Microsoft Office, and leveraging various social media platforms for public involvement and outreach efforts. During her career, she has been a print journalist and public information officer for several agencies, including serving as a community outreach specialist on projects for various government agencies and municipalities, including the Polk Regional Water Cooperative (PRWC), the Florida Department of Transportation (FDOT), Pinellas County Utilities, Collier County, Hillsborough Metropolitan Planning Organization (MPO), City of Tampa, and the City of Naples. Christine has taken training and is capable of converting documents to meet ADA compliance. She also develops and maintains stakeholder databases for a variety of state, county, and municipality projects.

### Relevant Project Experience

**Polk Regional Water Cooperative, Polk County, FL:** PRWC is an independent special district of local government whose members are the fifteen largest municipalities located within Polk County. PRWC's role is to proactively identify alternative water resources and projects that ensure the future sustainability of the water supply in the region. Christine creates content for inclusion in collateral materials including presentations, newsletters, and for posting on the PRWC website. She also remediates meeting minutes to ensure online ADA accessibility and monitors the project phone number and multiple email addresses regarding inquiries related to project information, public records requests, and media inquiries.

**South County Potable Water In-Line Booster Pump Station Design-Build Project, Hillsborough County, FL:** This project consists of the design and construction of a 5,000 square foot enclosed in-line booster pump station located at 13004 Gordon Road in Riverview, Florida. It also includes the installation of approximately 500 feet of pipeline to connect the pump station to the existing main drinking water pipeline along Big Bend Road.

**South County Potable (Drinking) Water Transmission Main Project, Hillsborough County, FL:** Hillsborough County Water Resources supplies drinking water services to more than 1.5 million customers each day throughout Hillsborough County. As residents and businesses continue to grow in the south county area, Water Resources is planning to meet future demand by increasing its ability to deliver drinking water to both current and future customers. The County is currently completing the design and preparing to start construction of approximately 11.5 miles of new 42-inch and 48-inch diameter drinking water transmission mains that will connect the Lithia Water Treatment Plant to the existing water distribution system at U.S. Hwy. 301. Christine is responsible for supporting the day-to-day public engagement and communications activities.

**Lower Peninsula Regional Stormwater Improvements Design-Build Project, City of Tampa, Tampa, FL:** This \$30 million project is the first of several located in the Lower Peninsula area of Tampa and is part of the City of Tampa's Stormwater Resolution that was passed in 2016. The project consists of the design and construction of a major stormwater conveyance system that will reduce stormwater flooding in South Tampa neighborhoods. This project includes more than 8,000 linear feet of box culvert and pipes, as well as drainage inlets and a new outfall to Hillsborough Bay. In addition, an environmentally sensitive pond will be developed as part of the MacDill 48 Park to provide water quality treatment prior to stormwater being discharged into Hillsborough Bay. The pond will include state-of-the-art infrastructure to reduce discharges of nutrients, oils, grease, and floating debris into Hillsborough Bay. In coordination with the City of Tampa and the design-build team, Christine develops project fact sheets, presentations, and project area maps, coordinates and runs virtual public meetings, and assisted with the filming and production of a video related to this project. Christine is responsible for supporting the day-to-day public engagement and communications activities.



### Key Qualifications

- **24 Years of Experience**
- Community Outreach Specialist
- Skilled Writer | Former Print Journalist

### Education | Training | Certifications

- BA, Political Science, Augusta State University
- AS, Graphic Design Technology, Palm Beach State College
- AA, Communications, Polk State College
- Accessible Documents (ADA Compliance Course), Utah State University

## 3. KEY TEAM MEMBERS



**Alice Ramos**  
Community Outreach Specialist

With over 22 years of experience working with the public, Alice has been responsible for developing marketing and communication plans; creating and distributing collateral materials; responding to public/customer inquiries; and coordinating and conducting public meetings, workshops, small group meetings, and special events. In addition, Alice is bilingual and translates collateral materials from English to Spanish, and serves as a translator at public meetings, etc., when required.

### Relevant Project Experience

**North Palm River Drinking Water Design-Build Project, Hillsborough County, FL:** This project involved the design, permitting, and construction of more than five miles of six-inch and eight-inch diameter pipeline, and the installation of approximately 90 fire hydrants at intervals along the pipeline route. The project provides access to high-quality drinking water and fire protection in this area, so the community can continue to grow and thrive. Connecting to the County's water was optional, but during the initial one-year connection period, Hillsborough County offers funding support, allowing homeowners to connect with minimal cost. Alice was responsible for coordinating and conducting public meetings; preparing and distributing project collateral; meeting with residents and property owners; responding to inquiries; and developing and maintaining a stakeholder database and communications log. She also provided extensive Spanish translation services to coordinate between the homeowners and plumbers. These efforts resulted in Valerin receiving Tampa Bay's *PR*estigious Award for Community Relations.

**Dale Mabry Wastewater Treatment Plant Diversion Design-Build Project – Phase I, Hillsborough County, Tampa, FL:** This project retired and removed the aging Dale Mabry Wastewater Treatment Plant and consolidated treatment at the Northwest Regional Water Reclamation Facility. To retire the Dale Mabry plant, a new transmission main and pump station was built for transferring wastewater flows to the Northwest plant. The project also entailed building a new reclaimed water pipeline for the return of the reclaimed water to the Dale Mabry site, with the reclaimed water tanks and pump station on the west side of the Dale Mabry plant remaining. Six miles of 24-inch and 36-inch diameter transmission main and a new pump station were built for transferring wastewater flows from this facility to the Northwest Regional Water Reclamation Facility, which has the capacity to treat Dale Mabry flows. As the public relations professional for this project, Alice led the day-to-day public/community outreach, requiring direct interface with stakeholders; attended HOA and special interest group meetings; coordinated and conducted public meetings and open houses; developed and distributed fact sheets, newsletters, notifications, and door hangers; and provided content/updates to the County's website.

**Dale Mabry Wastewater Treatment Plant Diversion Design-Build Project/Dale Mabry Plant Demolition & Pump Station Construction - Phase II, Hillsborough County, Tampa, FL:** This phase of the project included building a new pump station as well as the demolition and removal of the retired components of the Dale Mabry Facility. As the communications professional for this project, Alice provided public information and community outreach services.

**Design Criteria Professional (DCP) Contract, Hillsborough County, Tampa, FL:** This project provided design criteria oversight for the Northwest Regional Water Reclamation Facility Expansion Project. Included in the criteria was a public involvement component that required the development of an outreach oversight plan encompassing tasks, deliverables, internal and external communication protocols, and a timeline structure for all processes. Alice was responsible for developing the plan and providing oversight throughout the duration of both the procurement and construction phases of the project. Alice also served as a liaison between the project staff and Hillsborough County communications personnel and provided direct oversight of public outreach coordination efforts from the design-build team's public outreach representative.

**valerin**

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### Key Qualifications

- **22 Years of Experience**
- Public Involvement | Public Information Expertise
- Bi-Lingual (English | Spanish)

### Education | Training | Certifications

- High School Graduate
- Certified Media Training
- FDOT Public Involvement Training
- Plans Reading
- USU Accessible Documents - ADA Compliance Course

## 3. KEY TEAM MEMBERS



**Tiffani McClain**  
Community Outreach Specialist

Tiffani has 14 years of diverse marketing, public relations, community outreach, and social media management experience. As a communications professional, Tiffani has developed and implemented strategic communication plans for both private and public-sector clients, including digital and social media, community engagement, and community outreach. Tiffani supports numerous community and stakeholder communications efforts through survey initiatives and develops social media content appropriate to the client's respective platforms. In addition to content and audience development, she works with clients in a collaborative manner to manage communications logistics such as audience and demographic research, subscription and contact data, and event/social media calendars.

### Relevant Project Experience

**Northeast Wastewater Reclamation Facility (NEWRF), City of St. Petersburg, FL:** The Northeast Wastewater Reclamation Facility (NEWRF) provides essential wastewater and reclaimed water services for the Northeast Service Area. The improvements at the NEWRF will not only improve safety, maintenance and operations, but also enhance reliability, resiliency and sustainability for the facility and the community. Tiffani is responsible for coordinating and attending public meeting; assisting with the PowerPoint development; and compiling the public meeting summary for the envision scoring.

**City of Tampa FY20 CIP Water Main Improvements Design-Build, Tampa, FL:** Design and construction of approximately 22,182 linear feet of potable water distribution pipe and associated equipment for various non-contiguous water main replacement projects throughout the central portion of the City's water service area. For this project, Tiffani served as the lead community outreach specialist, directly interfacing with stakeholders and property owners for each segment through door-to-door and electronic notifications, as well as receiving and responding to inquiries received through the project website and hotline. Tiffani also attended all project progress meetings, documents project progress through photographs of active work segments, and performed website updates concerning work schedules and impacts.

**Colony Cove Pipeline Replacement Plan and Phase 1 Replacements Project, Manatee County, FL:** The Manatee County Public Works Department is starting design work for a new wastewater collection system to replace the existing sewer system within Colony Cove. This project will occur in three phases with Phase 1 beginning south of U.S. 301 in the vicinity of Colony Drive and Ridgewood Lane. Phase 1 construction activities include installation of a new lift station, sanitary sewer manholes, sewer mains and lateral pipelines to individual residences. The new wastewater collection system will eliminate the intrusion of stormwater and groundwater into the system, which is occurring in the existing system. When this happens, it creates added stress to the County's wastewater treatment plant by increasing the volume of water needing treatment. A new potable water system will be installed at the same time the County's wastewater collection system is being constructed. Tiffani is serving as the communications specialist.

**Fort Hamer Bridge Improvement Project, Manatee County, FL:** This exciting, key project, undertaken by the Manatee County Public Works Department, entailed the construction of a bridge to connect Upper Manatee River Road (UMRR) with Fort Hamer Road, providing a much-needed connection of south and north Manatee County. As part of the communications team, Tiffani created and maintained a stakeholder database for use in keeping residents, business owners and other stakeholders informed concerning construction schedules and activities throughout the duration of the project. Other tasks included providing content for updating of the project website, development and distribution of a project newsletter through MailChimp, attendance at progress meetings, and coordination of the ribbon cutting ceremony. Improvements on this project included construction of a new bridge over the Manatee River and involved bike lanes, sidewalk, lighting at turn lanes at the approach, and roadway improvements on Fort Hamer and Upper Manatee River Road.



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### Key Qualifications

- **14 Years of Experience**
- Public Information | Community Outreach Expertise
- Social Media Strategy | Content Development

### Education | Training | Certifications

- BA, Communications, Florida Atlantic University
- ADA Compliance Certificate

## 3. KEY TEAM MEMBERS



### Jason Stanley Vice President

Contract Role: SUE Lead

Years' Experience: 23

Availability: 60%

Office Location: Tampa, FL

#### Education

- Associates of Applied Science (AS), Design Technology, ITT Technical Institute

#### Professional Registrations/Licenses

- Florida Department of Environmental Protection, Erosion and Sedimentation Control, Lic#435

#### Certifications/Training

- Transportation Worker Identification Credentials (TWIC)
- Florida Phosphate Producers
- Intermediate Maintenance of Traffic
- US NAVY Veteran, Operation - Specialist A-School Training

### Summary of Experience

Mr. Stanley has over 23 years of experience providing subsurface utility engineering (SUE) professional services, in addition to providing management support for surveying and mapping services throughout the state of Florida. Mr. Stanley spent his entire working career dedicated solely to risk management and the protection and construction of public and private infrastructure, specifically through Subsurface Utility Engineering and Survey processes.

Mr. Stanley's extensive experience working with a wide range of clients in both the public and private sectors has provided him with a diverse background and exposure to potential public and utility related issues that may present themselves during a contract. His experience includes project management, finance, subsurface utility engineering, surveying and mapping, utility/roadway design and construction, water/wastewater treatment and nuclear energy plants, permitting and construction claims.

Mr. Stanley will serve as SUE lead on this contract and provide proactive, hands-on review of all SUE Task deliverables ensuring continuity and consistency of the processes and products amongst the valued ECHO team members.

### Significant Projects

**Polk County NERWWTF Clarifier Addition, Polk County, FL:** Mr. Stanley served as the SUE lead for this project which consisted of design service for the installation of a new clarifier and other site improvements at the existing NERWW Treatment Facility in Davenport. ECHO's services included providing subsurface utility engineering and topographic survey services. Cost: \$75,600

**Polk County NE2 & NW Generators Site Improvements, Polk County, FL:** Mr. Stanley served as SUE lead for this project where ECHO provided Subsurface Utility Engineering and Topographic Survey services which resulted in designating and locating the position of underground utilities located at the project generator sites defined within the project scope. Cost: \$14,975

**Thompson Nursery Road, Polk County, FL:** Thompson Nursery Road is a proposed four-lane urban collector roadway located to the south of Winter Haven. The corridor limits of the Project are from the intersection of US 17 @ SR 540 to the intersection of Thompson Nursery Road @ West Lake Ruby Drive. This project consists of the final design and construction of this new roadway. ECHO was requested to provide survey, subsurface utility engineering, and utility coordination services. Mr. Stanley currently serves as SUE lead. Cost: \$20,000 (To Date – Ongoing)

**West Pipkin Road Widening Project, Polk County, FL:** Mr. Stanley served as the SUE Project Manager for this project where ECHO provided Subsurface Utility Engineering services, which included designating and locating the position of underground utilities in areas where design elements were in potential conflict with utilities. Cost: \$125,000

**US 92/SR 600 at Fish Hatchery Road, Polk County, FDOT District 1:** Mr. Stanley served as SUE QA/QC for this design project in which ECHO was responsible for establishing horizontal and vertical control, retracing the historic alignment, R/W calculation from record information (R/W maps, plats, last deed of record), topographic survey, survey of geotechnical borings and designating (CI/ASCE 38-02 Quality Level B) and locating (CI/ASCE 38-02 Quality Level A) subsurface utility engineering. Cost: \$135,100

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### GODWIN NNADI, Ph.D., PE



601 N Hart Blvd, Orlando, FL  
32818

#### REGISTRATIONS/ AFFILIATIONS

Professional Engineer:  
**LICENSES/CERTIFICATON**  
PE #50637, Florida 1996;  
#90355751, Canada, 1993  
Nigeria, 1985

#### EDUCATION

Ph.D. Civil Engineering (1990)  
Queens University,  
Kingston, Canada

M.S. Civil Engineering (1980);  
Purdue University,  
Lafayette, Indiana

B.S Mining/Geological Eng.,  
(1979);  
University of Nevada,  
Reno , Nevada

#### EXPERIENCE

41 years

#### PUBLICATIONS

Nnadi, G.N., I. Kinnear, J.D. Hussin & S. Flood, 2001. **A Case Study of Ground Improvement for a Major Power Plant** in Jacksonville, Florida. Proc. of a Specialty Conference: Foundations and Ground Improv. Blacksburg, Virginia, June 9-13.

#### PROFESSIONAL PROFILE

Dr. Nnadi directs and manages NADIC's operations throughout Florida. He has more than 41 years of experience from geotechnical and geo-environmental engineering applications to various areas such as civil, transportation, industrial and environmental systems. He has authored and co-authored over 14 publications and was an adjunct professor at University of Central Florida, Civil & Environmental Department.

#### PROJECT EXPERIENCE

Morningside Park and Prosper Colony Block E&2 Drainage Retrofit, Orange County, FL

Project consists of evaluation of the existing drainage system of Morningside Park and Prosper Colony Block E & 2 and identifies system deficiencies based on Orange County subdivision requirements, and recommend needed improvement to the culverts and swales. Responsible for the geotechnical evaluation for this project.

Northwest Water Reclamation Facility Rapid Infiltration Basin (RIB), Apopka, Orange County

Project consists of replacing the existing liners in 15 Rapid Infiltration Basins (RIBs) in the NWRF with HDPE slope liners. This project was located at Northwest Water Reclamation Facility (NWRF) located off of West McCormick Road near Lake Marden and Lake Cora Lee in Orange County, Florida. Responsible for the geotechnical evaluation for this project.

South Water Reclamation Facility Phase V Improvements, Orange County, FL

Project manager responsible for geotechnical evaluation for the SWRF Phase V Improvements project. This project consisted of improving operational reliability, replacement of aging equipment, providing additional office space for maintenance personnel, and structural concrete repair and rehabilitation. SWRF is an advanced wastewater treatment facility with a permitted capacity of 43.0 MGD AADF with ongoing construction to increase its capacity to 56 MGD AADF.

#### ADDITIONAL EXPERIENCE

- Lake Jennie Jewel Nutrient Removal, Summerlin Avenue Baffle Box, Orange County, FL
- Lake Down Sub Basin Improvements, Orange County, FL
- South Water Reclamation Facility Phase V I improvements, Orange County, FL



## TREVOR ADAMS, P.E., LEED AP BD+C Structural Engineer

### EXPERIENCE

40 Years

Mr. Adams' experience is in structural engineering for commercial, industrial, and residential structures along with arenas, convention centers, airport terminals, parking structures, schools, and bus terminals. His areas of expertise in structural systems include reinforced concrete, steel, wood, precast, post tensioned concrete, pan joist floors, tilt up concrete, piled foundations, sheet piling, and wind and earthquake resistant design. His experience also includes project management, QA/QC, schedules, budgets, construction management, and D/B delivery.

### PROFESSIONAL LICENSE

Professional Engineer  
Florida #46305  
Georgia #PE028417  
Jamaica #01:06/0158

### PROJECTS

**Water Treatment Plant Number 2 Improvements, Palm Beach County FL.** Structural Engineer. Responsible for the structural design for the concrete foundation pads for new filtration tanks, concrete backwash sump pits, collector flume and splitter box assembly including steel tower supports, and inspection walkway platforms over flume/splitter and precipitator tanks. This project was the plant build-out to increase capacity from 10.5 mgd to 14.5 mgd. Construction cost \$2.69M

### EDUCATION

M.Eng. Cornell University  
(Structural) 1986

**Western Regional Water Treatment Plant Corrosion Control Facilities, Orange County FL.** Structural Engineer. Preparation of construction documents for containment structures for 5 sodium hydroxide tanks with foundation concrete pads. Also responsible for design foundations, site adaptation including grading and determination of the location of the structures. Construction cost \$22M

B.S.C.E. University of the West Indies  
(Civil) 1982

**Southern Regional Water Supply Facility, Orange County FL.** Structural Engineer. Responsible for the structural design of high service pump building, which houses 5 pumps, emergency generators, and electrical rooms. The masonry clad structure supports a metal roof with an independent steel frame for a 7.5 ton overhead traveling crane. Design included deep concrete pits and encasing for pipes and pumps. Other structures included a guardhouse, diesel fuel, and liquid oxygen storage tank supports. Construction Cost \$42M

### CERTIFICATION

LEED AP BD+C

**Northwest Water Reclamation Facility Operations Building Wind Retrofit, Orange County FL.** Structural Engineer. Design of the wind protection enhancements for the Operations Building that upgraded and provided protection for the doors and windows to resist hurricanes of 140 mph wind speeds and to provide windborne debris missile impact resistance for the facility. Construction cost \$750K

### PROFESSIONAL AFFILIATION

American Society of Civil Engineers  
  
American Concrete Institute

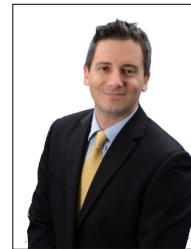
**Northwest Water Reclamation Facility Phase III Expansion, Orange County FL.** Structural Engineer responsible for the design of CIP oxidation ditches for 5 stage BNR basin. Design included 200' x 250' reinforced concrete mat foundation; 23' high walls, and flow splitter box and flow channels. Also provided design for supports for aeration piping on walls and metal walkways/platforms to support mixers. Existing oxidation ditches were expanded, and new construction required design to limit differential settlement by various methods including soil preloading, stabilization, and special design and detailing of interface joints. Construction cost \$38M

**Master Pump Stations Group 5, Orange County FL.** Structural QA/QC Engineer. Provided QA/QC of the structural plans for the rehabilitation or removal and relocation alternatives at each of the five pump station sites illustrating improvements proposed in each alternative. The plans indicated pump station arrangement and layout, existing utility locations, and property boundary information. Up to three alternatives were developed for each facility site. Construction cost \$2.5M

**Lift Station 143, Orlando FL.** Structural Engineer. Provided the structural plans for the odor control improvements to the lift station that included a concrete pad foundation and an 8-foot-high screen wall and foundation approximately 40 feet long. Construction administration services include reviewing structural shop drawings along with site visits to observe progress of construction and preparation of a construction observation report. Construction cost \$267K

**Engineering Professional Services for Solid Waste Facilities, Hillsborough County.** Project is the permitting, design, planning, inspection, and facility assessment of the County's Waste-to-Energy Plant, Resource Recovery Facility and other solid waste management systems. Structural Engineer. Responsible for conducting structural inspections of the RRF during planned maintenance outages with respect to the satisfactory performance of maintenance, repair, and operation of the facility. Also responsible for preparing the annual inspection report for the structural components. of the County's Northwest Transfer Station and South County Transfer Station. Professional fee \$127K





### Michael J. Cahill, P.E.

Electrical Engineer

Mr. Cahill has over 17 years of experience in power distribution design and construction services for environmental, industrial, and commercial facilities. He provides all aspects of power distribution design and construction service including medium and low voltage distribution design, electrical master planning, short circuit and protective device coordination studies, arc flash hazard evaluations and mitigation, LEED® building certification and design services, and construction services.

#### **Experience:**

Mr. Cahill's experience includes water and wastewater treatment plants, solid waste facilities, water and wastewater pumping stations, industrial and chemical facilities, commercial buildings, and facilities design. He has been involved in the electrical system design on a variety of projects including, but not limited to:

- Hamlin Water Reclamation Facility  
Orange County, FL  
Electrical Engineer (Cost: \$18M)
- Westport WWTP Expansion  
Port St. Lucie, FL  
Electrical Engineer (Cost: \$12M)
- Southwest Water Reclamation Facility  
Orange County, FL  
Electrical Engineer (Cost: \$18M)
- Sandhill WRF Upgrades  
Toho Water Authority, FL  
Electrical Engineer (Cost: \$12M)
- EWRF - SCADA Servers and Operational Improvements  
Orange County, FL  
Electrical Engineer (Cost: TBD)

#### **Academic Credentials:**

Bachelor of Science, Electrical Engineering,  
University of Central Florida, 2005

FL Professional Engineer #70837

Leadership in Energy and Environmental Design  
Accredited Professional (LEED® AP)

#### **Employment Record:**

2021-Present: Electrical Design Associates,  
Inc.  
Electrical Engineer

2019-2021 Ardurra  
Electrical Engineer

2005-2019 CDM Smith  
Electrical Engineer

#### **Principal Areas of Expertise:**

Electrical Design of Medium Voltage and Low  
Voltage Power Distribution for Environmental,  
Municipal and Commercial Projects

Electrical Cost Estimating

#### **Professional Activities:**

IEEE Power and Energy Society



### **William C. Nelson, P.E.**

Electrical Engineer

Mr. Nelson is an experienced electrical engineer qualified in the design of environmental facilities. He provides preliminary and final design of electrical distribution systems, including single line diagrams, power plans, lighting plans, and control systems. The environmental facilities include water treatment plants, wastewater treatment plants, pump stations (booster, submersible, etc.), and solid waste facilities. His capabilities include detailed plans and specifications for contract documents, as well as conceptual design, construction administration, and technical review.

#### **Experience:**

Mr. Nelson has 37 years of experience in electrical design for various projects with the private and public sector. Mr. Nelson was the project manager, in responsible charge, for all electrical design concerns for the following projects:

- IBWRF 480V Upgrades  
Orlando, FL  
Engineer of Record (\$16M)
- Apopka Water Reclamation Facility  
Apopka, Florida  
Electrical Engineer (\$9M)
- Design-Build of River Oaks Diversion Project  
Hillsborough County, FL  
Engineer of Record (\$28.5M)
- SWRF Phase V  
Orlando, FL  
Engineer of Record (\$12M)
- Water Conserv II Transmission Main Booster  
Pump Station Improvements  
Orange County, FL  
Engineer of Record (\$16.9M)

#### **Academic Credentials:**

Bachelors of Science in Electrical Engineering,  
University of Kentucky, 1987

Bachelors of Science in Physics, University of  
Kentucky, 1986

Professional Engineer –  
Florida # 42017                      Alabama# 21386  
Georgia# 20803                      Mississippi# 13022  
Kentucky# 17556                      Tennessee# 103508  
North Carolina# 18824

#### **Employment Record:**

2016-Present - Electrical Design Associates,  
Inc.  
Vice President

1992-2016- CDM Smith  
Senior Vice President

1984-1992 - C.E. Bailey and Associates  
Office Manager

#### **Principal Areas of Expertise:**

Electrical Design of Medium Voltage and Low  
Voltage Power Distribution for Environmental,  
Municipal and Commercial Projects

Electrical Cost Estimating

#### **Professional Activities:**

Member, National Society of Prof Engineers  
Member, Florida Engineering Society  
Member, Institute of Electrical and Electronic  
Engineers  
NFPA Voting Member for Standards

## 3. KEY TEAM MEMBERS



### JIM C. MULLEN, PE, LEED AP

Sr. Mechanical Engineer

#### BACKGROUND

Jim is an experienced project manager and mechanical engineer with a strong reputation for focusing on client service and mechanical design proficiency in HVAC, plumbing, and fire protection design. Jim is well versed in design analysis, code study, load calculations, as well as performing energy analysis, identifying energy savings, and presenting design alternatives to the customer. Jim has in-depth knowledge of chilled water systems (air-cooled and water-cooled chillers), ice storage systems, water source heat pumps, variable speed pumping systems, primary and secondary pumping systems, air volume systems, and digital controls.

#### EXPERIENCE

##### **Polk County Northeast Government Center, Lake Alfred, Florida**

Mechanical Engineer - Utilizing chilled water, indoor modular HVAC systems; facilities include tax collector's office, Supervisor of Elections, property appraiser, Clerk of Courts, courtrooms, Judiciary and State Attorney's office, and conference rooms. A stand-alone central energy plant includes two 110-ton air-cooled chillers. A BACnet control system provides local and remote monitoring for all systems.

Size: 70,000 SF | Construction Cost: \$20 M

##### **City of Cocoa W.H. Stephenson Utilities / Warehouse, Cocoa, Florida**

Mechanical Engineer - The two-story addition provides an 8,000-SF Water Quality lab for potable water testing. Reclaimed water was used for water conservation purposes. Transmission and distribution building includes office space, repair/vehicle maintenance, equipment, and warehouse area.

Size: 52,000 SF | Construction Cost: \$5 M

##### **City of Wildwood Municipal Services Complex, Wildwood, Florida**

Mechanical Engineer – Designed extensive renovations repurposed a vacant elementary school into space to accommodate the City's water and wastewater administration offices, fleet maintenance, parts storage, fueling structure, and wash bay.

Size: 26,000 SF | Construction Cost: \$3.6 M

##### **City of Port Orange Public Utilities Facility, Port Orange, Florida**

Mechanical Engineer – New operations facilities include offices, meeting rooms, crew assembly areas, conference/training room, and large areas for warehouse storage with inventory bays.

Size: 11,398 SF | Construction Cost: \$3.5 M

##### **Brevard County South Central Regional Wastewater Treatment Facility (WWTP) Expansion, Viera, Florida**

Mechanical Engineer - Expansion of wastewater treatment capacity from 6 MGD to 12 MGD. Additional improvements include upgrades to the existing plant, equipment, and controls to provide flexibility of operation between and among the various treatment components.

Size: 12 MGD | Construction Cost: \$38 M

##### **City of Cocoa Dyal WTP HVAC Tunnel Area, Cocoa, Florida**

Mechanical Engineer - Design and permit documents for adding cooling to the pipe tunnel area. DX split systems were utilized with condensing units attached to the concrete slab.

Size: 1,000 SF | Construction Cost: \$100,000



#### EDUCATION

University of Central Florida  
B.S., Mechanical Engineering  
1991

#### YEARS OF EXPERIENCE

TLC: 23 years  
Prior: 3 years

#### REGISTRATIONS

PE FL 60195

#### CERTIFICATIONS

LEED AP, GBCI

#### PROFESSIONAL AFFILIATIONS

ASHRAE, Member

## 3. KEY TEAM MEMBERS



**JAMES T. WAMSLEY, PE, CxA, LEED AP BD+C**

**Sr. Mechanical Engineer**

### BACKGROUND

Jim has more than 30 years of experience in project management and mechanical engineering design with a focus on high-performance buildings. Jim is very successful in managing large, multi-disciplined projects within budget and on schedule for various building types. He has extensive experience in the design of complex HVAC systems, with special emphasis on energy conservation, smoke management and removal systems, and system noise control in critical environments. A LEED accredited professional, Jim is knowledgeable of sustainable design practices and can provide designs for sustainable buildings, including projected returns on initial investment.

### EXPERIENCE

**Polk County Northeast Government Center, Lake Alfred, Florida**  
Mechanical Engineer - Utilizing chilled water, indoor modular HVAC systems; facilities include tax collector's office, Supervisor of Elections, property appraiser, Clerk of Courts, courtrooms, Judiciary and State Attorney's office, and conference rooms. A stand-alone central energy plant includes two 110-ton air-cooled chillers. A BACnet control system provides local and remote monitoring for all systems.  
Size: 70,000 SF | Construction Cost: \$20 M

**City of Cocoa W.H. Stephenson Utilities / Warehouse, Cocoa, Florida**  
Mechanical/Plumbing Engineer- The two-story addition provides an 8,000-SF Water Quality lab for potable water testing. Reclaimed water was used for water conservation purposes. Transmission-distribution building includes office space, repair/vehicle maintenance, equipment, and warehouse area.  
Size: 52,000 SF | Construction Cost: \$5 M

**City of Wildwood Municipal Services Complex, Wildwood, Florida**  
Mechanical/Plumbing Engineer- Designed extensive renovations repurposed a vacant elementary school into space to accommodate the City's water and wastewater administration offices, fleet maintenance, parts storage, fueling structure, and wash bay.  
Size: 26,000 SF | Construction Cost: \$3.6 M

**Tropical Farms Water Treatment, Martin County, Florida**  
Project Manager/Mechanical Engineer – New building contains water quality laboratories and administrative space. Building includes reclaimed water, high efficiency plumbing fixtures, HVAC and lighting systems, and a combination of solar heating and photovoltaics.  
Size: 1,800 SF | Construction Cost: \$300,000

**City of Daytona Lift Station 5 HVAC Design, Daytona Beach, Florida**  
Project Manager/Mechanical Engineer – Mechanical engineering services to provide HVAC to a CMU room housing four VFDs and various electrical equipment.

**Brevard County WWTP CMU Structure, Port St. John, Florida**  
Mechanical Engineer - Replaced small metal building with a CMU building, used in water treatment process and houses a large compressor. Added foundation around the perimeter to support perimeter CMU walls. Building includes thermostat-controlled exhaust fan and new window A/C unit.  
Size: 187 SF | Construction Cost: \$250,000



### EDUCATION

University of Pennsylvania  
B.S., Mechanical Engineering  
1989

### YEARS OF EXPERIENCE

TLC: 20 years  
Prior: 14 years

### REGISTRATIONS

PE FL 50343

### CERTIFICATIONS

LEED AP BD+C, GBCI  
CxA, ACG

### PROFESSIONAL AFFILIATIONS

SAME, Member  
AEE, Member  
USGBC, Member  
ACG, Member

## TAB 4: IS THE FIRM A "POLK COUNTY ENTITY"?



## IS THE FIRM A POLK COUNTY ENTITY?

Chastain-Skillman, Inc. (CS), established in 1950, operates as a Corporation in the State of Florida and is headquartered in Lakeland, Florida.

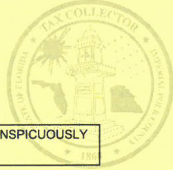
**The primary office that will be performing work under this Master Services Agreement will be our Lakeland office located at 205 East Orange Street, Suite 110, Lakeland, FL 33801.** CS moved into this location in April 2018 and employees 41 professionals.

Our Orlando office is located at 4301 Vineland Road, Suite E-7, Orlando FL 32811 and will provide support to the Lakeland office as needed. CS moved into this location in September 2021 and employees 10 professionals.

As evidence that CS is located within the boundaries of Polk County, we have provide our Polk County Business Tax Receipts for the past two years.

## POLK COUNTY BUSINESS TAX RECEIPTS

POLK COUNTY LOCAL BUSINESS TAX RECEIPT			
ACCOUNT NO. 2594	CLASS: B+	EXPIRES:	09/30/2023
<b>OWNER NAME</b>		<b>LOCATION</b>	
JAMES R CHASTAIN		205 E ORANGE ST Suite 110 LAKELAND	
<b>BUSINESS NAME AND MAILING ADDRESS</b>		<b>CODE</b>	<b>ACTIVITY TYPE</b>
CHASTAIN SKILLMAN INC CHASTAIN-SKILLMAN INC 205 E ORANGE ST Suite 110 LAKELAND, FL 33801		920000 540190	LTD PUBLIC SERVICE PROFESSIONAL ENGINEER
		PROFESSIONAL LICENSE (IF APPLICABLE)	
		-	
<b>OFFICE OF JOE G. TEDDER, CFC * TAX COLLECTOR</b>		THIS POLK COUNTY LOCAL BUSINESS TAX RECEIPT MUST BE CONSPICUOUSLY DISPLAYED AT THE BUSINESS LOCATION	
PAID - 828659 07/11/2022 OPY OLP 57.75 CHASTAIN SKILLMAN INC			



TC301F-22

POLK COUNTY LOCAL BUSINESS TAX RECEIPT			
ACCOUNT NO. 2594	CLASS: B+	EXPIRES:	09/30/2022
<b>OWNER NAME</b>		<b>LOCATION</b>	
JAMES R CHASTAIN		205 E ORANGE ST Suite 110 LAKELAND	
<b>BUSINESS NAME AND MAILING ADDRESS</b>		<b>CODE</b>	<b>ACTIVITY TYPE</b>
CHASTAIN SKILLMAN INC CHASTAIN-SKILLMAN INC 205 E ORANGE ST Suite 110 LAKELAND, FL 33801		920000 540190	LTD PUBLIC SERVICE PROFESSIONAL ENGINEER
		PROFESSIONAL LICENSE (IF APPLICABLE)	
<b>OFFICE OF JOE G. TEDDER, CFC * TAX COLLECTOR</b>		THIS POLK COUNTY LOCAL BUSINESS TAX RECEIPT MUST BE CONSPICUOUSLY DISPLAYED AT THE BUSINESS LOCATION	
PAID - 59604 08/17/2021 OPY OLP 57.75 CHASTAIN SKILLMAN INC			

# TAB 5: IS THE FIRM A "CERTIFIED WOMAN OR MINORITY BUSINESS ENTERPRISE"?

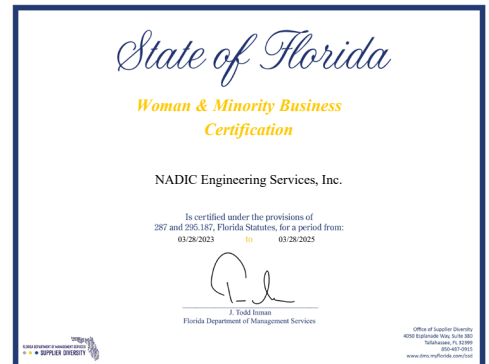


## IS THE FIRM A CERTIFIED WOMAN OR MINORITY BUSINESS ENTERPRISE?

Chastain-Skillman (CS) is not a certified woman or minority business enterprise. However, we regularly look for opportunities to incorporate such firms into our projects when their skill set and experience provides an advantage to our clients. Additionally, we encourage minority/disadvantaged contractor firms to bid on our projects.

Similar to Polk County's commitment to encourage the utilization of Woman and Minority Business Enterprises, CS has partnered with the following highly qualified M/WBE firms under this contract.

COMPANY NAME & OFFICE LOCATION	M/WBE STATUS	SERVICES
Applied Ecology, Inc. 2200 Front Street, Suite 300, Melbourne, FL 32901	W&MBE	Environmental
ECHO UES, Inc. 4803 George Road, Suite 350, Tampa, FL 33634	MBE	SUE
NADIC Engineering Services, Inc. 601 N. Hart Boulevard, Orlando, FL 32818	W&MBE	Geotechnical
Brindley Pieters & Associates, Inc. 2600 Maitland Center Parkway, Suite 180, Maitland, FL 32751	MBE	Structural
Electrical Design Associates (EDA) 6965 Piazza Grande Ave., Suite 311, Orlando, FL 32835	MBE	Electrical
The Valerin Group, Inc. 3903 Northdale Blvd., Suite 100E, Tampa, FL 33624	WBE	Community Outreach



# TAB 6: INTERACTIONS WITH COUNTY AND REGULATORY AGENCY STAFF



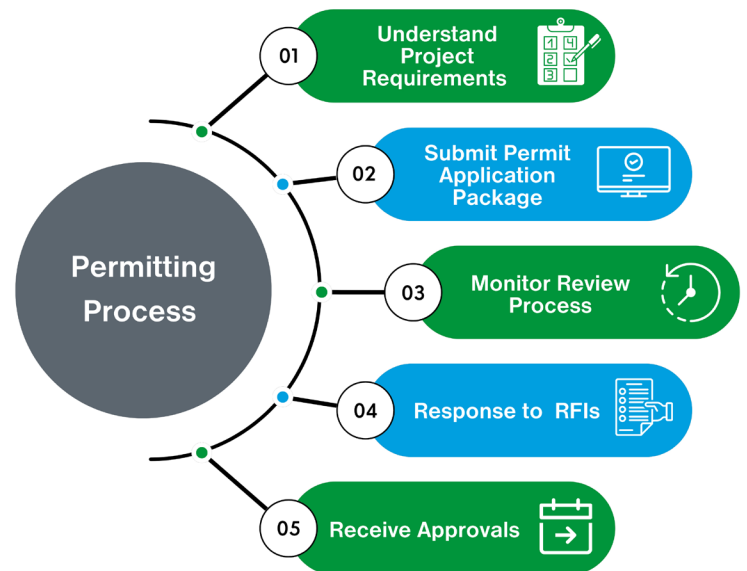
## 6. INTERACTIONS WITH COUNTY & REGULATORY AGENCY STAFF

### INTERACTION WITH COUNTY & REGULATORY AGENCY STAFF

As part of our commitment to our clients and the communities we serve, CS provides in-house permitting services inclusive of a dedicated permitting specialist who will work closely with the project manager and design team to prepare and submit permit application packages and monitor the review status through permit approval. As a firm headquartered in Lakeland, Florida since 1950, we have provided decades of outstanding service and project success to Polk County, the City of Lakeland, and surrounding Central Florida communities. Our solid reputation ensures Polk County that we can be relied upon to meet and exceed your expectations for projects under this Master Services agreement.

CS's comprehensive knowledge of local, state, and regulatory processes combined with our team's positive relationships with agency personnel, gives Polk County confidence in our expertise and ability to avoid unnecessary obstacles and complete the permitting process in the required timeframe.

Our permitting process begins with a thorough **understanding of the project requirements** identified in the RFP. Then we complete the necessary reports, studies, and design elements to prepare and **submit the permit application packages**. Once submitted to the appropriate agencies, we **monitor the review process** to work proactively to maintain the schedule and control project costs. **Responding to Requests for Information**, if required, is the next step in our permitting process. Responses are submitted in a thorough and timely manner so that we can **receive the approvals** and permits needed to move to the next phase of the project. Tab 3 – Experience, Expertise, Personnel & Technical Resources, highlights the CS Team members dedicated to Polk County on this RFP and demonstrates their individual capabilities to provide the services needed for this contract.



Our firm's resume of permitting expertise includes Environmental Resource Permits (ERP) and NPDES Permitting as well as any Florida Department of Transportation (FDOT), federal, state, and local permits required for each project. CS has provided ERP permitting in every one of the state's Water Management Districts and regularly interacts with the Southwest Florida Water Management District (SWFWMD) and the Florida Department of Environmental Protection (FDEP). Additionally, recent projects requiring permitting through the Polk County Health Department included Lake Elbert Trail and the Sherriff's Office Burnham-McCall Training Center. Our longstanding history of successful projects in Polk County and beyond would not be possible without our proven permitting process. We stand ready to work with Polk County and its agencies to fulfill the services needed for this Master Services agreement.

## TAB 7: SURVEYS OF PAST PERFORMANCE



## 7. SURVEYS OF PAST PERFORMANCE

### Survey Questionnaire – Polk County

#### RFP 22-067, Professional Engineering Services for Water and Wastewater Improvement Projects – Utilities

To: Angie Hibbard (Name of Person completing survey)  
Town of Lake Hamilton (Name of Client Company/Consultant)  
 Phone Number: 863-439-1910 Email: angie@townoflakehamilton.com  
 Subject: Past Performance Survey of Similar work:  
 Project name: Potable Water System Improvements  
 Name of Consultant being surveyed:  
Chastain-Skillman, Inc.  
 Cost of Services: Original Cost: \$546,760 Ending Cost: \$590,806  
 Contract Start Date: 8/2017 Contract End Date: 12/2021

**Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.**

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Angie Hibbard  
 Signature of Evaluator: Angie Hibbard  
 Please fax or email the completed survey to: Pam Rodriguez (prodriguez@chastainskillman.com)

## 7. SURVEYS OF PAST PERFORMANCE

### Survey Questionnaire – Polk County

#### RFP 22-067, Professional Engineering Services for Water and Wastewater Improvement Projects – Utilities

To: John Dickson (Name of Person completing survey)

City of Auburndale (Name of Client Company/Consultant)

Phone Number: 863-965-5511 Email: jdickson@auburndalefl.com

Subject: Past Performance Survey of Similar work:

Project name: Auburndale - Lakeland Potable Water Interconnect

Name of Consultant being surveyed:

Chastain-Skillman, Inc.

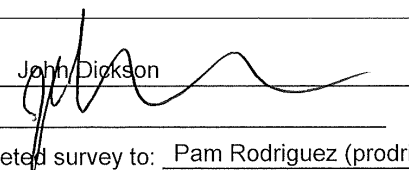
Cost of Services: Original Cost: \$168,650 Ending Cost: \$168,650

Contract Start Date: 2/2019 Contract End Date: 1/2021

**Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.**

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator John Dickson

Signature of Evaluator: 

Please fax or email the completed survey to: Pam Rodriguez (prodriguez@chastainskillman.com)

## 7. SURVEYS OF PAST PERFORMANCE

### Survey Questionnaire – Polk County

#### RFP 22-067, Professional Engineering Services for Water and Wastewater Improvement Projects – Utilities

To: Robert Kniss, PE (Name of Person completing survey)

City of Lakeland (Name of Client Company/Consultant)

Phone Number: 863-834-6389 Email: robert.kniss@lakelandgov.net

Subject: Past Performance Survey of Similar work:

Project name: English Oaks Force Main Sections 1 and 2

Name of Consultant being surveyed:

Chastain-Skillman, Inc.

Cost of Services: Original Cost: \$1,516,000 Ending Cost: \$1,575,000

Contract Start Date: 2/2017 Contract End Date: 12/2021

**Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.**

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Robert Kniss, PE

Signature of Evaluator: *Robert Kniss*

Please fax or email the completed survey to: Pam Rodriguez (prodriguez@chastainkillman.com)

## 7. SURVEYS OF PAST PERFORMANCE

### Survey Questionnaire – Polk County

#### RFP 23-448, Utilities Design Services & Regulatory Services

To: John Dickson, Public Works Director (Name of Person completing survey)

City of Auburndale, FL (Name of Client Company/Contractor)

Phone Number: 863-965-5511 Email: jdickson@auburndalefl.com

Subject: Past Performance Survey of Similar work:

Project name: Auburndale Regional Sprayfield & Rapid Infiltration Basins

Name of Vendor being surveyed: Chastain-Skillman, Inc.

Cost of Services: Original Cost: \$611,050 Ending Cost: \$611,050

Contract Start Date: 9/2016 Contract End Date: 3/2021

**Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.**

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator John Dickson

Signature of Evaluator: 

Please fax or email the completed survey to: shager@chastainskillman.com

## 7. SURVEYS OF PAST PERFORMANCE

### Survey Questionnaire – Polk County

#### RFP 23-448, Utilities Design Services & Regulatory Services

To: Jim Lilly, Engineer (Name of Person completing survey)

City of Lakeland, FL (Name of Client Company/Contractor)

Phone Number: 863-834-6175 Email: james.lilly@lakelandgov.net

Subject: Past Performance Survey of Similar work:

Project name: County Line Road Water Main Extension

Name of Vendor being surveyed: Chastain-Skillman, Inc.

Cost of Services: Original Cost: \$219,175 Ending Cost: \$219,175

Contract Start Date: 11/2019 Contract End Date: 1/2021

**Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.**

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	6
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	6
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Jim Lilly

Signature of Evaluator: J D Lilly III

Please fax or email the completed survey to: shager@chastainskillman.com

## Survey Questionnaire – Polk County

### RFP 23-448, Utilities Design Services & Regulatory Services

To: Mary Thomas (Name of Person completing survey)

Carollo Engineers, Inc. (Name of Client Company/Contractor)

Phone Number: 407-399-5385 Email: mthomas@carollo.com

Subject: Past Performance Survey of Similar work:

Project name: Polk Regional Water Cooperative (PRWC) - SE Wellfield & Water Supply Facility

Name of Vendor being surveyed: Chastain-Skillman, Inc.

Cost of Services: Original Cost: \$4,508,203 Ending Cost: TBD

Contract Start Date: 6/2022 Contract End Date: Anticipated 2026

**Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.**

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	9
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	9
3	Quality of workmanship	(1-10)	9
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	N/A
6	Ability to communicate with Client's staff	(1-10)	9
7	Ability to resolve issues promptly	(1-10)	9
8	Ability to follow protocol	(1-10)	9
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	9
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Mary Thomas

Signature of Evaluator: 

Please fax or email the completed survey to: shager@chastainskillman.com

## 7. SURVEYS OF PAST PERFORMANCE

### Survey Questionnaire – Polk County

#### RFP 23-448, Utilities Design Services & Regulatory Services

To: Mike Darrow, Supt., Utilities Operations (Name of Person completing survey)

City of Plant City (Name of Client Company/Contractor)

Phone Number: 813-757-9190 Ext. 4804 Email: mdarrow@plantcitygov.com

Subject: Past Performance Survey of Similar work:

Project name: Water Reclamation Facility Permit Renewal Application

Name of Vendor being surveyed: Chastain-Skillman, Inc.

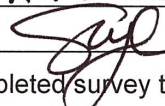
Cost of Services: Original Cost: \$69,000 Ending Cost: \$69,000

Contract Start Date: 1/2020 Contract End Date: 11/2020

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	9
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	9
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	9
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	9
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	9

Printed Name of Evaluator Mike Darrow

Signature of Evaluator: 

Please fax or email the completed survey to: shager@chastainskillman.com

## 7. SURVEYS OF PAST PERFORMANCE

### Survey Questionnaire – Polk County

#### RFP 23-448, Utilities Design Services & Regulatory Services

To: Sarah Kirkland, Utilities Director (Name of Person completing survey)

City of Lake Wales, FL (Name of Client Company/Contractor)

Phone Number: 863-678-4182 Email: skirkland@lakewalesfl.gov

Subject: Past Performance Survey of Similar work:

Project name: Lake Wales Ground Storage Reservoir

Name of Vendor being surveyed: Chastain-Skillman, Inc.

Cost of Services: Original Cost: \$200,210 Ending Cost: \$200,210

Contract Start Date: 3/2017 Contract End Date: 8/2020

**Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.**

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Sarah B Kirkland

Signature of Evaluator: Sarah B. Kirkland

Please fax or email the completed survey to: shager@chastain-skillman.com



Chastain-Skillman, Inc.

205 East Orange Street, Suite 110

Lakeland, Florida 33801

chastainskillman.com | 863.646.1402

## Exhibit "B"

Chastain-Skillman, Inc.  
Polk County RFP 23-448

Professional Engineering Services for Utilities Design Services & Regulatory Support Services

### Bill Rates

Position/Title	Labor Rates by Position/Title			
	Raw Labor Rates		Raw Labor Rates x Mult.	
	Minimum	Maximum	Minimum	Maximum
Principal/Program Manager	\$ 67.07	\$ 144.23	\$ 204.56	\$ 439.90
Sr Consultant	\$ 49.76	\$ 118.05	\$ 151.77	\$ 360.05
Department Director	\$ 55.29	\$ 74.12	\$ 168.63	\$ 226.07
Sr Project Manager	\$ 56.01	\$ 76.92	\$ 170.83	\$ 234.61
Sr Project Engineer/Professional	\$ 56.01	\$ 76.92	\$ 170.83	\$ 234.61
Project Manager	\$ 46.00	\$ 57.69	\$ 140.30	\$ 175.95
Project Engineer/Professional	\$ 45.67	\$ 57.29	\$ 139.29	\$ 174.73
Assistant Project Manager	\$ 28.00	\$ 51.23	\$ 85.40	\$ 156.25
Engineer IV	\$ 32.00	\$ 48.23	\$ 97.60	\$ 147.10
Engineer III	\$ 31.50	\$ 39.90	\$ 96.08	\$ 121.70
Engineer II	\$ 29.20	\$ 37.85	\$ 89.06	\$ 115.44
Engineer I	\$ 26.44	\$ 36.06	\$ 80.64	\$ 109.98
GIS Database Manager/Programmer	\$ 45.25	\$ 49.81	\$ 138.01	\$ 151.92
GIS Analyst	\$ 37.12	\$ 45.92	\$ 113.22	\$ 140.06
Project Coordinator II	\$ 28.12	\$ 40.50	\$ 85.77	\$ 123.53
Project Coordinator I	\$ 15.00	\$ 28.12	\$ 45.75	\$ 85.77
Intern	\$ 10.00	\$ 25.00	\$ 30.50	\$ 76.25
Sr Construction Representative	\$ 35.92	\$ 42.00	\$ 109.56	\$ 128.10
Construction Representative	\$ 24.00	\$ 36.01	\$ 73.20	\$ 109.83
CADD Manager	\$ 41.34	\$ 56.00	\$ 126.09	\$ 170.80
Sr CADD Designer	\$ 28.00	\$ 41.99	\$ 85.40	\$ 128.07
Project Designer	\$ 20.00	\$ 32.21	\$ 61.00	\$ 98.24
Survey Director	\$ 51.07	\$ 69.15	\$ 155.76	\$ 210.91
Sr Project Manager (Survey)	\$ 51.92	\$ 69.15	\$ 158.36	\$ 210.91
Project Manager (Survey)	\$ 38.40	\$ 59.69	\$ 117.12	\$ 182.05
Assistant Project Manager (Survey)	\$ 28.00	\$ 38.50	\$ 85.40	\$ 117.43
3 Man Crew	\$ 45.00	\$ 105.00	\$ 137.25	\$ 320.25
2 Man Crew	\$ 30.00	\$ 70.00	\$ 91.50	\$ 213.50
1 Man Crew	\$ 15.00	\$ 35.00	\$ 45.75	\$ 106.75
Survey Technician	\$ 15.00	\$ 45.00	\$ 45.75	\$ 137.25

Labor Multiplier Calculation	
Category	Std. Mult.
Direct Labor	1.00
Payroll/Fringe Benefits	0.78
Overhead/Administration	0.89
Direct Costs (Mileage/Copies/Shipping/Etc.)	0.05
Subtotal	2.72
Profit @ 12%	0.33
Multiplier	3.05

Chastain-Skillman, Inc.  
 Polk County RFP 23-448  
 Professional Engineering Services for Utilities Design Services & Regulatory Support Services  
 Position Descriptions

Position/Title	Position Description
Principal/Program Manager	Project team coordination; staffing; scheduling; quality control
Sr Consultant	Project team coordination; staffing; scheduling; quality control
Department Director	Project team coordination; staffing; scheduling; quality control
Sr Project Manager	Lead design and production of project assignments; Engineer of Record
Sr Project Engineer/Professional	Lead design and production of project assignments; Engineer of Record
Project Manager	Lead design and production of project assignments; Engineer of Record
Project Engineer/Professional	Lead design and production of project assignments; Engineer of Record
Assistant Project Manager	Manage project team with oversight from Project Manager
Engineer IV	Design; drafting; production of plans and reports; technical research
Engineer III	Design; drafting; production of plans and reports; technical research
Engineer II	Design; drafting; production of plans and reports; technical research
Engineer I	Design; drafting; production of plans and reports; technical research
GIS Database Manager/Programmer	Manage services of enterprise GIS; maintain GIS standards
GIS Analyst	Create maps and graphic reports; data research and analysis
Project Coordinator II	Project coordination; preparation of documents and reports
Project Coordinator I	Project coordination; preparation of documents and reports
Intern	Project coordination; preparation of documents and reports
Sr Construction Representative	Coordinate MOT; materials testing; quality control inspections
Construction Representative	Coordinate MOT; materials testing; quality control inspections
CADD Manager	Maintain CAD standards; production for project documents; CAD drawings
Sr CADD Designer	Production for project documents; CAD drawings
Project Designer	Production for project documents; CAD drawings
Survey Director	Oversight of field crews; project management
Sr Project Manager (Survey)	Planning and organizing crew activity; project management
Project Manager (Survey)	Planning and organizing crew activity; project management
Assistant Project Manager (Survey)	Training field crews; CAD drawings
3 Man Crew	Operate all types of survey equipment (Data collectors, GPS, levels, etc.)
2 Man Crew	Operate all types of survey equipment (Data collectors, GPS, levels, etc.)
1 Man Crew	Operate all types of survey equipment (Data collectors, GPS, levels, etc.)
Survey Technician	Perform basic survey field tasks

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



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## **EXHIBIT C**

### **Board of County Commissioners**

#### **REIMBURSABLE COST SCHEDULE**

- |  |  |
|--|--|
| 1. Subcontractor Services  | Actual Costs   |
| 2. Special Consultants   | Actual costs   |
| 3. Travel Expenses   | In accordance with Chapter 112.061, F.S.;<br>and further defined in the Polk County Employee Handbook. |
| 4. Pre-approved Equipment<br>(includes purchase and rental of equipment used in project) | Actual Costs   |