

*BACKUP
DOCUMENTS*

POLK COUNTY

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February 17th 2024
Board of County Commissioners Regular Meeting
Agenda Item #

SUBJECT

Approve Consultant Services Authorization 2024-019-05 with Wright-Pierce, Inc. for Lift Station 302 Replacement Project (\$593,097.00 not-to-exceed, one-time expense)

DESCRIPTION

The County provides wastewater services to the Northeast Regional Utility Service Area (NERUSA). In a separate task authorization, Wright-Pierce, Inc. (Consultant) studied NERUSA Lift Station 302 (LS 302) to determine potential improvements and developed three conceptual layout options for this site. The study's resultant Technical Memorandum (TM) addressed fats, oils, and grease/scum accumulation, access, wet well isolation, and improved maintenance and bypass pumping operations at LS 302. LS 302 is a master re-pump station located on CR 54. Replacement of the station will help ensure that PCU can provide efficient and reliable service through the station.

This Consultant Services Authorization includes project management, support services, preliminary/final design, permitting, pricing, and construction phase services in support of the project. The County has requested that the Consultant provide these services in support of the project.

RECOMMENDATION

Request Board approve Consultant Services Authorization 2024-019-05 with Wright-Pierce, Inc. for Lift Station 302 Replacement Project at a cost not to exceed \$593,097.00.

FISCAL IMPACT

Funding in the amount of \$593,097.00 is available in the Utilities five-year R&R CIP Wastewater Projects budget.

CONTACT INFORMATION

Hunter Johnson, PE
Utilities Division
Utilities CIP Projects Manager
(863) 344-9959

Project Checklist

- Project Name: CSA 2024-019-05 with Wright-Pierce, Inc. for Lift Station 302 Replacement Project
- Project Location: Northeast Regional Utility Service Area
- Source of Funds: Funding is available in 42011.680536034.5666000.6827000 (R&R CIP Wastewater Projects)
- Project Cost Summary: \$593,097.00
- Certifications: This request has been reviewed by:



Hunter Johnson, PE
CIP Projects Manager



James Tully, PE, PG
Capital Improvement Program Manager



Charles Richards, CPA
Customer Service/Finance Manager



Tamara Richardson, PE
Utilities Division Director

CONSULTANT APPROVAL FORM

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CPO: If Consultant fee is under \$50,000 & construction is under \$250,000
CSA: If Construction is under \$7,500,000;
OR for study activity if consultant fee is under \$500,000- (FS 287.055 CCNA)

CPO/CSA #: 2024-019-05 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 12/12/2025 Division: Utilities

Project Manager's Name: Hunter Johnson Phone #: (863) 344-9959

Project Name: Lift Station 302 Replacement

Total Project Budget: \$593,097.00 Project: 6827000

Estimate of Construction Cost: \$5.9M

Proposed Consultant: Wright-Pierce, Inc. Fee: \$593,097.00

Master Consultant Agreement #2024-019

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

Approved By: Tamara Richardson Date 12-17-25
Division Director/Designee

Procurement Division

Date Received: 1/14/26 Date Reviewed by Analyst:

Approved by: Michelle Sims
(Procurement Director/Designee)

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

Date Received: Date Reviewed: 1/14/26

Approved by: Glen Donnelly
(County Attorney Office Signature)

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

Date Received: 1/21/2026 Date Reviewed: 1/21/2026

Approved by: Will D. Paulsen
(County Manager Office Signature)

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

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Utilities Division -Signature Request/Routing Request

**PLEASE REVIEW AND APPROVE THE ENCLOSED DOCUMENTS AND
FORWARD AS NOTED BELOW**

Board Agenda Track

This item is slated for the (Month 2 Day) 17 (Year) 2026 Bocc Meeting

PROJECT TITLE: Approve Consultant Services Authorization 2024-019-05 with Wright-Pierce, Inc. for Lift Station 302 Replacement Project (\$593,097.00 not-to-exceed, one-time expense)

PROJECT MANAGER: Hunter Johnson

Number of original documents enclosed: 2

MUST BE RETURNED BY : 1/13/2026

➤ ✓ **PROCUREMENT** / Brad Howard: All originals with support are attached for your review and approval. **BRAD: Please forward this package to the County Attorney offices Attention Lisa Conran after signature.**

➤ ✓ **COUNTY ATTORNEY**/Thomas Norsworthy: All originals with support are attached for your review and approval. **LISA: Please forward this package to the Deputy County Manager offices, Atten: Mercades Johnson, after signature.**

➤ ✓ **DEPUTY CO. MGR.** / John Rhode: All originals with support are attached for your review and approval. **MERCADES: Please return this entire package back to Charles Richards in the Utilities Division after signature.**

Please email me a quick message to let me know when this package has left your offices to the next party – THANKS!

ATTEN: Emily Perez, Mail Drawer UT01 (Phone: 863-298-4142)

REQUEST FOR LEGAL SERVICES

COPY

To: County Attorney's Office- Attention : Tom Norsworthy

From: Tamara Richardson, P.E. Utilities Director

Division: Utilities

Prepared by: Emily Perez **Phone Number:** 863-298-4142

Date: January 8th, 2026

Subject: Approve Consultant Services Authorization 2024-019-05 with Wright-Pierce, Inc. for Lift Station 302 Replacement Project (\$593,097.00 not-to-exceed, one-time expense)

BACKGROUND:

The County provides wastewater services to the Northeast Regional Utility Service Area (NERUSA). In a separate task authorization, Wright-Pierce, Inc. (Consultant) studied NERUSA Lift Station 302 (LS 302) to determine potential improvements and developed three conceptual layout options for this site. The study's resultant Technical Memorandum (TM) addressed fats, oils, and grease/scum accumulation, access, wet well isolation, and improved maintenance and bypass pumping operations at LS 302. LS 302 is a master re-pump station located on CR 54. Replacement of the station will help ensure that PCU can provide efficient and reliable service through the station.

This Consultant Services Authorization includes project management, support services, preliminary/final design, permitting, pricing, and construction phase services in support of the project. The County has requested that the Consultant provide these services in support of the project.

REQUESTED ACTION:

Request Board approve Consultant Services Authorization 2024-019-05 with Wright-Pierce, Inc. for Lift Station 302 Replacement Project at a cost not to exceed \$593,097.00.

Need response no later than **Tuesday** **1 13 2026**
(day of month) (month) (day) (Year)

APPROVED BY

Tom Norsworthy

For County Attorney office use only:
Tom Norsworthy 1/14/2024

Date _____

Signature

Assign to: Tom

Date 1/15/26

County Attorney Project No: 26-30

Logged out: 1/20/26

Selection Procedure for Consultants with Continuing Contracts

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Division:	<u>Utilities</u>
Project Manager:	<u>Hunter Johnson</u>
Division Director:	<u>Tamara Richardson, PE</u>
Scope:	<u>Lift Station 302 Replacement</u>
CSA/CPO	<u>CSA 2024-019-05</u>
Date Analysis Performed	<u>December 16, 2025</u>

Step 1:
Review list for appropriate Expertise, Experience, and Personnel (List all consultants awarded a master agreement under the RFP)

Consultant	Expertise	Experience	Personnel	Local (Y/N)	Elevated for Consideration (Y/N)
AtkinsRéalis USA, Inc.	Y	Y	Y	N	Y
Black & Veatch Corp	Y	Y	Y	N	Y
Carollo Engineers, Inc.	Y	Y	Y	N	Y
CHA Consulting, Inc. (FKA Reiss Engineering, Inc.)	Y	Y	Y	Y	Y
Chastain-Skillman, Inc.	Y	Y	Y	Y	Y
CivilSury Design Group Inc.	Y	Y	Y	Y	Y
Dewberry Engineers, Inc.	Y	Y	Y	Y	Y
Half Associates, Inc.	Y	Y	Y	N	Y
Hazen and Sawyer, P.C.	Y	Y	Y	N	Y
Jones Edmunds & Assoc.	Y	Y	Y	Y	Y
Kennedy/Jenks Consultants, Inc.	Y	Y	Y	N	Y
Pennoni & Associates, Inc.	Y	Y	Y	Y	Y
Rummel, Klepper, and Kahl, LLP	Y	Y	Y	Y	Y
Tetra Tech, Inc.	Y	Y	Y	N	Y
Wright-Pierce, Inc.	Y	Y	Y	Y	Y

State justification for each firm not elevated and why:
 NA

Step 2:
Past performance on similar projects satisfactory (List all consultants elevated from Step 1)

Consultant	Has past performance been satisfactory (Y/N)	Elevated for Consideration(Y/N)
Black & Veatch Corp	Y	Y
AtkinsRéalis USA, Inc.	Y	Y
Black & Veatch Corp	Y	Y
Carollo Engineers, Inc.	Y	Y
CHA Consulting, Inc. (FKA Reiss Engineering, Inc.)	Y	Y
Chastain-Skillman, Inc.	Y	Y
CivilSury Design Group Inc.	Y	Y
Dewberry Engineers, Inc.	Y	Y
Half Associates, Inc.	Y	Y
Hazen and Sawyer, P.C.	Y	Y
Jones Edmunds & Assoc.	Y	Y
Kennedy/Jenks Consultants, Inc.	Y	Y
Pennoni & Associates, Inc.	Y	Y
Rummel, Klepper, and Kahl, LLP	Y	Y
Tetra Tech, Inc.	Y	Y
Wright-Pierce, Inc.	Y	Y

State justification for each firm not elevated and why:
 NA.

Step 3:
Total amount of money the County has contracted with each Consultant elevated to Step 2 during the last 24 months.

Consultant	Contracted Amount	Elevated (Y/N)
Dewberry Engineers, Inc.	\$ 1,809,100	N
Black & Veatch Corp	\$ 1,543,535	N
Kennedy/Jenks Consultants, Inc.	\$ 833,804	N
Carollo Engineers, Inc.	\$ 440,654	N
Wright-Pierce, Inc.	\$ 307,381	Y
Tetra Tech, Inc.	\$ 291,448	N
CivilSury Design Group Inc.	\$ 255,628	N
Rummel, Klepper, and Kahl, LLP	\$ 213,750	N
Hazen and Sawyer, P.C.	\$ 197,390	N
Jones Edmunds & Assoc.	\$ 159,202	N
Half Associates, Inc.	\$ 157,202	N
AtkinsRéalis USA, Inc.	\$ 130,143	N
CHA Consulting, Inc. (FKA Reiss Engineering, Inc.)	\$ 113,835	N
Pennoni & Associates, Inc.	\$ 69,000	N
Chastain-Skillman, Inc.	\$ 42,722	N

Step 4:
State justification, if the chosen consultant does not have the least amount of contract obligation.

Dewberry, Black and Veatch, Kennedy/Jenks, and Carollo Engineers all more contract awards compared to Wright-Pierce during the period evaluated. Wright Pierce conducted a recent study of LS 302 evaluating various configuration options and conceptual layouts. As a result, Wright-Pierce has more knowledge of the site, associated requirements, and County objectives compared to the remaining consultants. As a result, based upon their expertise, experience, personnel, and extensive support and familiarity with the subject area, it is in the best interest of the County that Wright-Pierce provide the requested services.

Step 5:
Based on the procedures and step analysis above, Wright-Pierce, Inc. is selected.

Perez, Emily

From: St. Jean, Mitch
Sent: Thursday, January 8, 2026 3:46 PM
To: Perez, Emily
Subject: Re: LS 302 Replacement - Wright Pierce CSA 2024-019-05 adequate insurance information

Yes, the certificate of insurance provided is in accordance with our requirements.

Thanks,

Mitch St. Jean, CWCL
Safety & Claims Administrator
Polk County Board of County Commissioners
Risk Management Division
P. O. Box 9005, Drawer AS06
Bartow, FL 33831
Ph: 863-534-5268
Fax: 863-519-4726
mitchstjean@polkfl.gov

From: Perez, Emily <EmilyPerez@polkfl.gov>
Sent: Thursday, January 8, 2026 3:11 PM
To: St. Jean, Mitch <mitchstjean@polkfl.gov>
Subject: RE: LS 302 Replacement - Wright Pierce CSA 2024-019-05 adequate insurance information

Please see attached 😊

From: St. Jean, Mitch <mitchstjean@polkfl.gov>
Sent: Thursday, January 8, 2026 2:07 PM
To: Perez, Emily <EmilyPerez@polkfl.gov>
Subject: Re: LS 302 Replacement - Wright Pierce CSA 2024-019-05 adequate insurance information

Emily,

Only the COI was attached. Will you please forward a copy of the agreement?

Thanks,

Mitch St. Jean, CWCL
Safety & Claims Administrator
Polk County Board of County Commissioners
Risk Management Division
P. O. Box 9005, Drawer AS06
Bartow, FL 33831
Ph: 863-534-5268

Fax: 863-519-4726
mitchstjean@polkfl.gov

From: Perez, Emily <EmilyPerez@polkfl.gov>
Sent: Thursday, January 8, 2026 11:50 AM
To: St. Jean, Mitch <mitchstjean@polkfl.gov>
Subject: LS 302 Replacement - Wright Pierce CSA 2024-019-05 adequate insurance information

Dear Mitch, please see attached certificate of insurance for the attached agreement. Please review the certificate of insurance and advise if it meets county requirements 🙏 Thank you.

Emily Perez
Administrative Specialist
Polk County Utilities
1011 Jim Keene Blvd.
Winter Haven, FL 33880
(863) 298-4142