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DOCUMENTS*

POLK COUNTY

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SUBJECT

Approve Consultant Services Authorization 2024-006-08 with Black and Veatch Corporation for the High Priority Maintenance and Underground Key Performance Indicators Module Project (\$376,591.00 not to exceed one-time expense)

DESCRIPTION

The County continues to expand its robust asset management program in the Utilities Division based upon the 2023 software deployment, the defined Key Performance Indicator (KPI) Roadmap, and associated procedures and performance levels. The County desires to further improve upon tracking of maintenance activities, associated costs, materials, detection and repair of underground leaks, emergency work orders, fire hydrant inspections, and various other metrics related to ensuring levels of service for County utility customers. The development and deployment of the Maintenance and Underground Dashboard was recommended and included in the referenced KPI Roadmap. The proposed scope of services will necessarily build upon previous efforts. The County has requested the Consultant provide the engineering services in support of this project.

RECOMMENDATION

Request Board approve Consultant Services Authorization 2024-006-08 with Black and Veatch Corporation for the High Priority Maintenance and Underground Key Performance Indicators Module Project at a total cost not to exceed \$376,591.00.

FISCAL IMPACT

Funding in the amount of \$376,591.00 is available in the Utilities Renewal and Replacement Buildings and Non-Production Project Budget.

CONTACT INFORMATION

Nathan Silveira
Asset Manager
863-298-4251
nathansilveira@polkfl.gov


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Project Checklist

- Project Name: CSA 2024-006-08 with Black and Veatch Corporation for the High Priority Maintenance and Underground Key Performance Indicators Module
- Project Location: All Utility Service Areas
- Source of Funds: Funding is available in 42011.680536034.5666000.6897003 – R&R Building and Non-Production Projects
- Project Cost Summary: \$376,591.00 not to exceed cost
- Certifications: This request has been reviewed by:


Nathan Silveira
Utilities Asset Manager


Jason Jennings
Utilities Operations Manager


James Tully, P.E., P.G.
Utilities CIP Program Manager


Charles Richards, C.P.A.
Customer Service/Finance Manager


Tamara Richardson, P.E.
Utilities Division Director

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CONSULTANT APPROVAL FORM

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

CPO/CSA #: 2024-006-08 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 04/07/2026 Division: Utilities

Project Manager's Name: Nathan Silveira Phone #: 863-298-4251

Project Name: High Priority Maintenance and underground KPI Module

Total Project Budget: \$376,591.00 Project: 6897003

Estimate of Construction Cost: NA - Study/Services

Proposed Consultant: Black & Veatch, Inc. Fee: \$376,591.00

Master Consultant Agreement #2024-006

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

Approved By: Tamara Richards Date 4-14-26
Division Director/Designee

Procurement Division

Date Received: 4/16/26 Date Reviewed by Analyst: 4/16/26

Approved by: Fran McAskill
(Procurement Director/Designee)

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

Date Received: Date Reviewed: 4/22/26

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

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

Date Received: Date Reviewed: 4/23/26

Approved by: [Signature]
(County Manager Office Signature)

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

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) 5 (Day) 19 (Year) 2026 Bocc Meeting

PROJECT TITLE: Approve Consultant Services Authorization 2024-006-08 with Black and Veatch Corporation for the High Priority Maintenance and Underground Key Performance Indicators Module Project (\$376,591.00 not to exceed one-time expense)

PROJECT MANAGER: Nathan Silveira

Number of original documents enclosed: 2

MUST BE RETURNED BY : 4/24/2026

- CB **PROCUREMENT** / Colin Burke: All originals with support are attached for your review and approval. **Colin: Please forward this package to the County Attorney offices Attention Lisa after signature.**
- TN **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: Mercedes, after signature.**
- JR **DEPUTY CO. MGR.** / John Rhode: All originals with support are attached for your review and approval. **MERCEDES: 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

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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: April 15th, 2026

Subject: Approve Consultant Services Authorization 2024-006-08 with Black and Veatch Corporation for the High Priority Maintenance and Underground Key Performance Indicators Module Project (\$376,591.00 not to exceed one-time expense)

BACKGROUND:

The County continues to expand its robust asset management program in the Utilities Division based upon the 2023 software deployment, the defined Key Performance Indicator (KPI) Roadmap, and associated procedures and performance levels. The County desires to further improve upon tracking of maintenance activities, associated costs, materials, detection and repair of underground leaks, emergency work orders, fire hydrant inspections, and various other metrics related to ensuring levels of service for County utility customers. The development and deployment of the Maintenance and Underground Dashboard was recommended and included in the referenced KPI Roadmap. The proposed scope of services will necessarily build upon previous efforts. The County has requested the Consultant provide the engineering services in support of this project.

REQUESTED ACTION:

Request Board approve Consultant Services Authorization 2024-006-08 with Black and Veatch Corporation for the High Priority Maintenance and Underground Key Performance Indicators Module Project at a total cost not to exceed \$376,591.00

Need response no later than **Friday 4 24 2026**
(day of month) (month) (day) (Year)

APPROVED BY

Tom Norsworthy County Attorney
APR 20 2026

For County Attorney office use only: *Tom Norsworthy* 4/20/2026
2026-266

Date _____

Signature _____

Assign to: Tom
Date: 4/20/26

Selection Procedure for Consultants with Continuing Contracts

Division:	<u>Utilities</u>
Project Manager:	<u>Charles Nichols, Asset Manager</u>
Division Director:	<u>Tamara Richardson, PE</u>
Scope:	<u>Asset Management Support</u>
CSA/CPO	<u>CSA 2024-006-8</u>
Date Analysis Performed	<u>April 7, 2026</u>

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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
CivilSurv 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
CivilSurv 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.	\$ 2,789,292	N
Black & Veatch Corp	\$ 1,591,467	Y
Wright-Pierce, Inc.	\$ 900,478	N
Kennedy/Jenks Consultants, Inc.	\$ 833,804	N
Carollo Engineers, Inc.	\$ 621,860	N
Jones Edmunds & Assoc.	\$ 460,248	N
CivilSurv Design Group Inc.	\$ 297,158	N
Tetra Tech, Inc.	\$ 291,448	N
Hazen and Sawyer, P.C.	\$ 272,650	N
Rummel, Klepper, and Kahl, LLP	\$ 213,750	N
AtkinsRéalis USA, Inc.	\$ 180,725	N
Half Associates, Inc.	\$ 157,202	N
Pennoni & Associates, Inc.	\$ 69,000	N
CHA Consulting, Inc. (FKA Reiss Engineering, Inc.)	\$ 63,917	N
Chastain-Skillman, Inc.	\$ 42,722	N

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

Black and Veatch has completed a Benchmarking study, developed multiple KPIs and SOPs, supported Power BI training, and developed tools and dashboards for same during previous professional service tasks. Selection of Black and Veatch for these services is in the best interest of the County and will save the county the most time and budget while ensuring quality and reliable deliverables and services.

Step 5:
Based on the procedures and step analysis above, Black and Veatch Corp is selected.

Perez, Emily

From: St. Jean, Mitch
Sent: Wednesday, April 15, 2026 3:37 PM
To: Perez, Emily
Subject: RE: CSA 2024-006-08 High Priority Maintenance and Underground KPI Module

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Hey Emily,

Yes, the certificate 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: Wednesday, April 15, 2026 3:34 PM
To: St. Jean, Mitch <mitchstjean@polkfl.gov>
Subject: CSA 2024-006-08 High Priority Maintenance and Underground KPI Module

Dear Mitch, please see attached certificate of insurance for the attached CSA . 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