

## **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 W. Church Street, Bartow, Florida 33830, CivilSurv Design Group, Inc. (the “Consultant”) a Florida corporation located at 2525 Drane Field Road, Suite 7, Lakeland, FL 33811 and whose Federal Employer Identification Number is:271816201.

**WHEREAS**, the County Land Development Division works with engineers, surveyors, attorneys, planners, and the public to ensure that land is developed in accordance with the Polk County Land Development Code, Comprehensive Plan, and Utility Code. The Land Development Division, Engineering Section provides site design review services for private commercial and residential development projects, as well as activities within County rights-of-way. Additionally, staff provides site construction inspection services, floodplain management services, and survey reviews, which includes, meetings with property owners, developers, the Florida Department of Transportation (FDOT), city staff, and various regional and state agencies; and,

**WHEREAS**, County requires certain professional services in connection with staff augmentation services, which includes surveyors, inspectors, floodplain management and engineers on a temporary basis; and

**WHEREAS**, the County has solicited for these services via RFP 25-625, 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 25-625 to include all attachments and addenda, and (ii) the Consultant's responsive proposal thereto (collectively, (i) and (ii) are "RFP 25-625") 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 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 Land Development Division  
330 W. Church Street, 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

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 only (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 Land Development 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 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 Consultants' 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. 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. 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 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 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 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 Consultant, to the extent permitted by law, shall indemnify, defend (by counsel reasonably acceptable to County) protect and hold 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 (including, without limitation, attorney's fees costs and expenses incurred during negotiation, through litigation and all appeals therefrom) 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 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, its professional associates, its subcontractors, agents, and employees provided, however, that 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 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 Consultant agrees that it bears sole 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 the Agreement were in full force and effect.

7.0 **Independent Contractor**

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

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

7.3 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 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) 534-7670  
EMAIL: [RMLO@POLKFL.GOV](mailto:RMLO@POLKFL.GOV)**

**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 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 Contractor declares and warrants that neither the Contractor nor any of the Contractor's affiliates, as that term is defined in Section 287.133, Florida Statutes, are subject to the restrictions in Section 287.133, Florida Statutes, regarding the commission of a public entity crime. If during the term of this Agreement, the Contractor or any affiliate is convicted of a public entity crime or is otherwise prohibited from performing work for or transacting business with the County pursuant to Section 287.133, Florida Statutes, then the Contractor shall be in material default of this Agreement, and in such case, the County shall have the rights and remedies as provided herein.

14.0 **County's Responsibilities**

14.1 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 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 nonperformance. 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 County or 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 the Agreement.

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

20.3 The parties further agree to reform the 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 the 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 County and Consultant. Such modifications shall be in the form of a written Amendment executed by both parties.

23.0 **Successors and Assigns**

23.1 County and 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 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 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. 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 Consultant.

27.0 **Access and Audits**

27.1 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 Land Development Division  
330 West Church Street  
Bartow, FL 33830  
Attention: Director

As to Consultant: CivilSurv Design Group, Inc.  
2525 Drane Field Road, Suite 7  
Lakeland, FL 33811  
Attention: Craig R. Fuller, PE

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: CivilSurv Design Group, Inc.  
2525 Drane Field Road, Suite 7  
Lakeland, FL 33811

Attention: Craig R. Fuller, PE

30.0 **Contract Administration**

30.1 Services of Consultant shall be under the general direction of the Land Development 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 Consultant shall notify 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. Consultant at 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. County has the right to reject proposed changes in key personnel. The following personnel shall be considered key personnel:

Name: Craig Fuller, PE

Name: Mark J. Frederick, PE, CFM, ENV SP, PMP

32.0 **Annual Appropriations**

32.1 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 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 Consultant's fault in causing the delay as compared to other causes, and to the extent the Consultant is not delayed by reasons beyond 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 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).

**37. 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. 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.

(THE REMAINDER OF THE PAGE LEFT INTENTIONALLY BLANK)

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: \_\_\_\_\_  
Martha Santiago, Ed. D., Chair  
Board of County Commissioners



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

Review as to form and legal sufficiency

Neah N... 5/14/2026  
County Attorney's Office      Date

**ATTEST:**

CivilSurv Design Group, Inc.  
a Florida corporation

By: Kenneth T. Glass  
Corporate Secretary

By: Craig Fuller  
[Print Name]

Kenneth T. Glass  
[Print Name]

President  
[Title]

DATE: May 14, 2026

DATE: 5/14/2026

SEAL



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 5/14/2026 (Date) by Craig R. Fuller (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 05/14/2026 (Date) Melisha D Harrell (Official Notary Signature and Notary Seal)  
Melisha D- Harrell (Name of Notary typed, printed or stamped)  
Commission Number HH 456198 Commission Expiration Date 2/16/2028



Melisha D. Harrell  
Comm.: HH 456198  
Expires: Feb. 16, 2028  
Notary Public - State of Florida

**AFFIDAVIT CERTIFICATION IMMIGRATION LAWS**

**SOLICITATION NO.:** RFP 25-625, Engineering Staff Augmentation Services for Land Development

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONSULTANT 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 CONSULTANT 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.**

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

Company Name: Civil Surv Design Group, Inc.

Signature: [Handwritten Signature]

Title: President

Date: 05/14/2026

State of: Florida

County of: Polk

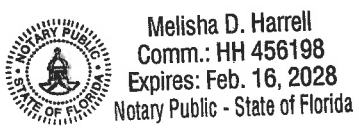
The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 14 day of May, 2026, by Craig R. Fuller (name) as President (title of officer) of Civil Surv Design Group (entity name), on behalf of the company, who  is personally known to me or  has produced \_\_\_\_\_ as identification.

Notary Public Signature: Melisha D Harrell

Printed Name of Notary Public: Melisha D- Harrell

Notary Commission Number and Expiration: HH 456198 exp. 2/16/2028

(AFFIX NOTARY SEAL)



**Affidavit Regarding the Use of Coercion for Labor or Services**

In compliance with Section 787.06(13), Florida Statutes, this attestation must be completed by an officer or representative of a nongovernmental entity that is executing, renewing, or extending a contract with Polk County, a political subdivision of the State of Florida.

The undersigned, on behalf of the entity listed below (the "Nongovernmental Entity"), hereby attests under penalty of perjury as follows:

1. I am over the age of 18 and I have personal knowledge of the matters set forth herein.
2. I currently serve as an officer or representative of the Nongovernmental Entity.
3. The Nongovernmental Entity does **not** use coercion for labor or services, as those underlined terms are defined in Section 787.06, Florida Statutes.
4. This declaration is made pursuant to Section 92.525, Fla. Stat. and Section 787.06, Fla. Stat. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I Craig Fuller, President (Signatory Name and Title), declare that I have read the foregoing Affidavit Regarding the Use of Coercion for Labor and Services and that the facts stated in it are true.

Further Affiant sayeth naught.

CivilSurv Design Group, Inc.

**NONGOVERNMENTAL ENTITY**

  
SIGNATURE

Craig Fuller  
PRINT NAME

President  
TITLE

5/14/2026  
DATE

## RFP NOTICE

Polk County, a political subdivision of the State of Florida, requests the submittal proposals from firms that are interested in providing professional services of surveyors, inspectors, floodplain management and engineering on a temporary basis to support the operational needs of the Land Development Division, here 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:** 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)

**Receiving Period:** Prior to 2:00 p.m., Wednesday, October 8, 2025

**Bid Opening:** Wednesday, October 8, 2025, at 2:00 p.m. or as soon as possible thereafter..

**Special Instructions:** A **NON-MANDATORY** pre-proposal meeting will be held Tuesday, September 16, 2025, 2:00 p.m. at the Polk County Administration building, Procurement Conference Room 150 (1<sup>st</sup> Floor) located at 330 W. Church St, Bartow, FL 33830. Those attending via video conference will be added to the sign-in sheet by the Procurement office during the video conference. The Zoom Meeting ID: 876 0813 0810.

Questions regarding this RFP must be in writing and must be sent to Tabatha Shirah, Procurement Analyst, via email at [tabathashirah@polk-county.net](mailto:tabathashirah@polk-county.net). All questions must be received by Wednesday, September 24, 2025, 5:00 p.m.

**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.

## 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 firm's responsibility to verify if any addenda have been issued.**

**RFP Number:** 25-625

**RFP Title:** Staff Augmentation Services for Engineers, Surveyors, Inspectors, and Flood Plain Management (CCNA)

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

This form is for proposal 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 five (5) copies marked COPY of the proposal in a sealed parcel to the Procurement Division. The parcel should be labeled “RFP #25-625 Engineering Staff Augmentation Services for Land Development Request for Professional 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>	25-625
<b>RFP Title</b>	Staff Augmentation Services for Engineers, Surveyors, Inspectors, and Flood Plain Management (CCNA)
<b>Due Date/Time:</b>	October 8, 2025, 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 [tabathashirah@polk-county.net](mailto:tabathashirah@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 25-625 Tab 1"

"RFP 25-625 Tab 2"

"RFP 25-625 Tab 3"

"RFP 25-625 Tab 4"

"RFP 25-625 Tab 5"

"RFP 25-625 Tab 6"

"RFP 25-625 Tab 7"

"RFP 25-625 Submittal Documents"

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 Tabatha Shirah at [tabathashirah@polk-county.net](mailto:tabathashirah@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 # 25-625**

**Staff Augmentation Services for Engineers, Surveyors, Inspectors, and Flood  
Plain Management (CCNA)**

Sealed proposals will be received in the Procurement Division, **Wednesday, October 8, 2025, 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/business/procurement/>. 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 Tabatha Shirah, via email at [tabathashirah@polk-county.net](mailto:tabathashirah@polk-county.net). All questions must be received by September 24, 2025, 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 Proposal 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 service of firm(s) to pv.

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.

All personnel assigned to the work shall be fully qualified and licensed as necessary.

It is the intent of the County to select and negotiate a Master Consulting Agreement with one (1) or more firm(s). The County may employ several different consultants to perform the work described. No consultant shall be employed as the exclusive consultant. Consultants will be chosen based upon the expertise and experience listed as pertains to the work described. Selection of a qualified firm under this RFP is not a guarantee of work.

The County will negotiate a fee schedule 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.

The Successful Proposer must register in our Vendor Database if you have not already done so prior to award of this RFP. A purchase order cannot be issued to a firm until they have registered. You may register by going to the following link: <https://www.polk-county.net/business/procurement/vendor-information/>. It is the responsibility of all firms to update their firm information. Only registered firms will receive notifications of future RFP's.

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

## **BACKGROUND, PURPOSE AND SCOPE**

### **Background & Purpose:**

The Land Development division works with engineers, surveyors, attorneys, planners and the public to ensure land is developed in accordance with the Polk County Land Development Code, Comprehensive Plan, and Utility Code. As part of the Land Development Division, the County Engineering Section's staff provides site design review services for private commercial and residential development projects, as well as activities within County rights-of-way. Staff also provide site construction inspection services, floodplain management services, and surveying review. Staff members coordinate meetings with property owners, developers, the Florida Department of

Transportation (FDOT), city staff, regional and state agencies. The goal is to ensure safe portals and best management practices consistent with Polk County policy.

Polk County has been experiencing significant population growth and rapid development and urbanization. As a result of this growth and demand the County requires temporary staff to assist Land Development staff with these roles.

The purpose of this proposal is to establish an hourly billing rate for the job classifications described below. The obligation of the County will be solely to compensate the Firm(s) for the number of hours provided in accordance with the fee schedule negotiated with the awarded firm(s). The fee schedule for each job classification shall be inclusive of all costs including but not limited to, overhead, profit, mileage, background checks, screenings, etc., there will be no reimbursables.

### **SCOPE OF SERVICES**

The scope of services shall include, but will not be limited to the following types of work:

#### **SURVEYORS**

The scope of services shall include, but not be limited to, review of subdivision plats, site plan boundary review, survey field work, photogrammetric surveys, light detection and ranging (LiDAR) surveys, boundary surveys, right of way map preparation, survey drafting (including all software necessary to produce required plans, documents, etc.), design surveys, writing of legal descriptions and recording of easements, easements and right-of-way, parcel and plat research, easement sketches, easement staking, easement encroachments, "as built" surveys and topographic surveys, aerial topographic survey (survey approximating the contour of the land), surveying and mapping, ordinary high water line, bathymetric survey, volumetric calculations, ground based surveying, and GPS support services, sovereign boundaries, Federal Emergency Management Agency (FEMA) flood zone boundaries. These services may also be used by any division within the County and, may be required to meet Southwest Florida Water Management District (SWFWMD), South Florida Water Management District (SFWMD), Florida Department of Transportation (FDOT), US Army Corps of Engineers, or Florida Department of Environmental Protection (FDEP) survey protocol, along with having the survey to be certified to that agency, in addition to the County.

The services will support a number of projects including, but not limited to; wetland delineation for state and federal agencies, wetland mitigation design and permitting, design and permitting of infrastructures including stormwater management, roads, land reclamation, construction management, borrow site development, geotechnical and hydrogeological services, title searches, wetland delineation, jurisdictional wetland delineation, endangered species survey, environmental sciences, environmental right-of-way, geotechnical, historical, archaeological, wetland and hazardous material operations.

The information gathered in these types of services may need to be mapped and certified.

## **Surveyors' Specifications**

1. Plat and Plan Review - Review both commercial and public subdivision plats for conformance with FSS chapter 177- "The making of plats". Assist Land Development division by reviewing submitted documents to ensure compliance with both State and County standards. Written comments are to be provided within appropriate review times as determined by Polk County Land Development Code.
2. Topographic services in paper and electronic format - Work must be rectified and meet the State of Florida surveying requirements for topographic maps. Work must be completed under the supervision of a Professional Surveyor and Mapper (PSM) licensed in the State of Florida.
3. Volumetric Calculations – Complete volumetric calculations of material stockpiles, borrow material, and in place earthmoving to support annual reports and construction administration. Provide hydrographic and bathymetric survey data to support volumetric calculations involving areas of standing and flowing water of variable depth. Work must be completed under the supervision of a PSM licensed in the State of Florida.
4. Deliverables may include, but are not limited to; sealed, certified copies of the final survey, certified to County Divisions, AutoCAD drawing file of the completed survey in digital format in current version of AutoCAD, ArcMap drawing of completed survey in digital format( i.e. Shape file & Digital Elevation Model), all supporting documentation and computations organized and annotated to allow review of adjustments and conclusions. This data should be printed or scanned into PDF format, digital copy of all data (drawing file, Adobe PDF file, custom font, line types, plot styles, color tables), ASCII text file of the DEM points, (N,E,Z), with an accompanying surveyor's report and files need to be in a format accessible directly into GIS without any conversion steps (i.e. polyline shapefile), Final report shall be certified and sealed, dated, and signed by a Professional Florida Licensed Surveyor and Mapper, Data deliverables shall be made available to client in electronic format. The report should be Adobe PDF format and the DEM an ASCII text file and files need to be in format accessible directly into GIS without any conversion steps (i.e. polyline shapefile). Files shall be sent by email or ftp download, or on a flash drive, CD or DVD of the data.
5. All Surveying and Mapping will be performed per "The Florida Standards of Practice for Surveying and Mapping" and signed and sealed by a Florida Licensed Surveyor and Mapper.
6. Consultant shall establish horizontal and vertical control(s) for the site/project.
7. Consultant shall establish LiDAR check points for calibration.
8. Horizontal datum will be NAD 1983 Florida West zone state plane coordinates (latitude/longitude), U.S. survey feet and the vertical datum will be NAVD 88, U.S. survey feet, unless client specifies otherwise in writing.

9. Topography acquired by remote sensing methodology will be produced per the "ASPRS Positional Accuracy Standards for Digital Geospatial Data".

10. Create a digital elevation model (DEM) from Airborne LiDAR data. The DEM density will be based on project specific needs.

### **INSPECTORS**

As part of the Land Development Division, the County Engineering Section's inspection staff provides site construction inspection services for private commercial and residential development projects, as well as activities within County rights-of-way. Staff members coordinate pre-construction meetings with engineers and contractors. During construction, Land Development inspection staff work in the field to ensure that projects are constructed in accordance with approved plans, Land Development Code and Polk County Utilities Standards and Specifications Manual. Occasionally the County requires temporary staff to assist Land Development with field inspections.

Land Development Inspectors will perform utility (water, wastewater, reclaimed water), roadway, pavement, culvert, drainage system, and related site development construction inspections to ensure compliance with the approved construction plans, specifications, and related permits.

The scope of services shall include, but not be limited, the following duties to be performed:

1. Interpret design plans and specifications.
2. Observe construction activity and inspect workmanship, materials, and techniques to ensure compliance.
3. Inspection of installation of underground utility lines.
4. Oversight and inspection of backfill and compaction work.
5. Inspection of storm sewer and surface water management facilities.
6. Site grading, soil stabilization/erosion prevention.
7. Ensure proper pavement construction including depths, materials, installation, mix and temperature testing for asphalt pavements.
8. Verifies material quantities and product types.
9. Inspection of lift station construction.
10. Inspect installation of signage and traffic control devices.
11. Makes record of project progress.
12. Interacts with contractors, consultants, and other related parties.

13. Identifies project issues and coordinates with County Engineer staff regarding resolutions.
14. Makes recommendations to County Engineer regarding final release of projects at completion of construction.

### **FLOODPLAIN MANAGEMENT**

As part of the Land Development Division, the County Floodplain Management Section's staff provides a range of services necessary for ensuring compliance with the National Flood Insurance Program (NFIP) and the Florida Building Code, as well as maintaining activities and records for participation in the Community Rating System (CRS). Staff members coordinate with property owners, developers, county emergency management, the Florida Division of Emergency Management, the Federal Emergency Management Agency (FEMA) and other community staff, as well as a range of regional and state agencies.

The scope of services of the floodplain management activities may include but are not limited to the following duties:

1. Assist in the coordination of the County's Floodplain Management Program, ensuring that the County meets FEMA's minimum NFIP participation requirements.
2. Provide technical information and assistance to the Building Official and other County staff in the interpretation and application of floodplain management requirements.
3. Assist in coordination of the County's FEMA Community Rating System (CRS) Program.
4. Assist in the application of the County's floodplain ordinance, regulations, policies, and procedures, and inspection processes as related to floodplain management.
5. Promote public awareness of the County's Floodplain Management Program through attending community meetings, including the Board of County Commissioners, Planning Commission, Code Enforcement, and Special Magistrate; or conducting public outreach.
6. Conduct site visits, respond to specific complaints, and document observations related to floodplain management enquiries.
7. Assist in mediating floodplain management related complaints.
8. Explain floodplain development requirements to community leaders, citizens, and the general public.
9. Maintain records and documents that keep the County a participant in FEMA's NFIP and CRS programs.

10. Maintain the Community Floodplain Management Reference Library.
11. Provide assistance to FEMA and State Floodplain Management Office representatives during Community Assistance Visits (CAV) and Community Rating System (CRS) Program reviews.
12. Monitor, coordinate, and collaborate with other federal and state Floodplain Management programs.
13. Appear as a witness involving floodplain violations.
14. Assist in coordination of disaster response and recovery efforts.
15. Assist in coordination of hazard mitigation grants.
16. Performs other related job duties as assigned.

### **ENGINEERING SERVICES**

As part of the Land Development Division, the County Engineering Section's staff provides site design review services for private commercial and residential development projects, as well as activities within County rights-of-way. Staff members coordinate pre-design meetings with property owners, developers, the Florida Department of Transportation (FDOT), city staff, regional and state agencies. The goal is to ensure safe portals and best management practices consistent with Polk County policy.

The scope of services of the Engineering services may include but are not limited to the following duties:

1. Provide comprehensive review of land development projects to ensure compliance with the Polk County Land Development Code, Polk County Utility Code, and other applicable design standards. This may include stormwater design review, transportation system design review, traffic study analysis, subdivision design review, water/wastewater system design review, planning/zoning review, landscape design review, flood plain management, wetland/natural resource impacts, or any other component of Land Development review.
2. Provide technical information and assistance to the Utility or Roads and Drainage Divisions as it relates to Land Development projects.
3. Oversee and provide project management services for Land Development related improvement projects to public infrastructure.
4. Provide technical information and assistance to the Building Official and other County staff in the interpretation and application of Land Development Code requirements.
5. Assist in the application of the County's floodplain ordinance, regulations, policies, and procedures, and inspection processes related to floodplain management.

6. Review and evaluate impacts on natural resources such as wetlands. May include site visits for delineation and functionality review, interagency coordination, and compliance review.
7. Conduct site visits, respond to specific complaints, and document observations related to land development enquiries.
8. Assist in mediating land development related complaints.
9. Meet with and explain land development requirements to community leaders, citizens, and the general public.
10. Appear as a witness involving floodplain violations.
11. Assist in coordination of disaster response and recovery efforts.
12. Assist in coordination of hazard mitigation grants.
13. Performs other related job duties as assigned.

The County shall request the services on an as-needed basis. There is no guarantee that any or all of the services described in the agreement 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.

#### **SPECIFICATIONS**

1. Regular work hours will be performed Monday through Friday excluding County holidays. Official operating hours (in most cases) will be 8:00 a.m. to 5:00 p.m. for most positions or 7:00 a.m. to 4:00 p.m. for inspector staff, with a one-hour break for lunch. The User Division requesting the staff will determine the number of hours worked daily, the length of time the staff is required, and the total number of staff required. The County will only pay for hours worked; the County will not pay holiday pay.

The following is a listing of those holidays:

- a. New Year's Day
- b. Martin Luther King Jr., Day
- c. Memorial Day
- d. Independence Day
- e. Labor Day
- f. Veteran's Day
- g. Thanksgiving Day and the day after



12. Time sheets must detail out the time worked with a deduction for lunch. The County will pay only in 15-minute increments, not less. If time is not posted on the quarter hour, it will be rounded up or down to the nearest quarter hour. If the time falls under seven (7) minutes of the quarter hour, it will be rounded down; if it is seven (7) minutes or more of the quarter hour, it will be rounded up. Time sheets must accompany all invoices and be billed at the negotiated billing rates.
13. Firms must possess the capability of providing background checks for any staff requested by the County.
14. The firm will be responsible for performing and verifying all background checks before a Temp can be provided to the County.
15. The County will request confirmation of such background checks/screening and the documented results. The County may request additional background or other checks including criminal background checks and fingerprinting of all staff being provided. The Firm shall not be required to re-screen existing staff assigned to a project. Background checks will be provided to the Human Resources office and shall include but not limited to the following:
  - a. Pre-employment drug screening
  - b. Authorization to work in the United States
  - c. Statewide criminal check (going back at least 10 years)
  - d. Nationwide criminal check/discovery (checks state criminal records and sexual predator databases for all states)
  - e. Motor Vehicle/Driving Record
16. Staff must notify the Land Development Representative immediately if the assignment given to them is a conflict of interest. A conflict of interest includes, but is not limited to, the project being inspected, or plans being reviewed is being developed, designed, and/or constructed by the staff's employer, family member, or will result in a direct/indirect financial gain or any other type of gain to the Temp, a family member, and/or employer.

#### **AGREEMENT**

The Master Consulting Agreement will be for five (5) years unless otherwise terminated in accordance with the master service 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
- f) Provide a list of the trades you are proposing to provide staff augmentation for. (Proposers should be able to provide staff for a minimum of two trades)

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

(Maximum of four (4) pages)

- a) Describe the specific abilities of the firm/ personnel to be assigned to these services in regard to this approach. Include any additional information not directly cited in the scope of services.
- b) 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.
- c) 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.
- d) 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)**

- Provide four (4) projects in which the proposer has 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 professional services. Proposers should provide a minimum of (1) one project for (2) two of the (4) four types of trades (surveyor, inspector, flood plain management and engineer) and one 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 the trade they will be augmenting, 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 firms. To that end we encourage all of our prime and professional services firms to utilize W/MBE firms 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 Land Development 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, FDOT, SFWMD, FEMA, US Army Corps and local municipalities 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)

**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 16-19.

- Each Selection Committee member shall score each Proposal on the following evaluation criteria:
  - Approach to the Project (Tab 2) 35 points
  - Experience, Expertise, Personnel & Technical Resources (Tab 3) 40 points

- Interaction w/ County &
  - Regulatory Agencies (Tab 6)                      5 points
- Subtotal Points:      80 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 \$100,000 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 Consultants; 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 and shall be primary to any other available insurance.

Professional Liability Insurance. \$2,000,000 to include, but not limited to, design, surveys, and engineering errors and omissions, inclusive of defense costs. The 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**

The Consultant declares and warrants that neither the Consultant nor any of the Consultant's affiliates, as that term is defined in Section 287.133, Florida Statutes, are subject to the restrictions in Section 287.133, Florida Statutes, regarding the commission of a public entity crime. If during the term of this Agreement, the Consultant or any affiliate is convicted of a public entity crime or is otherwise prohibited from performing work for or transacting business with the County pursuant to Section 287.133, Florida Statutes, then the Consultant shall be in material default of this Agreement, and in such case, the County shall have the rights and remedies as provided herein.

### **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/business/procurement/> . 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 proposing 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**

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 the proposal with their 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 Proposal 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/business/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 consultant 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 consultant or subcontractor. The consultant acknowledges and agrees that (i) the County and the consultant may not enter into this Agreement, and the consultant 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 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 subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The consultant 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 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 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.

**Prohibition Against Considering Firm Interests:** In accordance with Section 287.05701, Florida Statutes, the County may not (i) request documentation of or consider a Firm's social, political, or ideological interests when determining if the Firm is a responsible firm; or (ii) give preference to a Firm based on the Firm's social, political, or ideological interests.

#### **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 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 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**

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

**A. Certification(s).**

- i. By its execution of this Agreement, the Firm hereby certifies to the County that the Firm is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, nor is the Firm engaged in a boycott of Israel, nor was the Firm on such List or engaged in such a boycott at the time it submitted its proposal, 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 Firm further certifies to the County as follows:
  - a) the Firm is not on the Scrutinized Companies with Activities in Sudan List, created pursuant to Section 215.473, Florida Statutes; and
  - b) the Firm 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 Firm is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and
  - d) the Firm 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 Firm hereby acknowledges that it is fully aware of the penalties that may be imposed upon the Firm 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 Firm 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 Firm is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.
  - ii. The Firm 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 Firm 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 proposers and submitted with their proposal 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 proposal 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 firm must complete and submit this form prior to award. The Successful firm 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 Consultant submitting a proposal package. This is accomplished by sending survey forms to past customers. The customers should return the forms directly to the Consultant. The Consultant is to include all surveys in their proposal package.

**Sending the Survey**

The surveys shall be sent to all clients for whom the Consultant 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 Consultant 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 Services for Hillsborough County Land Development), Etc.
COST OF SERVICES	Cost of services (\$20,000)
DATE COMPLETE	Date when the services were completed. (i.e. 5/31/2020)

2. The Consultant 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 Consultant 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 Consultant should enter the past clients' contact information, and project information on each survey form for each reference. The Consultant should also enter their name as the Consultant being surveyed.
3. The Consultant 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 25-625, Engineering Staff Augmentation Services for Land Development  
(CCNA)**

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

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

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

Subject: Past Performance Survey of Similar work:

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

Name of Firm 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 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)**

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONSULTANT 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 CONSULTANT 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.

PROPOSALDER 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)

PROJECT NAME: 25-625, Engineering Staff Augmentation Services for Land Development  
(CCNA)

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 subcontractor 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 subcontractor. 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 subcontractors to provide an affidavit attesting that the subcontractor 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 subcontractor 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 \_\_\_\_\_, 20\_\_.

**ATTEST:**

**CONSULTANT:**

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

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

September 17, 2025

**POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA**

**ADDENDUM #1**

**RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)**

---

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

---

Contained within this addendum: Questions and answers.

*Tabatha Shirah*

Tabatha Shirah

Sr. Procurement Analyst

Procurement Division

---

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

---

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

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

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

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

**RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)**

**Addendum #1**

---

**Question 1:** Can the County allow us to submit Polk County Survey Questionnaires that were solicited and completed by our clients for previous Polk County RFP's?

**Answer 1:** 1) Yes, surveys from prior RFP submittals may be used if they meet the following criteria.

- i. The survey questions are the same
- ii. The scope of work of the prior RFP survey you are submitting is similar to the scope of the work of this RFP.
- iii. The survey submitted is for one of the projects identified under Tab 3.
- iv. If submitting a survey from a prior RFP, please manually strike through the RFP number and name on the top of the survey and write in the appropriate RFP number and name that matches the RFP you are submitting a proposal for.

**Question 2:** Can firms provide staff to cover all trades even if we're not submitting on all trades?

**Answer 2:** Firms are only required to submit resumes for staff or subconsultants for the trades they are proposing to perform. Evaluation and selection will be based solely on the experience submitted in the proposal. Trades for which a firm does not submit experience will not be considered for staff augmentation services.

October 2, 2025

**POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA**

**ADDENDUM #2**

**RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)**

---

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

---

Contained within this addendum: Questions and answers.

*Tabatha Shirah*

Tabatha Shirah

Sr. Procurement Analyst

Procurement Division

---

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

---

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

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

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

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

**RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)**

**Addendum #2**

---

- Q1:** Could you confirm the process for submitting the Cost Tab? The RFP refers to uploading it as an Excel file, but I would like to verify if there are any additional content instructions or formatting requirements?
- A1:** Not applicable, there is no Cost Tab for this RFP. RFP Package, page 4 states *“Please only upload your documents as a PDF or Excel file for the Cost Tab, if applicable.”*
- Q2:** Who does Polk County recognize as an approved criminal background checks/fingerprinting, and drug screening company for completing Specifications Item 15? Does such company only need to be approved by the State of Florida or does Polk County have an approved list of companies for these services?
- A2:** The Proposer must have the capability to conduct background checks; however, the County does not require the Proposer to use an approved vendor list.

October 3, 2025

**POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA**

**ADDENDUM #3**

**RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)**

---

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

---

Contained within this addendum: Question and answer.

*Tabatha Shirah*

Tabatha Shirah

Sr. Procurement Analyst

Procurement Division

---

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

---

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

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

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

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

**RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)**

**Addendum #3**

---

- Q1:** As currently worded, we believe that the indemnity provision located on page 25 of your RFP is not in compliance with FL Statute 725.08 and is unenforceable. Would the County consider rewording same to conform with the statute? Suggested language per FL Statute 725.08: *"The design professional shall indemnify and hold harmless the County, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the design professional and other persons employed or utilized by the design professional in the performance of the contract."*
- A1:** The RFP indemnity language will remain unchanged at this time. Minor adjustments may be made to the indemnity language during negotiations with the elevated consultants.



EXHIBIT "A-ii"



RFQ-25-625

**Engineering Staff Augmentation  
Services for Land Development**

**DUE DATE: OCTOBER 8, 2025**

**CIVILSURV**

**Contact Person:**  
Craig R. Fuller, PE  
*Contract Manager*

[WWW.CIVILSURV.COM](http://WWW.CIVILSURV.COM)



2525 Drane Field Rd., Suite 7  
Lakeland, FL 33811



(863) 646-4771




[CFULLER@CIVILSURV.COM](mailto:CFULLER@CIVILSURV.COM)



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# **Tab 1**

## **Executive Summary**



**CivilSurv Design Group, Inc.** is pleased to submit our qualifications for providing Staff Augmentation Services Services on an as-needed basis. As a Polk County-based firm, we are eager to continue to be part of the solutions for Polk County. With 45 employees and 13 licensed professionals, we are one of the largest multi-disciplinary . government-focused teams headquartered in Polk County. **Our team offers all services in-house and locally: Surveyors, Inspectors, Engineers and Floodplain Managers.** We have five licensed surveyors who have performed similar services for Polk County, Sarasota County, Manatee County, and numerous Cities in the area in the past 5 years. We have two available inspectors with FDOT CTQP training and water main testing and installation, one of whom has worked alongside Land Development staff for over six months. For Floodplain Management, we have Mark Frederick, PE, CFM, ENV SP, PMP whom is a Certified Floodplain Manager – and we have actively worked as Floodplain Administrators for the City of Indian Rocks Beach prior to and throughout their recovery from Hurricane Helene where the entire City was covered in feet of water. Hetty Harmon, AICP, and Craig Fuller, PE have acted on behalf of the City with a team of professionals working under their charge – allowing for rapid deployment for analysis to over 1,300 structures damaged during the flooding as part of Helene.

We have also provided Vulnerability Assessments and planning for Okeechobee County, modeling future flooding events and determining Critical Infrastructure that is in need of updating to deal with new/larger rain events. Finally, led by Mark Frederick, PE, CFM, ENV SP, PMP, we have a team of Professional Engineers and Engineering Interns whom regularly review all designs for compliance with local codes for the Cities of Polk City, Frostproof, Indian Rocks Beach – and Polk County Utilities Lift Stations. Our veteran staff of John Howle, PE, Craig Fuller, PE, Derick Bryant, PE, Mark Frederick, PE, and Bill Smith, PE each have over 20 years' experience in the management, coordination, design, and review of land development projects and utilities projects.

This Contract is precisely what we do, as our Surveying and Engineering focus is municipal. We have worked throughout the County on similar projects, including current projects for the City of Lakeland (W. Pipkin Utility Relocation and Lakeland Hills), Indian Rocks Beach (Outfall replacements and Floodplain Management),

Polk City (The Landings), and Polk County (Lift Station Construction). As Engineers, Planners, and Surveyors, we define ourselves as a "Municipal Infrastructure Firm." We are licensed in the State of Florida for Engineering, Surveying, and Planning and are the successors and the continuation of firms that have served clients throughout Florida for more than 45 years. We have been incorporated as CivilSurv Design Group, Inc. for over 15 years with many of our employees working for legacy companies for over 25 years. Our Tradition of Innovative Engineering is provided from our modern, state-of-the-art Polk County office serving clientele, including City and County governments, State agencies, and Utility companies.

With Polk corporate roots that date to 1980, we have a thorough understanding of the County's needs and standard practices and have assembled a team to ensure this contract can be handled in a quality, responsive, and timely manner. As the projects are expected to be throughout Polk County, we believe we are the best firm for this assignment, as our team is located in Winter Haven, Lakeland, Polk City, and Bartow with augmented staff from GISJane for Floodplain Management in St. Petersburg if needed.

The CivilSurv Team can provide Polk County with the experience, expertise, resources, flexibility, and responsiveness required, surpassing the goals established for successful and efficient completion of the project assigned under this contract. While we understand that the County may not require CivilSurv to provide "in-office" expertise, hopefully they can rest assured we are there and available, if needed.

Our Team is committed to providing the County with outstanding, highly personalized, and responsive customer service with a sincere and effective commitment to the community.

### Contact Information

<b>Company Name:</b>	<b>CivilSurv Design Group, Inc.</b>
<b>Address:</b>	<b>2525 Drane Field Road, Suite 7 Lakeland, FL 33811</b>
<b>Contact Name:</b>	<b>Craig R. Fuller, PE   Project Manager</b>
<b>Phone Number   Fax:</b>	<b>(863) 646-4771   (863) 646-3378</b>
<b>Email address:</b>	<b>cfuller@civilsurv.com</b>



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**LICENSEE DETAILS**

**Licensee Information**

Name: CIVILSURV DESIGN GROUP, INC (Primary Name)  
 Main Address: 2525 DRANE FIELD RD, STE 7  
 LAKELAND Florida 33811  
 County: POLK

**License Information**

License Type: Engineering Business Registry  
 Rank: Registry  
 License Number: 28668  
 Status: Current  
 License Date: 02/16/2010  
 Expires:

**Special Qualifications** Qualification Effective

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## State of Florida Department of State

I certify from the records of this office that CIVILSURV DESIGN GROUP, INC. is a corporation organized under the laws of the State of Florida, filed on February 1, 2010.

The document number of this corporation is P10000009487.

I further certify that said corporation has paid all fees due this office through December 31, 2025, that its most recent annual report/uniform business report was filed on January 28, 2025, 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-eighth day of January, 2025*

  
**Secretary of State**

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

License No: **LB7805**  
 Expiration Date: February 28, 2027

**Professional Surveyor and Mapper Business License**  
 Under the provisions of Chapter 472, Florida Statutes

**CIVILSURV DESIGN GROUP, INC.**  
 2525 DRANE FIELD RD STE 7  
 LAKELAND, FL 33811-1360


  
**WILTON SIMPSON**  
 COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown herein is licensed in accordance with Chapter 472, Florida Statutes.



# Tab 2

## Approach to the Project



# Project Understanding and Technical Approach

## Engineering Services

The County has been receiving a considerable number of land development packages, as have other municipalities due to the extreme growth within Polk County. The projects propose zoning changes, designs, platting of subdivisions, designs in or near floodplains, and commencement of construction. Each of these has critical reviews that are required and CivilSurv proudly offers our resources to enhance staffing of the County.

CivilSurv's has, since prior to their inception as CivilSurv, operated as extension of staff services as **John Howle, PE**, is the former County Engineer for Polk County. Due to his immense experience, he and **Hetty Harmon, AICP** and the utilities staff of **Bill Smith, PE** and **Craig Fuller, PE** frequently reviewed designs submitted to the County to confirm they meet the County's standards. John's experience is and has been site/civil design and roadway network review, confirming adequate right-of-way is dedicated, standard cross sections are utilized, and standard slopes (maximums) are met. Hetty has reviewed both the County, and City of Indian Rocks Beach for Floodplain elevations and confirmations if elevation certifications are needed and minimum finished floor elevations are provided based on the proposed location. The team has provided that service to those communities for many years. Due to their experience and expertise, John was hired as both the County Engineer and Public Works Director for Okeechobee County. John and his staff at CivilSurv were able to continue to operate as an extension of staff.

As CivilSurv grew, so did our resources. While some projects have come to their conclusion, others have become increasingly busy. Notably CivilSurv has provided Lift Station Design reviews for Polk County for approximately 3 years and we have become the City Engineers for numerous small Cities within Polk County. For the Lift Station project, we review the designs to ensure a complete lift station design is provided, as it is frequent that the process is "short cut" during the land development design to not include an electrical/control panel design or an effective layout of the mechanical components in

a lift station. This has allowed the County to decrease delays in the construction projects as rework of projects takes considerably longer to correct than the initial installation.

For smaller Cities, we have helped them identify and separate a "real" subdivision project from "infill" of vacant lots. This has prevented potential flooding issues with proposed homes near Crooked Lake (Frostproof), flooding of specific homes within some smaller municipalities, along with confirming adequate right-of-way is dedicated at the time of platting and design based on a proposed cross section (Polk City). As an example, a development was proposed to have swales and a rural cross section. We noted that it would require additional right-of-way, via **Mark Frederick, PE, CFM, ENV SP, PMP** review. He also noted inadequate treatment for stormwater and a potential flooding issue, requiring additional modeling. Some of the "infill" were bought up development projects, splitting lots in an attempt to not provide stormwater treatment system. We are for development as, without it, CivilSurv and Land Development wouldn't be necessary. We just pride ourselves in ensuring they development is constructed and designed smart as to avoid dangerous issues.

## Survey Services

Survey review services are typically one of a few differing documents, including: sketch and legal review, digital file review, plat review, and final acceptance of plats. As CivilSurv is a full-service Surveying and Mapping firm, we provide all of those services and their review of the same in house. We review each document received against the Land Development Code, confirm required elements are presents, and provide a markup and notes for the developer's surveyor when they are incomplete.

Please note that digital files can be one of many types of documents, and their creation can be from LiDAR, traditional total station, robotic total station, GPS, or photogrammetry. CivilSurv has all of those tools, but the documents at the end up being similar for review. **Gary Allen, PLS** along with **Ken Glass, PSM**, **Tim Morris, PSM**, **Jack Breed, PLS**, and **Brian Kiernan, PSM** have seen nearly any issue that can



be imagined within the State of Florida. Due to the immense depth, we have specialists in any type of origin from traditional boundary closure, lot and easement sizing, and general plat requirements being met with Gary Allen, to confirmation a LiDAR or Photogrammetry is processed correctly with the proper surface/break coordination (Tim Morris/Ken Glass). Finally, if

there is a dispute and Title Search and determination is needed, Jack Breed is a frequent professional witness and a Professor of Capstone Courses for the University of Florida's Surveying and Mapping, also known as Geomatics, program. We have provided these comprehensive services for the County as recently as 2022, along with providing them for Manatee County as recently as 2023.

## Floodplain Management Services

CivilSurv will provide comprehensive Floodplain Administrative services, including confirmation of base flood elevations, minimum finished floor elevations, and review of proposed improvements. The team, led by Mark Frederick and Hetty Harmon, will confirm if improvements that will not bring a site up to the latest codes would cause a Substantial Improvement (>50% of depreciated value) or if Substantial Damage (>50% repair costs based on damage, as compared to depreciated value). Please note we frequently perform these services, utilizing various methods for determination including construction costs models such as RS Means, Procore, along with Contractors Estimates. We've also worked with the "initial response teams" who model the events using FEMA's flood tools, estimating percentage damage. Knowing these values, we can confirm if the propose improvements will actually make the owner "whole" or if this is an illegal, phased, approach that could result in the City having a decrease in the NFIRP or CRS rating. We are currently providing similar services for coastal communities, such as Indian Rocks Beach and working with Pinellas County, which are 100% within the Floodplain. We are also well versed

in Floodplain Compensation and have calculated the impacts based on known flood event and proposed improvements. We are presently solving an issue for the City of Lakeland where a proposed roadway will proceed through a Floodplain, requiring adjacent compensation and wetland mitigation.

## Inspection Services

CivilSurv has a large inspection team for confirming the projects they design are constructed to design details and standards. Presently, we have two available inspectors with **Joe Tatman** and **Gus Ortega, EI**. Joe has over 40 years of experience as a Senior Inspector, leading the inspection and verification of large County projects such as West Pipkin. He has numerous CTQP certifications that are regularly renewed. He is presently inspecting and verifying testing for dozens of large development projects throughout Polk County on an as-needed basis. Gus is a Civil Engineer with a focus in Construction and has inspected many projects for CivilSurv including four outfalls in Indian Rocks Beach, the construction of a 380lot development within Polk City known as The Landings, and the water and sewer improvements within Lakeland Hills for the City of Lakeland and FDOT. It is critical in any of these projects the specific points are witnessed. For roadway, it's critical events such as the subgrade and based densities, along with paving of various lifts. For stormwater, its video review of storm sewer and the densities of roadway crossings of storm sewer. For water and sewer mains, its the pressure and bacteriological tests for water and sewer mains, and the vacuum testing and video of sanitary mains. This allows confirmation that the construction was completed as planned and designed, and that the County will receive a product that is acceptable and meets their standards.



## Quality Assurance / Quality Control

CivilSurv uses a straightforward Project Management and QA/QC process to deliver accurate, compliant work on time and without errors. We have developed an ISO 14001 based Quality Management Plan that we refine and review semiannually for it to remain up to date. We define roles clearly, review work before every phase submittal, and hold ourselves to established standards and codes.

Our quality program rests on five pillars: plan the work and staff it appropriately; supervise daily; run formal QC reviews; keeping senior leadership actively involved; and continuous improvement/lessons learned. It applies to every deliverable: contract documents, specs, constructability reviews, field work, drawings, reports, permit packages, and close-out.

Before each QC review, the reviewer gets a complete packet: the work product, scope, client directives, criteria, applicable codes, calculations, alternatives and rationale, and prior comments. Day to day, we check drawings line by line, use consistent formatting, and prepare calculations that clearly state the problem, approach, and results. A second professional verifies all assumptions and initials each sheet. The impact of our process is clear: faster revisions,

fewer mistakes, and predictable, professional delivery across projects of any size.

Our QA/QC program implementation on the Staff Augmentation Services project will be simple, yet well-organized and effective. Independent reviews by **Mark Frederick, PE, CFM, Craig Fuller, PE, or Gary Allen, PLS** depending whom is the Staff reviewer, will occur at all important submittal and project reviews of the project. Before each delivery, we will complete coordination checks so utility designs, roadway designs, intended setbacks, and cross slopes are met. Furthermore, ADA compliance will be verified; drainage and conveyance checks will confirm that the project design meets the ULDC intents and standards. We have a rather deep team to allow full backup and confirmation of reviews. If it is desired to have the County perform, we can provide our comments to County staff to confirm surveys and designs meet intents, standards, and are constructible. We have in-house resources for all major disciplines including: inspection, surveyors, engineers, and floodplain managers.

Through these elements, CivilSurv Design Group guarantees prompt, quality, and professional service in the execution of this project.



### Strategic Project Planning



### Daily Oversight



### Formal Independent Verification



### Senior Management Review

#### Quality Assurance Approach - Four key principles:

- **Strategic Project Planning:** You'll benefit from thorough planning, coordination, and supervision with qualified personnel executing work correctly from project initiation.
- **Daily Oversight:** Quality is controlled through continuous monitoring through designated supervisors who track all team activities throughout project development.
- **Formal Independent Verification:** You receive formal quality reviews by managers conducting comprehensive auditing of work products and procedures.
- **Senior Management Review:** Deliverables undergo independent evaluation by qualified senior staff examining all processes, procedures, and technical direction.



## **Tab 3**

Experience, Expertise,  
Personnel & Technical  
Resources

# City of Frostproof General Engineering Services

**Client Name:** City of Frostproof  
**Contact Person:** Josh Turner, Public Works Director  
**Phone:** 863-635-7855  
**Email:** jturner@cityoffrostproof.com  
**Address:** 111 West First Street, Frostproof, FL 33843

**Project Location:** Frostproof, Florida  
**Start / End Dates:** 2018 / Ongoing  
**Consultant Cost:** \$351,567  
**Change Orders:** None  
**Change Orders:** None

## Project Description:

CivilSurv provides comprehensive general engineering services to the City of Frostproof under a continuing contract, focusing on water and wastewater system optimization, facility design, and regulatory compliance. Our integrated approach has resulted in significant operational improvements including reduced water usage, improved water quality, and enhanced system reliability.



## Engineering and Survey Review Services

*2020- Present*

CivilSurv operates as an extension of staff, reviewing all designs and plats for proposed developments to City/County standards. We regularly provide guidance and have reviewed dozens of proposed developments for the City.

## Water & Wastewater System Optimization Program

*2018-2019*

Completed comprehensive system mapping to identify deficiencies, followed by complete water system modeling using actual billing and operations data. Analysis determined optimal pressure settings allowing three water treatment facilities to operate together efficiently. Results included dramatically reduced water usage through elimination of excessive flushing and significantly improved water quality throughout the distribution system.

## Water Treatment Facility Assessment & Design

*2018-2023*

Conducted water quality assessment identifying elevated dissolved carbon and hydrogen sulfide issues at multiple facilities. Developed preliminary design for new 250,000-gallon WTF #6 including chlorination, pumping, and chemical stabilization systems. Currently designing WTF #4 expansion to serve as regional facility with phased construction approach based on available funding.

## Infrastructure & Regulatory Services

*2020-2021*

Designed, permitted, and provided construction oversight for Citrus Drive water main loop to improve fire flow and service reliability. Completed Water Use Permit renewal through Southwest Florida Water Management District (SWFWMD), justifying usage for proposed developments and establishing flexible well operations. Performed comprehensive rate study using Raftelis/PRMG methodology to support system growth and improvements.

# Polk City - General Engineering Development Review Services

**Client Name:** Polk City

**Contact Person:** Patricia Jackson

**Phone:** 863-984-1375

**Email:** patricia.jackson@mypolkcity.org

**Address:** 123 Broadway Blvd. SE, Polk City, FL 33868

**Project Location:** Polk City, Florida

**Start / End Dates:** 2022 / Ongoing

**Consultant Cost:** Overall Contract - \$490,000

**Change Orders:** None

**Const. Cost:** None

## Project Description:

This ongoing contract with the City of Polk City includes comprehensive general engineering and surveying services with responsibilities for contract and client management. Projects performed under this contract include a potable water system model update with recommendations for future improvements, design for improvements to a potable water system intra-system interconnect, Water and Wastewater Master Plan development, improvements to the City's Cardinal Hill Wastewater Treatment Facility, improvements to the City's Voyles Loop Lift Station, FDEP NPDES Permit Support Services, Utility Coordination Support Services, and Development Review Services.

A significant component involves providing third-party engineering development review services to assist the City in evaluating development applications for compliance with applicable codes, ordinances, and engineering standards.

## Development Review Key Services:

- **Plan Reviews:** Site development, grading/drainage, utilities, and transportation impact analysis
- **Code Compliance:** Florida Building Code, local regulations, environmental requirements, and FDOT standards
- **Application Processing:** Completeness reviews, technical comments, resubmittals, and approval recommendations
- **Coordination:** Staff meetings, applicant interaction, and inter-departmental communication
- **Project Management:** Established timeframes (5-15 day reviews), electronic file management, and monthly reporting



# Polk County Survey Support & Review Services

**Client Name:** Polk County Land Development Division

**Contact Person:** Steve McQuaig

**Phone:** 863-534-6769

**Email:** stevemcquaig@polk-county.net

**Address:** 330 W. Church Street, Bartow, FL 338300

**Project Location:** Polk County, Florida

**Start / End Dates:** 2020 / 2022

**Time Extension:** Originally to December 2020, extended to March 2022

**Consultant Cost:** \$49,725

**Change Orders:** New Work Orders totaling approximately \$130,000 requested by County

**Const. Cost:** \$179,300

## Project Description:

CivilSurv performed surveying reviews of 50 separate projects with numerous submissions to the County by private developers (applicants). Applications included Preliminary Plats and Final Plats for review. Reviews were performed in accordance with the County's Land Development Code, standards, and regulations for applicable surveying codes and surveying requirements the County identifies to CivilSurv. CivilSurv is providing these services to the County as there is a short-term need to augment County staff with senior staff familiar with the laws and rules of plat reviews



Key Projects Reviewed included among many others:

- Victor Posner
- Solivita
- Hallam Preserve
- Astonia

# City of Indian Rocks Beach Engineering, Floodplain, Inspection & Surveying

**Client Name:** City of Indian Rocks Beach

**Contact Person:** Dean Scharmen

**Phone:** 727-595-6889

**Email:** dscharmen@irbcity.com

**Address:** 1507 Bay Palm Blvd, Indian Rocsk Beach, FL, 33785

**Project Location:** Indian Rocks Beach, FL

**Start / End Dates:** 1998/Ongoing

**Consultant Cost:** Over \$2 million total

**Change Orders:** None

**Const. Cost:** Within contingencies

## Project Description:

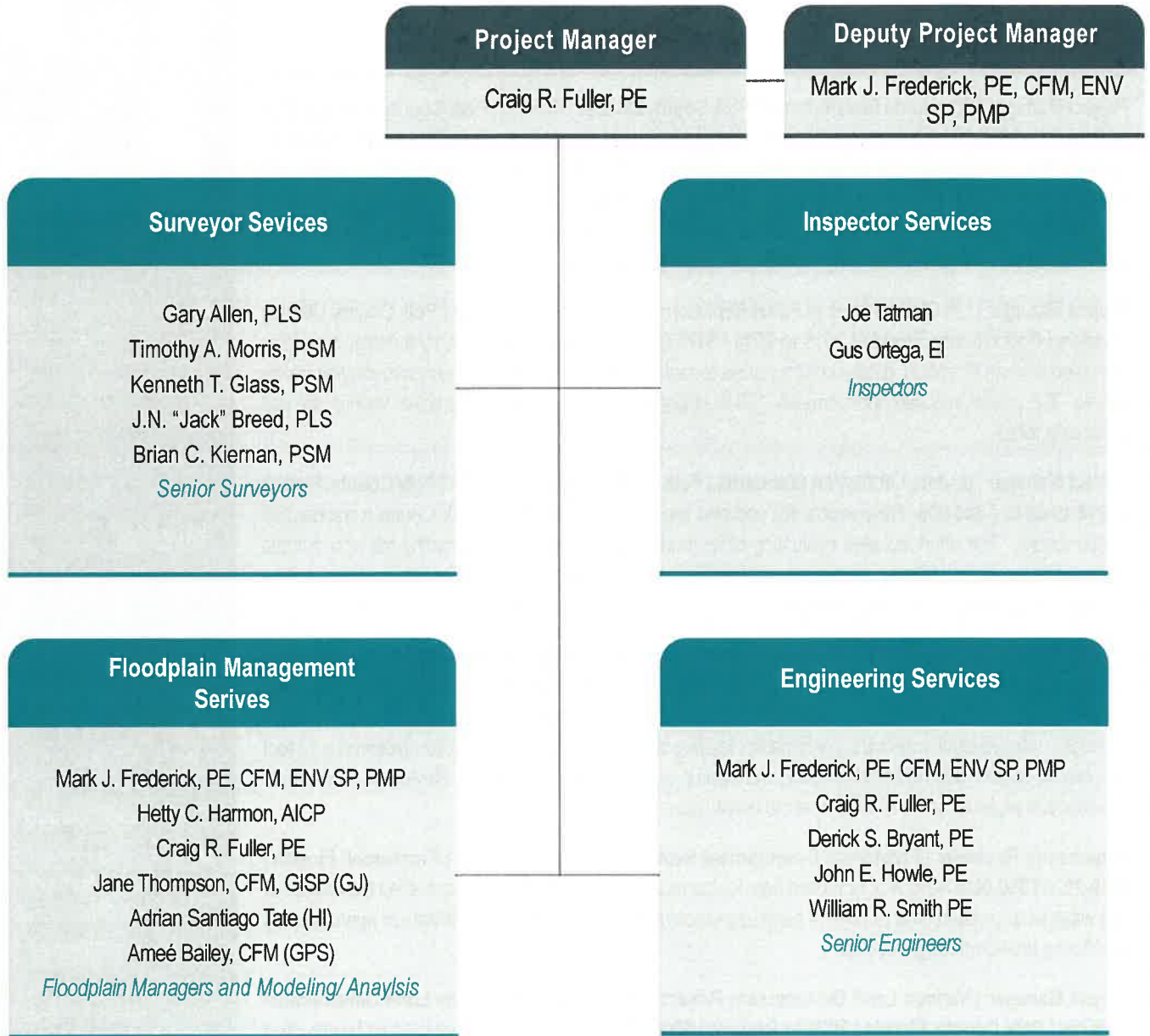
CivilSurv has served as the professional consultant for the City of Indian Rocks Beach since 1998. In this capacity, CivilSurv has been assigned a wide variety of municipal projects, including providing their in-house planning and site plan review services. We routinely confirm site designs and planning projects meet the City's requirements and work as an extension of staff to keep the City compliant with FDEP/SWFWMD/Pinellas County Requirements. We have been their Floodplain Administrators, including acting in the recovery phase for Hurricane Helene which damaged more than 1,300 structures within the City. CivilSurv also provides construction inspection services on behalf of the City to confirm construction and SWFWMD regulations are maintained and design intent is followed during construction.

Major projects include:

- 27th Avenue Stormwater Improvements and Habitat Restoration
- 1st Street Roadway Improvements
- Lift Station #2 and Force Main Upgrade
- Gulf Boulevard Pedestrian Islands
- Gulf Boulevard Gravity Sewer Improvements
- City-wide Storm Sewer Replacement Program
- Update Water Supply Work Plan
- Prepare EAR-based Comprehensive Plan Amendments
- Update Land Development Regulations
- Planning, Surveying, and Engineering development reviews
- Shoreline Stabilization
- FDEP MS4/NPDES Permitting Assistance
- Floodplain Administration and Permitting- including Hurricane Helene Recvoery



# Organizational Chart



- For Reference**
- GISJane (GJ)
  - HighTide Intelligence (HI)
  - GeoPlanning Solutions (GPS)

Mr. Fuller manages and designs utilities projects including but not limited to water supply, wastewater collection and treatment, reclaimed water reuse, and hydraulic modeling. Mr. Fuller has over 20 years of engineering and project management experience encompassing hydraulics.

## Project Experience

**Project Manager | Standards Development | Polk County Utilities Division | Polk County, Florida | 2014 to Present | \$100,000:** Responsible for reviewing products and developing Lift Station design standards, updating the standards based on comparison to their existing systems, and generating new details and standard products for inclusion in Polk County's standard materials. Recent details include new blow off assemblies to decrease prices, typical cross sections for new roadways, and cross sections and details for open cut repairs to roadways meeting Roads and Drainage standards.

**Project Manager | Lift Station Control Panel Replacement and Standardization | Polk County Utilities Division | Polk County, Florida | 2015 to 2016 | \$175,000:** Responsible for leading the design team that assessed existing lift station, design control panels to replace the existing panels, and rewire existing power panels. The project included approximately 160 lift stations throughout Polk County within various site and panel categories.

**Project Manager | Update Lift Station Standards | Polk County Utilities Division | Polk County, Florida | 2014 to 2015 | \$40,000:** Responsible for updating the design standards for Polk County's standard lift station details. The effort included evaluating other municipalities' standards, estimating the approximate construction costs of differing standards, and estimating the cost savings. The results were saving construction dollars with improved standards.

**QA/QC | Polk City Development Review | City of Polk City | Polk City, Florida | 2022-2025 | \$250,000:** Review of proposed developments as they potentially fit into and affect the City water and wastewater system, and to confirm items are constructed to City standards. A large project included the construction oversight, with submittal review and confirmation, leading the design and construction completion of a 12-foot diameter lift station, 380 home community, and backup generator through startup. Review of 13 separate development projects, some of which went to construction.

**Engineering Reviewer | Frostproof Development Review | City of Frostproof | Frostproof, Florida | 2019-2025 | \$50,000:** Review of proposed developments as they potentially fit into and affect the City water and wastewater system, and to confirm items are constructed to City standards. Review of approximately 30 differing projects throughout City.

**Project Manager | Various Land Development Project Inspection | Polk County Land Development Division | Polk County, Florida | 2022 to Present | \$600,000:** This project involved full-time construction engineering and inspection services for various land development projects throughout Polk County. Through this Contract, CivilSurv functioned as an extension of Polk County Land Development inspection staff.

**Project Manager | NPDES Permitting and Coordination, Construction Inspection, Engineering Review, and Floodplain Management | City of Indian Rocks Beach | Indian Rocks Beach, Florida | 2019 to Present | \$70,000 annually, \$500,000 FY2025:** Responsible for leading the generation of BMPs and reporting progress for City of Indian Rocks Beach. Includes tracking of various elements throughout reporting period and Annual Reporting. Review of all proposed developments for planning/zoning and review of proposed facilities for Floodplain compliance, NFIP, and CRS ratings. Responsible for determining SD/SI and permitting.



### Expertise

- Design and Construction of Water and Wastewater Improvements, Process Optimization, Hydraulic Modeling
- Organizational Leadership

### Education

- BS / Chemical Engineering / Florida Institute of Technology

### Licenses /Certifications

- Professional Engineer in FL #65605

### Specialized Training

- Hydraulic Modeler – Haestad Methods/ Bentley WaterGEMS
- Biological Modeler - BioWin

### Affiliations

- Florida Water Environment Association, Wastewater Treatment Process Committee (2011 – Present)
- City of Winter Haven Planning Commission (2011 – Present)

Mr. Frederick's experience includes over 20 years of diverse engineering experience in stormwater management system design and watershed model development. He is able to incorporate GIS software to streamline development of model parameters for the ICPR computer software input. Mr. Frederick also has experience with hydrologic and pollutant load modeling, design of retrofits for older stormwater management and collection systems, stormwater pump stations, maintenance and field collection of GIS data, and preparation of water management district environmental resource permit applications. He has successfully permitted projects involving wetlands, surface water impacts, and discharges to TMDL-listed waterbodies.

## Project Experience

**Project Manager | Miscellaneous Site Development Plan Reviews | City of Frostproof | Frostproof, Florida | 2020 to Present | \$50,000:** Mr. Frederick functioned as the City Engineer in the review of site development application packages submitted to the City by various private developers. Applications reviewed included preliminary plats, construction plans, and final plats for residential subdivisions as well as preliminary site plans, construction plans, and final site plans for commercial developments. The applications were reviewed based on City ordinances, City construction standards and specifications, and industry standards. Services included review of engineering aspects of various projects, including stormwater management systems and water utilities.

**Project Manager | Miscellaneous Site Development Plan Reviews | Polk City | Polk City, Florida | 2020 to Present | \$250,000:** Mr. Frederick functioned as the City Engineer in the review of site development application packages submitted to the City by various private developers. The applications were reviewed based on City ordinances, City construction standards and specifications, and industry standards. Services included review of engineering aspects of various projects, including stormwater management systems and water utilities.

**Project Manager | Miscellaneous Site Development Plan Reviews | City of Eagle Lake | Eagle Lake, Florida | 2023 to Present | \$20,000:** Mr. Frederick functioned as the City Engineer in the review of site development application packages submitted to the City by various private developers. The applications were reviewed based on City ordinances, City construction standards and specifications, and industry standards. Services included review of engineering aspects of various projects, including stormwater management systems and water utilities.

**Project Manager | Miscellaneous Site Development Plan Reviews | City of Groveland, Florida | 2015 to 2020:** Mr. Frederick functioned as the City Engineer in the review of site development application packages submitted to the City by various private developers. Applications reviewed included preliminary plats, construction plans, and final plats for residential subdivisions as well as preliminary site plans, construction plans, and final site plans for commercial and industrial developments. The applications were reviewed based on City ordinances, City construction standards and specifications, and industry standards. Services included review of engineering aspects of various projects, including stormwater management systems and pump stations.

**QA/QC Reviewer | Foxwood Drive Traffic Evaluation | MHM Communities, LLC | Lakeland, Florida | 2022 | \$33,820:** This project involved a study focusing on determination of an equitable maintenance cost assessment for properties utilizing Foxwood Drive, a private road, for access. The study consisted of performing 31-day traffic counts for driveways accessing the road and estimating annual maintenance costs for the road. Estimated costs included resurfacing the road on a 15-year cycle and / or rehabilitation methods and associated costs for other methods to lengthen the life of the road between resurfacing.

**QA/QC Reviewer | Kokomo Road Speed Study | Town of Lake Hamilton | Lake Hamilton, Florida | 2022 | \$4,620:** This project involved a study to determine the recommended speed limit for Kokomo Road. Data collected for the study included traffic speed and volume information for the 0.93-mile section of Kokomo Road within the Town of Lake Hamilton between US 27 to SR 17 (Scenic Highway).



### Expertise

- Stormwater management system design
- Utility system design
- Transportation infrastructure design
- Site development
- Project Management

### Education

- BS / Civil Engineering / Purdue University
- MS / Civil Engineering / University of Florida

### Licenses / Certifications

- Professional Engineer in FL #70671
- Certified Floodplain Manager # US-07-03155
- Envision Sustainability Professional
- Certified Project Management Professional

### Training

- FDEP Qualified Stormwater Management Inspector #15170

Mr. Allen has practiced land surveying for over 44 years and has participated in every aspect of the profession. He has both field and office survey experience and has acted in the role of Project Surveyor for the past 34 years. His Project Surveyor experience includes an extensive list of clients and duties. Mr. Allen has completed platting projects for CivilSurf's land development partners, FDOT Design, Right of Way Control Surveys and Mapping Projects, FDEP Florida Forever acquisitions, Water Management District projects and numerous County and Municipal clients. Notably, he has filled the role of County Surveyor for multiple counties due to staffing deficiencies.

## Project Experience

**Consultant County Surveyor | Misc. Development Review | Manatee County Board of County Commissioners | Manatee County, Florida | 2021 to 2023 | \$72,000:** Mr. Allen performed the duties of County Surveyor reviewing subdivision plats while the County Surveyor position was vacant. He reviewed numerous plats of various size for compliance with FS 177 and County Code.

**Consultant City Surveyor | City of Indian Rocks Beach Continuing Services Contract | City of Indian Rocks Beach | Indian Rocks Beach, FL | 2010 to Present | Contract value varies per task:** Mr. Allen has performed the duties of City Surveyor on an as needed basis. He has reviewed various plats and other permit related documents for this beachfront city in Pinellas County.

**Consultant County Surveyor | Polk County | 2021 to 2022 | \$150,000:** Mr. Allen performed the duties of County Surveyor for an extended period. He reviewed various plats and other permit related documents for this entire community. He reviewed numerous plats of various size for compliance with FS 177 and County Code.

**Project Surveyor | City of Lake Wales Continuing Services Contract | City of Lake Wales | Lake Wales, Florida | 2010 to Present:** Mr. Allen has performed as project surveyor for a variety of tasks for the City located in Polk County Florida. These have included boundary surveys, elevation certificates, design surveys and right of way staking. Client PM: James Slaton | Phone: (863) 678-4182 x230 | Contract Value: Varies by Task

**Project Surveyor | City of Frostproof Continuing Services Contract | City of Frostproof | Frostproof, Florida | 2020 to Present:** Mr. Allen performed the duties of City Surveyor reviewing subdivision plats. He reviewed numerous plats of various size for compliance with FS 177 and County Code.

**Project Manager | District Wide Survey and Right of Way Mapping | FDOT District One | 1993 to Present | \$1.5 million:** Mr. Allen has been the survey project manager for various tasks on these contracts that are primarily transportation related. He has been involved in the historic alignment retracements, design and right of way control surveys.

**Project Manager | District Continuing Surveying and Mapping Services Contract | FDOT District Seven | 2016 to Present | \$5,000,000:** Mr. Allen has been the survey project manager for various tasks on these contracts that are primarily transportation related. He has been involved in the historic alignment retracements, design and right of way control surveys.

**Project Surveyor | North River Road Right of Way Mapping | Sarasota County Board of County Commissioners | Sarasota County, Florida | 2020 | \$282,252:** Mr. Allen performed Project Surveyor duties for this Right of Way Mapping project for Sarasota County. The total length of the project was 5.5 miles starting at US 41 and ending at Venice Avenue and had 26 parcels. Since North River Road was being transferred to FDOT as a design-build construction project, the maps had to be produced in 3 months. The CivilSurf team met the challenge.



### Expertise

- Platting and Plat Review
- ALTA/NSPS Land Title Surveys
- Boundary, Topographic, As-built (Record) and Jurisdictional Surveys
- Preparation of Legal Descriptions
- Project Management

### Licenses /Certifications

- Professional Surveyor & Mapper FL# LS4756 Issued: 3/13/1990

### Affiliations

- Florida Surveying and Mapping Society Ridge chapter

Mr. Morris has over 25 years of experience surveying, 22 years in responsible charge of accuracy and completeness of boundary surveys, A.L.T.A./A.C.S.M. surveys, topographic surveys, jurisdictional wetland delineation surveys, construction staking / layouts, as-built surveys, record platting, bridge deformation monitoring, Florida Department of Transportation right of way control surveys, right of way maps, and design surveys. He currently is charged with the operation of our Subsurface Utility Services, and Unmanned Aerial Systems mapping including the project planning and production of deliverables.

## Project Experience

**Project Manager | Frostproof AC Watermain Replacement | Kimley-Horn | Avon Park, Florida | 2023 | \$31,508:** This project involved the design of a water main upgrade along a 1-mile route in Avon Park. Responsibilities included topographic survey project using an unmanned aerial system (drone) with photogrammetry. Project entailed establishing primary vertical control as well as confirming the accuracy of photogrammetry. A point cloud, 3-D break lines, and features were extracted from the dataset using TopoDOT in MicroStation Open Roads Designer & converted to AutoCAD Civil 3D.

**Project Manager | Landover Sidewalk Improvements | Hernando County Board of County Commissioners | Spring Hill, Florida | 2021 | \$39,000:** This project generally involved the design survey for 5-foot-wide concrete sidewalks for approximately 1-mile in a community. Responsibilities included 6000' design/ topographic survey project using an unmanned aerial system (drone) with photogrammetry. Project entailed establishing vertical control as well as establishing an alignment, right of way determination, & confirming accuracy of photogrammetry. A point cloud, 3-D break lines, and features were extracted from the dataset using TopoDOT in MicroStation Open Roads Designer & converted to AutoCAD Civil 3D for a final deliverable. Created project network control sheets for inclusion in the contract plans.

**Project Manager | Harlem Community Sidewalk Improvements | Hendry County Board of County Commissioners | Harlem, Florida | 2021 | \$32,400:** This project generally involved the design survey for 5-foot-wide concrete sidewalks for approximately 1-mile in a community. Responsibilities included 0.5-mile design/ topographic survey project using an unmanned aerial system (drone) with photogrammetry. Project entailed establishing vertical control as well as alignment recovery & right of way determination, confirming accuracy of photogrammetry. A point cloud, 3-D break lines, and features were extracted from the dataset using TopoDOT in MicroStation Open Roads Designer & converted to AutoCAD Civil 3D. The root mean square (rms) errors of x, y, and z were within 0.03', 0.03', and 0.02', respectively.

**Project Surveyor | SR 54 | FDOT District Seven/ Connect Engineering | Pasco County, Florida | 2024 | \$ 166,611:** This project generally involved safety improvements, resurfacing, cross slope analysis, drainage improvements along State Road 54 f. Responsibilities included 2-mile design/ topographic survey project using terrestrial LiDAR on State Road 54 between rom Marathon Road and Gunn Highway. Project entailed establishing vertical control, densification of horizontal control, alignment recovery, & right of way determination. Deliverables included horizontal control sheets, vertical control sheets, primary network control sheets, and full Digital Terrain Model.

**Project Manager | SR 600 | FDOT District One/ HNTB | Polk County, Florida | 2024 | \$ 327,623:** This project generally involved safety improvements, resurfacing, cross slope analysis, drainage improvements along State Road 600 US 17-92. Responsibilities included 6-mile design/ topographic survey project using terrestrial LiDAR on State Road 600 between N. Ramona Drive & 3Rd Street. Project entailed establishing vertical control, densification of horizontal control, alignment recovery, & right of way determination.



### Expertise

- LiDAR
- Subsurface Utility Engineering
- Mapping with Unmanned Aerial Systems
- Project Management

### Education

- BS / Geomatics / University of Florida / With Honors
- AA / Engineering / Hillsborough Community College, / With Honors

### Licenses /Certifications

- Professional Surveyor & Mapper FL# LS7261 Issued: 9/25/2019
- Unmanned Aerial Systems Certificate University of Florida
- FAA Remote Pilot #4223793

### Affiliations

- Florida Surveying and Mapping Society
- Ridge Chapter of the Florida Surveying & Mapping Society - Vice President 2023

Mr. Glass is a multi-faceted surveying and mapping professional with over 40 years of experience. As the Vice President of Surveying and Mapping Division he has been responsible for managing a team of eight field crews and seven office staff. His expertise includes providing all aspects of survey services required for a wide range of transportation projects. He has been responsible for the production of Florida Department of Transportation Design and Right-of-Way Mapping Surveys for minor design projects such as sidewalk and trails to major interstate design projects. Mr. Glass has experience producing survey products required for multiple types of municipal projects for utility infrastructure expansion, roadway, drainage and building design. In addition to design survey projects, he and his team have completed both Southwest and South Florida Water Management District projects. His team provides subsurface utility exploration services and uses the latest equipment and techniques including terrestrial LiDAR, UAS Mapping to efficiently complete survey and mapping projects.

## Project Experience

**Project Manager | Misc. Development Review | Manatee County Board of County Commissioners | Manatee County, Florida | 2021 to 2023 | \$72,000:** He performed the duties of County Surveyor reviewing subdivision plats while the County Surveyor position was vacant. He reviewed numerous plats of various size for compliance with FS 177 and County Code.

**Project Manager | City of Indian Rocks Beach Continuing Services Contract | City of Indian Rocks Beach | Indian Rocks Beach, FL | 2010 to Present | Contract value varies per task:** He has performed the duties of City Surveyor on an as needed basis. He has reviewed various plats and other permit related documents for this beachfront city in Pinellas County.

**Project Manager | Polk County | 2021 to 2022 | \$150,000:** He performed the duties of County Surveyor for an extended period. He reviewed various plats and other permit related documents for this entire community. He reviewed numerous plats of various size for compliance with FS 177 and County Code.

**Project Manager | City of Lake Wales Continuing Services Contract | City of Lake Wales | Lake Wales, Florida | 2010 to Present:** He has performed as project surveyor for a variety of tasks for the City located in Polk County Florida. These have included boundary surveys, elevation certificates, design surveys and right of way staking. Client PM: James Slaton | Phone: (863) 678-4182 x230 | Contract Value: Varies by Task

**Project Manager | City of Frostproof Continuing Services Contract | City of Frostproof | Frostproof, Florida | 2020 to Present:** He performed the duties of City Surveyor reviewing subdivision plats. He reviewed numerous plats of various size for compliance with FS 177 and County Code.

**Contract Manager | District Wide Survey and Right of Way Mapping | FDOT District One | 1993 to Present | \$1.5 million:** He has been the survey project manager for various tasks on these contracts that are primarily transportation related. He has been involved in the historic alignment retracements, design and right of way control surveys.

**Contract Manager | District Continuing Surveying and Mapping Services Contract | FDOT District Seven | 2016 to Present | \$5,000,000:** He has been the survey project manager for various tasks on these contracts that are primarily transportation related. He has been involved in the historic alignment retracements, design and right of way control surveys.

**Project Surveyor | North River Road Right of Way Mapping | Sarasota County Board of County Commissioners | Sarasota County, Florida | 2020 | \$282,252:** Mr. Allen performed Project Surveyor duties for this Right of Way Mapping project for Sarasota County. The total length of the project was 5.5 miles starting at US 41 and ending at Venice Avenue and had 26 parcels. Since North River Road was being transferred to FDOT as a design-build construction project, the maps had to be produced in 3 months. The CivilSurf team met the challenge.



### Expertise

- Surveying & Mapping
- Project Management

### Education

- BS / Surveying & Mapping / University of Florida / With Honors

### Licenses /Certifications

- Professional Surveyor & Mapper FL# LS5713

### Affiliations

- FL Surveying & Mapping Society (President, 2012-2013, President Elect 2011-2012, Treasurer 2008-2010)
- Ridge Chapter of the Florida Surveying & Mapping Society (President, 2001-2002, Vice President 2000-2001)
- Former member of the FDOT Survey Technical Advisory Committee

Mr. Breed’s experience has included leading all phases of infrastructure planning and development in Surveying and Mapping, Engineering, Environmental Sciences, Planning, Design, Agency Permitting, and Construction Management. His career has focused on Public Infrastructure projects. As a Professional Surveyor and Mapper, he has been responsible for route/right-of-way, sectional retracement, boundary, construction, topographic, hydrographic and geodetic control surveys for roadways, electric transmission lines, transportation projects, land acquisition / conservation projects, watershed modeling, and commercial and residential developments. Mr. Breed’s credentials as an Educator combined with his expertise in resolution of complex boundary and title problems has established him as an Expert Witness throughout the State of Florida, particularly in eminent domain proceedings and professional practices issues. The following is a sample of his relevant experience.

## Project Experience

**Principal in Charge | West Contract District-Wide Survey and Right-of-Way Mapping | FDOT Turnpike Enterprise | 2018 to Present | \$1.5 Million:** Mr. Breed is the Principal, providing staffing and management resources for this contract. He reviewed scopes, project budgets, and performed QA/QC of both design and right-of-way surveys.

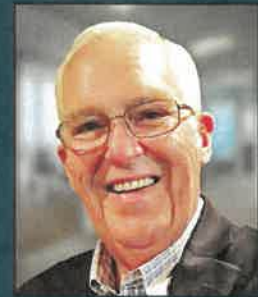
**Principal in Charge | Okeechobee County Master Contract | Okeechobee County Board of County Commissioners | Okeechobee County, Florida | 2017 to Present | Over \$2 million:** Principal in charge of general services contract. In that role, Mr. Breed has led the team, deploying resources to complete the various tasks assigned. The contract has included more than 10 work orders including parks planning, roads and drainage evaluation and CEI, sidewalk design, Public Works Director, and County Engineer.

**Principal in Charge | City of Haines City Master Contract | City of Haines City | Haines City, Florida | 1998 to Present | Over \$2 million:** Principal in charge of general services contract. In that role, Mr. Breed has led the team, deploying resources to complete the various tasks assigned. The contract has included dozens of work orders including Master Planning, Hydraulic Modeling, sanitary sewer evaluation and rehabilitation, roads and drainage evaluation and rehabilitation, lift station design, site surveys, linear utilities design and surveys.

**Principal in Charge and QA/QC | Florida Department of Transportation (FDOT) District-Wide Surveying and Mapping | FDOT District 1 | 1993 to Present | Over \$15 million:** Principal in charge of surveying contract for approximately three decades. Detailed peer reviews and QA oversight of various design survey and mapping work orders. Although the contracts have been for various amounts, the present contract is for \$1.5 million with over 100 work orders successfully completed.

**Principal in Charge | Polk County Utilities Master Contract | Polk County Utilities Division | Polk County, Florida | 1992 to Present | over \$5 million:** Principal in charge of Utilities Design contract for approximately three decades. In that role, Mr. Breed has led the team, deploying resources to complete the various tasks assigned. The contract has included dozens of work orders including Master Planning, Hydraulic Modeling, sanitary sewer evaluation and rehabilitation, lift station design, site surveys, linear utilities design and surveys, standards updates, biological treatment analysis of wastewater treatment facilities, and design and commissioning of multiple water treatment facilities.

**Principal in Charge | City of Sebring Master Contract | City of Sebring | Sebring, Florida | 1984 to Present | Over \$5 million:** Principal in charge of general services contract for nearly four decades. In that role, Mr. Breed has led the team, deploying resources to complete the various tasks assigned. The contract has included dozens of work orders including Master Planning, Hydraulic Modeling, sanitary sewer evaluation and rehabilitation, roads and drainage evaluation and rehabilitation, lift station design, site surveys, linear utilities design and surveys, and wastewater treatment facilities design.



### Expertise

- Surveying & Mapping
- Master Planning
- Community Outreach
- Business Operations

### Education

- BS / Surveying and Mapping / University of Florida College of Engineering
- Currently Geomatics Adjunct Professor, University of Florida

### License

- Professional Surveyor & Mapper FL# LS4089

### Affiliations

- Florida Surveying and Mapping Society: Past President and Life Member
- National Society of Professional Surveyors, Member
- Lakeland Area Chamber of Commerce
- Florida Engineering Society/FICE Professional Practices Committee 2007-2010

Mr. Kiernan is a proven Surveyor and Mapper with over 44 years of experience. He has coordinated with both private and public sectors in preparing boundary surveys, topographic surveys, plat preparation for recordation, ALTA/ACSM surveys, rights of way mapping, route surveys, jurisdictional boundary surveys, as-built surveys, legal descriptions and easement preparation.

Mr. Kiernan possesses thorough knowledge of principles, practices and procedures of Land Surveying relating to the minimum technical standards, Florida Administrative Code. His superb skills make him proficient at prioritizing and planning work activities; using time efficiently; setting goals and objectives; organizing and scheduling team members and their tasks.

## Project Experience

**Project Surveyor | Atlantic Ridge, | South Florida Water Management District | Hobe Sound, Martin County, Florida | 2023 | \$45,000:** Post processed field data and prepared a Specific Purpose Boundary Survey. Provided information to field personnel for staking approximately 2 miles of boundary lines for fire protection service purposes.

**Project Surveyor | Port Salerno-New Monrovia Topographic Survey, Neighborhood Water and Sanitary Sewer, Drainage / Road Improvements Program | Martin County Board of County Commissioners | Martin County, Florida | 2019 | \$161,900:** Prepared a topographic survey of approximately 13.5 miles of residential roadway right-of-way, including the finished floor elevations of the adjacent homes.

**Project Surveyor | White City | Ft. Pierce Utility Authority | St. Lucie County, Florida | 2023: | \$47,700:** Prepared a Topographic Route Survey along numerous roadways within White City for the design and installation of water and waste water expansion.

**Project Surveyor | Surfside, North Hutchinson Island Drainage Study | Kimley-Horn | St. Lucie County, Florida | 2022 | \$23,750:** Post processed field data and prepared a Topographic Route Survey along roadways within Surfside Subdivision for the design and installation of new drainage system.

**Project Surveyor | 34th Avenue Drainage Study | Kimley-Horn | Vero Beach, Indian River County, Florida | 2022 | \$9,975:** Prepared a Topographic Route Survey along existing drainage canal at rear of residential lots along 34th Avenue for the design and installation of new drainage system.

**Project Surveyor | Palmetto Flats | Environmental Land Development, Inc. | St. Lucie County, Florida | 2021 | \$28,342.50:** Prepared a multi-lot subdivision within the state and local guidelines suitable for approval and recordation by St. Lucie County Board of County Commissioners.

**Project Surveyor | Miscellaneous Projects | Jacquin & Sons, Building Contractors | St. Lucie County, Florida | 2021 | \$31,412.50:** Prepared initial Boundary and Topographic survey for engineering design of commercial sites. Provided Construction staking, As-Built Surveys and prepared Easement documents for the appropriate agencies.

**Project Surveyor | Salerno Road Sidewalk Improvements | Martin County Board of County Commissioners | Martin County, Florida | 2020 | \$13,850:** Post processed field data and prepared a Topographic Route Survey of approximately 1 mile of right-of-way improvements along Southeast Salerno Road for the design and installation of public sidewalks.



### Expertise

- Boundary and Topographic Surveying
- Platting
- Construction Surveying
- Project Management

### Education

- Indian River State College

### Licenses /Certifications

- Professional Surveyor & Mapper FL# LS6101 Issued 7/11/2000

### Affiliations

- Indian River Chapter of the Florida Surveying & Mapping Society
- Greater Palm Beach JDRF (Juvenile Diabetes Research Foundation) Walk Committee

Mr. Joseph Tatman has been a construction professional with over 27 years' experience in FDOT road and bridge projects, and over 20 years' experience in commercial/residential site development projects. He has worked in both the CEI and subcontractor industry responsible for operating heavy equipment, foreman, superintendent, project superintendent positions to CEI Senior Inspector. His expertise includes supervision and inspection of multiple crews/subcontractors, effective implementation of safety, and awareness training.

## Project Experience

**Senior Inspector | Various Land Development Project Inspection | Polk County Land Development Division | Polk County, Florida | 2025 to Present | \$600,000:** This project involved full-time construction engineering and inspection services for various land development projects throughout Polk County. Through this Contract, CivilSurv functioned as an extension of Polk County Land Development inspection staff.

**Senior Inspector, West Pipkin Road Widening, Polk County, FL (09/21-11/24).** This \$42M, 3.5-mile project widens the existing West Pipkin Road from two to four lanes. The widened roadway includes a center median, four 11-foot lanes and a six-foot bike lane in each direction, curb and gutter, and sidewalks. The full-depth construction consists of a flexible pavement design with stabilized subgrade, limerock base, and asphalt pavement. Other project elements include significant utility adjustments; extensive drainage and pond construction; earthwork which includes subsoil excavation; a variety of structures such as temporary sheet pile walls, gravity walls, and box culverts; pedestrian railing; signing and pavement markings; roadway lighting; and signalization. County Reference: Doug Gable, PE (863) 535-2285.

**Senior Inspector, SR 693/66th Street from 30th Avenue North to 58th Avenue North, Pinellas County, FL (11/20-08/21).** This project included adding a turn lane to 66th Street, construction of new median curb separator, signalization, milling and resurfacing, and new signing and striping. [FPID: 437543-1-52-01] FDOT Reference: Robert Grimsley (727) 512- 5214.

**Senior Inspector, SR 54 from Old Mill Pond Drive to Little Road, in Pasco County, Hernando County, FL (10/19-10/20).** This project consisted of milling and resurfacing and drainage improvements as well as minor sign, signalization work, and pavement markings.

**Senior Inspector, US 98/SR 700/Ponce De Leon Blvd. from Broad Street to Ward Avenue, Hernando County, FL (02/19-10/20).** This project consisted of milling and resurfacing and drainage improvements as well as minor sign, signalization work, and pavement markings. [FPID: 436480-1-62-01] FDOT Reference: Austin Peters (352) 848- 2636.

**Senior Inspector, US 41 Venice Bypass from Center Road to Gulf Coast Boulevard, FDOT District One, Sarasota County, FL (01/19-02/19).** Provided inspector services on this \$15.86M federally funded FDOT project. The project consisted of adding lanes and reconstruction, milling and resurfacing, widening, base work, bike lanes, drainage and stormwater system improvements, box culverts, curb and gutter, concrete boarding pads, asphalt base curb pads, sidewalks, pedestrian/bicycle railing, signing and pavement marking, signalization, lighting and utility work by highway contractor. [FPID: 198017-6-62-01] FDOT Reference: Carl Harman, Project Manager (941) 708-4431.

**Senior Inspector, CR 48 from Citrus County Line, Sumter County, FL (12/17-12/18).** This was an intersection improvement project that included turn lane widening, milling and resurfacing, drainage improvements, lighting, signalization and new pavement markings. FDOT Reference: Mark Van Hala, PE (352) 254-0893.

**Senior Inspector, SR 408 Hiwassee Widening Project, Orange County, FL (09/17-12/17).** This was a widening project of the SR 408 in the Hiwassee area. As a subconsultant to Target Engineering, responsibilities included paving, pile driving and bridge deck placement inspections. Target Engineering Reference: Edwin Alagano (407) 488-7536.



### Expertise

- Construction supervision and inspection

### Education

- High School Diploma

### Licenses / Certifications

#### CTQP

- 2-29/Asphalt Paving Technician, Levels 1 & 2
- 7-25/Concrete Field Technician, Level 1
- 4-26/Drilled Shaft Inspection
- 11-25/Earthwork Construction Inspection, Level 1
- 8-26/Earthwork Construction Inspection, Level 2
- 7-25/Final Estimates, Level 1

#### OTHER

- 7-25/ACI Concrete Field-Testing Technician, Grade I
- 6-26/APNGA Portable Nuclear Gauge Safety & Hazmat

Mr. Ortega functions as a Construction Engineer with CivilSurf. He is experienced in construction design and inspection, including utility, earthwork, roadway, and industrial projects. His experience also includes road ratings and estimates for paving and construction projects, as well as providing written and oral reports for review along with the preparation of contract documents, contract administration, to potential government and private clients. Mr. Ortega also provides QA/QC for construction plans and documents.

## Project Experience

**Construction Engineer | Voyles Loop Lift Station Improvements | Polk City | Polk City, Florida | 2025 to Present | \$35,000:** This project involved rebuilding the piping, internal and external, guide rails, and slab associated with Polk City's largest pump station. The pump station is a triplex with each pump able to deliver approximately 1 mgd.

**Construction Engineer | Potable Water Intra-System Interconnect | Polk City | Polk City, Florida | 2025 to Present | \$102,900:** This project involved improvements to an existing intra-system interconnect. The intra-system interconnect improvements included a new pressure-reducing valve to allow all water production facilities within the City's system to operate together.

**Construction Engineer | Lakeland Hills Road Relocation | City of Lakeland | Lakeland, Florida | 2024 to Present | \$110,000:** This project involved the replacement of approximately 5,000 linear feet of water mains and gravity sewer, up to 12-inch diameter as part of an FDOT roadway improvement project. Construction included removal of nearly 3,000 linear feet of 12-inch Asbestos Cement piping abatement and removal.

**Construction Engineer | Outfalls 03 & 04 Improvements | City of Indian Rocks Beach | Indian Rocks Beach, Florida | 2024 to 2025 | \$122,340:** This project involved improvements to the City's existing drainage system and the addition of Nutrient Separating Baffle Boxes (NSBBs) to improve water quality before discharging stormwater runoff to Clearwater Harbor. CivilSurf's scope of services for the project included topographic survey, subsurface utility exploration, engineering design, permitting, and construction administration support services.

**Construction Engineer | The Landings at Mt. Olive | Polk City | Polk City, Florida | 2024 to 2025 | \$99,840:** Performed construction inspection for the development of a 388-lot single family residential development. Inspections were performed in accordance with Polk City's standards and specifications and involved potable water, wastewater, storm sewer, and roadway systems. Responsibilities included inspection for compliance with NPDES permit requirements and observation of testing throughout the construction of the project.

**Stormwater Inspector | Various Projects | Various Clients | Central Florida | 2024 to Present:** Performed field inspections of existing stormwater management facilities to verify system compliance with conditions of the Southwest Florida Water Management District Environmental Resource Permit. Recommended maintenance actions to address observed deficiencies and performed follow up inspections.

**Construction Project Administrator | Various Projects | FDOT District 4 | Various Locations, Florida | 2021 to 2022:** Coordinated and administered contracts involving consultants, contractors, design teams, and the public while representing the interests of FDOT. Directly oversaw consultant inspectors and contract support specialists. Utilized state guidelines, specifications, and engineering fundamentals to assess QA/QC principles and constructability. Devised solutions to communicate technical details to Engineers of Record, the public, and construction contractors. Followed proper documentation procedures established by FDOT specifications applicable to plans, provisions, and other contract documents.



### Expertise

- Construction Engineering & Inspection

### Education

- BS / Civil Engineering /
- University of Central Florida

### Licenses / Certifications

- Engineering Intern in FL #1100025012
- FDOT Asphalt Paving – Level 1 CTQP #3009769
- FDOT Asphalt Paving – Level 2 CTQP (Pending)
- FDOT Earthwork – Level 1 CTQP #3033611
- FDOT Earthwork – Level 2 CTQP (#3038246)
- FDOT Final Estimates – Level 1 CTQP #3008357
- FDOT Final Estimates – Level 2 CTQP #3008353
- FDOT Advanced Maintenance of Traffic #80718
- OSHA-10 Hour
- Nuclear Radiation Safety Certificate (64351-172-288-6086)

Ms. Hetty Harmon serves as the Senior Planner for CivilSurv. She is experienced in planning and land development gained from her work with governmental agencies and developers. This experience includes planning, land development, construction management and permitting. Additional experience includes development review, land use analysis, engineering reviews, GIS, implementation and enforcement of development codes and ordinances, neighborhood revitalization plans, utility coordination, public/private partnerships, streetscape plans, historic/architectural guidelines, corridor studies, capital improvement plans and served as a Planning Commissioner for Summit County, Colorado. Other duties have included coordination for developers of planning, engineering, marketing, financing and construction management of numerous residential and commercial developments.

## Project Experience

**Senior Planner | Due Diligence Site Assessment – Multiple Sites | Hillsborough County Public Schools | Hillsborough County, Florida | 2021 to Present | \$50,000:** This project involved the assessment of multiple sites for potential development as public elementary, middle, or high school facilities. Due Diligence Site Assessments were initiated as preliminary reviews and advanced to subsequent stages based on the findings of the review and recommendations. Preliminary Site Assessments involved a review of the general site characteristics, planning & zoning, historic features, availability of public facilities, availability of public services, physical characteristics, and drainage & stormwater. Responsibilities included data gathering, analysis, map preparation, and assisting in the report preparation.

**Senior Planner | Consultant City Planning Services | City of Indian Rocks Beach | Indian Rocks Beach, Florida | 2006 to Present | \$70,000/yr:** Planning Consultant for the City, handle day to day planning questions and all development reviews, prepared the EAR based comprehensive plan amendments. Updated the comprehensive plan data and analysis required for the EAR based amendments. Updated the City's Land Development regulations based on the approved EAR amendments. Reviewed site plans for consistency with the Comprehensive Plan and with the Land Development Regulations. Performed on-site inspections to determine consistency with the approved development plans. Updated the flood plain ordinance for FEMA approval. Prepare staff reports and attend meetings for Board of Adjustments and Planning and Zoning Board.

**Senior Planner | Stormwater Master Plan Update | City of Indian Rocks Beach | Indian Rocks Beach, Florida | 2021 | \$126,490:** This project involved the preparation of a comprehensive Stormwater Master Plan for the City, tailored to comply with recent legislation. The project involved coordination with Pinellas County to ensure conformance with County and FDEP guidelines for specific items to be included or addressed in the plan. Topographic survey data and photographs were collected at all known manhole and inlet locations to facilitate the preparation of a citywide H&H model to simulate existing stormwater conditions. Based on an evaluation of the existing stormwater conditions H&H model results, conceptual stormwater improvements projects were identified.

**Senior Planner | Consultant City Planning Services | City of Eagle Lake | Eagle Lake, Florida | 2023 to Present | \$5,000:** Planning Consultant for the City, responsibilities include review of Land Use and Zoning changes, site development reviews, variances and updates to the Land Development Code.

**Senior Planner | Consultant City Planning Services | City of St. Pete Beach | St. Pete Beach, Florida | 2022 to Present | \$25,000/yr:** Planning Consultant for the City, assisted in development reviews from boat docks to major mixed use site developments. Trained new staff on zoning reviews and prepared zoning matrix for quick reference. Project reviews were handled thru the City's online permitting system.



### Expertise

- Urban Planning
- Utility Coordination
- Permitting
- Grant Funding Coordination

### Education

- MS / Urban and Regional Planning / University of Colorado
- Urban Design and Architecture Courses / University of Wisconsin-Milwaukee
- BS / Design / University of Wisconsin-Madison

### Licenses /Certifications

- AICP Certified Planner No. 019199

### Specialized Training

- GIS

### Affiliations

- American Institute of Certified Planners
- American Planning Association, Heart of Florida Section - Treasurer 2009-2011

Mr. Derick Bryant is a Professional Engineer with extensive experience in a variety of municipal infrastructure projects including site development design and review, stormwater and drainage rehabilitation projects, and water and wastewater utility system improvements projects, delivering practical and cost-effective solutions that meet client needs and regulatory requirements. By leading internal CAD training and technical workshops, he helps elevate the skills of project teams, resulting in more efficient workflows and higher-quality deliverables for CivilSurf's clients. With multiple Autodesk user certifications and an FDOT Advanced Maintenance of Traffic certification, he applies advanced technical expertise and industry best practices to provide clients with reliable, innovative, and well-coordinated engineering solutions.

## Project Experience

**Senior Engineer | Webster Turn Drive Reconstruction & Rehabilitation | Sebring Airport Authority | Sebring, Florida | 2022 to Present | \$132,546:** This project involves the design for reconstruction and, in certain areas, repair of existing pavement along the 0.7-mile 2-lane rural roadway section within the airport district. Existing stormwater pipes crossing under Webster Turn Drive were evaluated for rehabilitation or replacement needs. Services include utility coordination, SWFWMD Environmental Resource Permit modification, and bid phase assistance.

**Senior Engineer | Water Treatment Plant #4 Improvements | City of Frostproof | Frostproof, Florida | 2022 to Present | \$49,665:** This project involved preliminary design of improvements to the City's WTP #4. Considered improvements included a new well and pump, addition of high service pumps and associated valves, new chlorination building and control room, demolition of obsolete equipment and structures, and miscellaneous site improvements. CivilSurf's scope of services included topographic survey and preliminary design.

**Senior Engineer | US 17 Wastewater Improvements | City of Wauchula | Wauchula, Florida | 2023 to Present | \$80,536:** This project involved the evaluation of a deteriorated sanitary sewer main in the vicinity of a crossing under US 17. Three alternatives were evaluated for the proposed replacement of the sanitary sewer and the selected alternative was advanced to engineering design. CivilSurf's scope of services for this project included topographic surveying, subsurface utility exploration, CCTV inspection, geotechnical investigation, preliminary engineering evaluation, engineering design, permitting, bid phase assistance, and construction phase assistance.

**Senior Engineer | Parking Lot 5 | Florida Polytechnic University | Lakeland, Florida | 2023 to Present | \$85,893:** This project involved the design of a parking lot with over 160 parking spaces to serve a new residence hall on campus. CivilSurf coordinated with the construction manager at risk during the design phase of the project to keep the project team informed. The design and construction phases were fast-tracked to ensure project completion by the start of the Fall 2024 semester. CivilSurf's scope of services for this project included topographic survey, site civil engineering design, lighting design, and permitting.

**Senior Engineer | Heartland Training Complex | Highlands County BOCC | Sebring, Florida | 2023 to Present | \$47,950:** This project involved a due diligence assessment of an approximate 35-acre site near the Sebring Airport. The County plans to redevelop the site to provide multi-functional training facilities and other public services. As part of the due diligence assessment, CivilSurf prepared an updated conceptual site plan, considering the various site constraints, and an Engineer's Opinion of Probable Construction Costs. The conceptual site plan includes a Fire Rescue Station; an Aircraft Rescue and Fire Fighting (ARFF) facility; Sheriff's Office Training Center Campus; and Animal Services Facility.



### Expertise

- Site Development
- Stormwater Management System Design & Analysis
- Utility System Design & Analysis
- Transportation Infrastructure Design
- CADD

### Education

- BS / Civil Engineering  
University of South Florida

### Licenses /Certifications

- Professional Engineer in FL #67369
- Autodesk Certified User (multiple)

### Specialized Training

- Civil3D
- Autodesk Storm & Sanitary Analysis Software
- FDOT Advanced Maintenance of Traffic
- FDEP Qualified Stormwater Management Inspector

Since 1975, Mr. Howle's experience has encompassed many phases of Civil Engineering, Transportation Engineering, Land Planning, and Agency Permitting. He provides complete project services from Planning and Design through Permitting and Construction for Transportation Facilities, Utility Infrastructure, and Governmental Sites. Design experience includes Roadway, Drainage, Signalization, and Lighting. As a County Engineer, he was responsible for the implementation and maintenance of Roadway Capital Improvement plans including Budgeting, Design, Right-of-Way Acquisition, Construction, and Resurfacing. His extensive experience in Transportation Programs has established him as an Expert Witness in Eminent Domain Proceedings. As Vice President of Engineering, Mr. Howle directs the Planning, Design, and Construction of Transportation and Utility related facilities.

## Project Experience

**Consultant City / County Engineer | Various Municipalities | Various Locations, Florida | 1999 to Present:** Under a continuing contract with various counties and cities, provided services as County Engineer and subdivision plans review. Reviewed both large and small subdivisions to ensure compliance with Land Development Regulations. Enter review comments into governmental computer data base system. Assisted governmental inspectors in resolving construction issues. Continuing contracts were with Okeechobee County, Polk County, St. Lucie County, Desoto County, Indian Rocks Beach, Haines City, Frostproof, and West Melbourne.

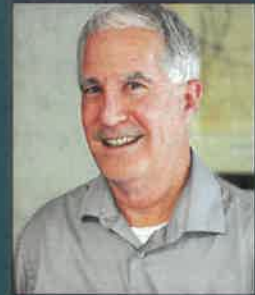
**Engineer of Record | Lakeland Park Drive Connector | City of Lakeland | Lakeland, Florida | 2014 to 2022 | \$677,369:** New 2-lane connector road between Carpenters Way and Lakeland Park Drive in the City of Lakeland. Project tasks included a study to determine the route for the road, roadway design, drainage design, signing and pavement marking, street lighting, utility coordination, permitting and a Multi-Use Trail. Services also included right-of-way condemnation assistance. This project received recognition as the 2021 ASCE Ridge Branch Project of the Year.

**Project Manager & Engineer of Record | 7th Street SW Roadway Reconstruction | City of Winter Haven | Winter Haven, Florida | 2014 to 2020 | \$262,850:** This project involved the two-lane reconstruction of 0.73 miles of deteriorated road in the City of Winter Haven. The project was a complete streets project that included survey, roadway improvements, storm sewer system, signing and pavement marking, decorative street lighting, and a Multi-Use Trail. CivilSurv also performed utility coordination and permitting for the project. CivilSurv also provided part time CEI for the project.

**Project Manager | Johnson Avenue Roadway Improvements | City of Haines City | Haines City, Florida | 2014 to 2018 | \$147,985:** This project involved the reconstruction of 0.33 miles of Johnson Avenue converting the roadway from a rural section to an urban section with improvements consisting of curb and gutter, storm sewer system, street lighting, and modifications to meet current ADA standards.

**Peer Reviewer | SR 546 (Memorial Boulevard) Constructability Review | City of Lakeland | Lakeland, Florida | 2016 | \$7,145:** Performed FDOT peer review for 1.281 miles of roadway improvements to SR 546 (Memorial Boulevard) from I-4 to Wabash Avenue in the City of Lakeland. The project consisted of replacing the existing rigid concrete and flexible asphalt pavement with rigid concrete pavement. The project included drainage improvements, signing and pavement marking, signalization, and lighting.

**Project Manager & Engineer of Record | Foxwood Drive Traffic Evaluation | MHM Communities, LLC | Lakeland, Florida | 2022 & 2024 | \$33,820:** This project involved a study focusing on determination of an equitable maintenance cost assessment for properties utilizing Foxwood Drive, a private road, for access. The study consisted of performing 31-day traffic counts for driveways accessing the road and estimating annual maintenance costs for the road. Estimated costs included resurfacing the road on a 15-year cycle and / or rehabilitation methods and associated costs.



### Expertise

- Transportation Infrastructure Design
- Construction Administration
- Site Development

### Education

- BS / Civil Engineering / The Citadel / Dean's List

### Licenses /Certifications

- Professional Engineer in FL #27584, NC, VA, KY, and PA
- FDOT Advanced Temporary Traffic Control

### Affiliations

- American Society of Civil Engineers
- National Association of County Engineers
- American Public Works Association

Mr. Smith has 46 years of professional engineering experience in the design and construction administration of multi-million-dollar projects for governmental, institutional, industrial and private (domestic and international) clients. His major strengths include organization, leadership, market strategies, planning, financial controls, negotiations, and problem resolution. Mr. Smith has specialized technical expertise in trenchless technologies, and maintains cost consciousness with an ability to identify needs and goals, streamline existing operations, and overcome obstacles with technically sound and financially feasible solutions.

## Project Experience

**Consultant City / County Engineer | Various Municipalities | Various Locations, Florida | 2000 to Present:** Under a continuing contract with various counties and cities, provided services as City Engineer and subdivision plans review. Reviewed both large and small subdivisions to ensure compliance with Land Development Regulations. Enter review comments into governmental computer data base system. Assisted governmental inspectors in resolving construction issues. Continuing contracts were with St. Lucie County, Frostproof, and West Melbourne.

**QA/QC Reviewer | Crooked Lake Park Inflow & Infiltration Study | Polk County Utilities Division | Polk County, Florida | 2021 to Present | \$170,000:** This project involved the evaluation of the existing gravity sewer system and existing sanitary lift stations located within the area known as Crooked Lake Park. The project was initiated by several sanitary sewer overflow events that resulted in FDEP enforcement actions while the system was under the control of the previous entity. Inflow and infiltration issues were found to be a significant contributing factor to the sanitary sewer overflow events. The County acquired the system and consulted with CivilSurv to evaluate alternatives to bring the system into compliance. The evaluation involved the CCTV inspection of approximately 23,000 linear feet of gravity sanitary sewer of diameter ranging from 4-inch to 10-inch and approximately 80 manholes.

**Principal-in-Charge & QA/QC Reviewer | Southwest I&I Reduction Phase II | Polk County Utilities Division | Polk County, Florida | 2019 to 2020 | \$330,000:** This project involved the evaluation, design, permitting, and cost estimating for the proposed improvements to approximately 5 miles of sanitary sewer and manholes throughout Southwest Polk County in 6 basins. The project included televising and reviewing of hours of CCTV, analyzing and locating defects within the piping system and manhole system, designing improvements to the system, and construction management.

**Principal-in-Charge & QA/QC Reviewer | Southwest I&I Reduction Phase I | Polk County Utilities Division | Polk County, Florida | 2018 to 2019 | \$195,000:** This project involved the evaluation, design, permitting, and cost estimating for the proposed improvements to approximately 5 miles of sanitary sewer and manholes throughout Southwest Polk County. The project included review of hours of CCTV, analyzing and locating defects within the piping and manhole system, designing improvements to the system, and construction management.

**Principal-in-Charge | Septic Areas 3 and 4 Utility Improvements | City of Fort Lauderdale | Fort Lauderdale, Florida:** Designed project to provide sewer service to approximately 800 residents and businesses that currently on septic tanks. Water mains in the project area are also being upgraded by replacing 2- and 4-inch mains as well as any leaded joint pipes. Complete design, permitting and construction phase services for this project 84,000 lf of gravity sewer, three sewage pump stations, 3,200 lf of force main and 8,500 lf of water main replacement.



### Expertise

- Transportation infrastructure design
- Stormwater management system design
- Utility system design
- Site development

### Education

- BS / Civil Engineering / Virginia Polytechnic Institute and State University

### Licenses / Certifications

- Professional Engineer in FL #56434, VA, and NC

### Affiliations

- American Society of Civil Engineers
- National Society of Professional Engineers

## Subconsultant Partners



**GISJane, LLC.** is a consulting firm located in the Tampa Bay Region that is owned and operated by Mrs. Jane E. Thompson, who is a Certified Floodplain Manager (CFM) and GIS Professional (GISP) with over twenty years of local and Florida specific GIS and Flood experience. Jane is a dedicated volunteer to the Florida Floodplain Managers Association, the GIS Committee Chair as well as the Associate Membership Coordinator responsible for growing membership across the state. Jane spent the first half of her career supporting Civil Engineers and associated professionals on a wide range of asset management projects including master planning of water/waste/reclaimed, stormwater, watershed, parks, and transportation as well as county master mining planning. Jane has international asset management experience having performed the GIS feasibility studies for both the Panama Canal expansion and bridge crossing

which required translation of data attributes from Spanish to English.

Jane Thompson's reputation as a foremost technical, GIS and subject matter expert on flood is complemented only by her extensive GIS asset management experience across a wide array of disciplines with both public and private sector clients. She managed both NFWMD and SRWMD FEMA CTP regulatory program which is an asset management for Flood and is currently supporting several state entities and Florida governments with Watershed Master Planning and Outreach efforts under federal and state funded vulnerability assessments grants, three or more of which Polk County was awarded and are currently underway. Jane's most current asset management experience with Polk County was performing the State's unfunded mandate for reporting under the House Bill 53 Stormwater and Wastewater 25-year needs analysis. Jane also supported Polk County in applying for and FDEP Innovation in HABS grant in 2022 .



### **Astra Intelligence, Inc. DBA HighTide Intelligence (HighTide)**

is a flood risk data and technology company based in Winter Haven, Florida. HighTide was co-founded by geophysicists and engineers from Stanford University. HighTide's mission is to accelerate sea level rise adaptation and flood mitigation with data-driven technology. HighTide's team envisions a world where everyone has the opportunity to thrive despite rising flood risk. As a Certified B-Corp, HighTide has been audited and proven to meet the highest standards of verified social and environmental performance, public transparency, and legal accountability to balance profit and purpose.

HighTide utilizes the latest methodologies in artificial intelligence (AI) and uncertainty quantification to elevate the value of traditional flood risk assessments performed as part of a vulnerability assessment or watershed master plan. HighTide's flood risk quantification methodology, the Stanford Urban Risk Framework (SURF), was peer-reviewed and published in Earth's Future<sup>1</sup> and has received awards from Stanford University<sup>2</sup> and Microsoft AI for Earth<sup>3</sup>. At its core, SURF integrates FEMA's Hazus methodology into an AI-enabled framework, which allows SURF to quantify uncertainty in flood damage estimates. SURF then leverages tax assessor data and U.S. Census demographic data to further evaluate additional economic and socioeconomic considerations including property tax revenue at risk and household displacement risk.

HighTide has developed and refined SURF's methodology in collaboration with clients in Florida, Puerto Rico, and California. Past projects include vulnerability assessments funded by the Resilient Florida grant program, and a territory-level flood risk assessment of Puerto Rico; however, HighTide's work goes beyond scalable state-of-the-art analysis. HighTide looks at the bigger picture and how to best support communities to make a lasting impact on the road to resilience. When Hurricane Ian devastated southwest Florida, HighTide took the initiative to make building-level flood risk data and solutions accessible to all homeowners in Florida and launched Arkly.com six months later. To accomplish this feat, HighTide generated more than one hundred coastal flood maps combining sea



## Subconsultant Partners

level rise and storm surge, and quantified the economic impact of flooding for millions of buildings in Florida. In order to make Arkly free to the public, HighTide developed an innovative business model in which the project will be supported through referrals to flood insurance and mitigation service providers, meaning that Arkly sustains itself as its desired impact becomes realized. Arkly received the 2023 Excellence in Big Data and Technology award from the East Central Florida Regional Planning Council<sup>4</sup> in recognition of these innovations. Arkly also received international attention through the USA Today<sup>5</sup> network and has benefited more than 35,000 users to date.

HighTide is committed to Empowering Resilient Living™ by providing your community with the best possible understanding of potential present and future flood impacts, facilitating outreach and engagement, and making flood risk data and solutions intuitive and accessible to homeowners.



**GeoPlanning Solutions, LLC.** was founded on April 1, 2024 by Amée Bailey, AICP, GISP, CFM. In one year, the firm has grown from serving one municipality to providing professional services to local Regional Planning Councils, several Florida counties, and multiple municipalities. The firm primarily focuses on local government support services including technical assistance, public information production, and staff education. Areas of support include annexations, land use and zoning, policy development, site development and construction, floodplain management and other environmental services.

GeoPlanning Solutions has supported responsible community growth within Polk County. As a local firm, we understand the unique qualities and individual nature of each area in Polk County. We strive to provide growth management strategies while protecting the environmentally sensitive areas throughout the county including the Green Swamp Area of Critical State Concern. There are many challenges that local governments face including new state mandates and constant changing regulations. GeoPlanning Solutions is prepared to assist with these ever-changing conditions.



@ jane.thompson@gisjane.org

+1 (727) 564-2670

# Jane E. Thompson, CFM, GISP

FOUNDER

## ROLE

GIS Stakholder Outreach and Community Engagement

## EXPERIENCE

Industry: 20 Years

## EDUCATION

BS, Environmental Geography, University of South Florida St. Pete Bayboro

## DISCIPLINES

Resiliency

Vulnerability Assessments

GIS

Jane Thompson has specialized in the development of GIS in the civil engineering industry for 20 years and created much of the base mapping GIS data available from FEMA in Florida. Jane began her career in FEMA flood hazard mapping performing FEMA flood insurance studies during the FEMA Map Modernization Program for Northwest, Suwannee River and Southwest Florida Water Management Districts. Jane is the Florida Floodplain managers Association (FFMA) Associate membership Coordinator and works with municipal, state, federal and private clients on Regulatory and Non-regulatory projects. Jane excels at building relationships around GIS, remote sensing, innovative technologies, water quality, floodplain and asset management. Jane has extensive experience in asset management and master planning of watersheds, stormwater service areas, environmental and floodplains and performs QA/QC of engineering modeling inputs and mapping results. Intergovernmental Outreach is Jane's passion in which she utilizes GIS to help communicate big concepts like climate change and future conditions.

## PROJECT EXPERIENCE

- GISJANE** PROGRAM MANAGER  
**MULTI-JURISDICTIONAL WATERSHED MASTER PLAN FOR FLORIDA ATLANTIC UNIVERSITY**  
 Perform QA/QC of the GIS inputs, modeling outputs, reporting, GIS maps and metadata deliverables required to perform the Multi-Jurisdictional Outreach and Stakeholder Engagement for more than twenty Florida counties and municipalities who elected to participate in the HMGP-DR IRMA funded project including Charlotte County. Facilitate all outreach coordination among FAU, the communities participating and the overall HUC8 Basin stakeholders specifically to maximize the credit earned under the NFIP CRS activities. Enhanced the standard WMP VA to meet the State of Florida's VA statutory guidance and am designing a GIS asset management deliverable that will both complement the existing GIS of source regulatory datasets and inform Stormwater Adaptation Planning activities including for finding dedicated funding via the Resilient Florida Grant Program.
- AECOM** PROGRAM MANAGER  
**MANATEE COUNTY CRS STORMWATER MASTER PLAN ACTIVITIES EVALUATION**  
 Evaluated the Manatee County CRS Program for the Activities related to Stormwater management Activities in order to provide recommendations to the Stormwater Utilities Division.
- POLK COUNTY PATHWAY TO A STORMWATER MASTER PLAN**  
 Evaluated Polk County's existing stormwater management program to provided recommendations for next steps. This county has begun to collect it's GIS assets for stormwater outside the SWFWMD datasets in existence.
- FLORIDA FEMA MAP MODERNIZATION, RISKMAP & CONVERSION PROJECTS**  
 Managed dozens of projects throughout the Map Modernization, Risk MAP & Conversion projects, and Watershed Studies for FEMA Cooperating Technical Partners (CTP) NFWFMD and SRWMD producing both regulatory and non-regulatory product. Delivered enhanced coastal non-regulatory products as early as 2013 and developed guidance while encountering issues for FEMA. Deliverables were submitted according to FEMA's RiskMAP Guidelines and Specifications and always included FIRMs, FIS, DB FEMA DCS Basemap, Terrain, Survey, Hydrology, Hydraulics, and Floodplain Mapping. Coordinated all Outreach among the production staff and FEMA client as well as planned and hosted all public outreach meetings.



@ adrian@hightide.ai

+1 (540) 200-8101

# HighTide

## Adrian Santiago Tate

CHIEF EXECUTIVE OFFICER

### ROLE

Resiliency Lead

### EXPERIENCE

Industry: 5 years  
Research: 5 years

### EDUCATION

MS, Geophysics, Stanford University

BS, Civil Engineering, Virginia Tech

### DISCIPLINES

Resiliency

Vulnerability Assessments

Adrian Santiago Tate has dedicated himself to scaling adaptation for the past decade. Raised in the Netherlands, Adrian became inspired to help his home state, Florida, adapt to sea level rise. As a Horton Fellow at Virginia Tech, Adrian traveled around the world to research socioeconomic factors influencing coastal engineering and management. Along the way, he learned about cultural and psychological biases, exemplified by tsunami survivors continuing to live by the water. Adrian was invited to conduct research on nature-based solutions at Stanford University, where he contributed to multiple publications on flood risk and mitigation, spearheaded technical development of the Stanford Urban Risk Framework, and cofounded HighTide Intelligence. When the pandemic started, Adrian moved to Florida to provide data-driven, AI-powered risk analysis to municipalities conducting vulnerability assessments.

### PROJECT EXPERIENCE

#### ● ASTRA INTELLIGENCE

CEO AND COFOUNDER

##### EAST CENTRAL FLORIDA FLOOD IMPACT ASSESSMENT

Performed the economic and socioeconomic impact assessment for the region. Developed an approach to fill data gaps in inland flood risk using FEMA flood zones, and make the results intuitive and available on Arkly.com. Coordinated a comprehensive report with the client to ensure the results advanced resilience in the region.

##### PUERTO RICO SEA LEVEL RISE AND STORM SURGE IMPACTS TO BUILDINGS

Performed strategic field review of local housing stock within coastal flood zones in Puerto Rico for suitability of property-level flood mitigation measures. Led the economic assessment of the buildings in 44 coastal communities and contracted a flood mitigation expert to ensure accurate return of information for assessment.

##### EAST PALO ALTO, CALIFORNIA, RAIN GARDEN PROJECT

Partnered with non-profits in the low-income, high-flood-risk East Palo community to scale a nature-based, community-driven approach to climate adaptation. Managed HighTide's stormwater analysis, which leveraged machine learning to identify the cost-benefit of rain gardens and their optimal placement.

##### CITY OF SATELLITE BEACH, FLORIDA, SEA LEVEL RISE AND STORM SURGE IMPACT ASSESSMENT

Conducted the economic and socioeconomic impact assessment to complement the City's FDEP-funded Vulnerability Assessment. Identified the City's primary need was to communicate flood risk to property owners and took the initiative to develop Arkly, a publicly-available flood risk platform.

##### CITY OF SATELLITE BEACH, FLORIDA, SEA LEVEL RISE AND STORM SURGE IMPACT ASSESSMENT

Conducted the economic and socioeconomic impact assessment to complement the City's FDEP-funded Vulnerability Assessment. Identified the City's primary need was to communicate flood risk to property owners and took the initiative to develop Arkly, a publicly-available flood risk platform.

#### ● SIGMA LAB, STANFORD UNIVERSITY

DOCTORAL RESEARCHER

##### THE STANFORD URBAN RISK FRAMEWORK (SURF)

Led technical development of SURF at the interdisciplinary Future Bay Initiative at Stanford University. The purpose of the initiative was to quantify the economic and socioeconomic impacts of sea level rise and storm surge on individuals and communities to inform regional efforts to implement equitable adaptation in the San Francisco Bay Area. Streamlined vulnerability assessments using custom-made software to integrate geospatial datasets, clean and process data, and quantify impacts. Created a unique software package that goes beyond standard assessments by fully quantifying uncertainty at the scale of individual buildings using efficient, cost-effective software. Published methods and case study in [Earth's Future](#) in 2021.



# GeoPlanning Solutions

Ameé Nicole Bailey  
AICP, GISP, CFM



**P** 352-477-2633

**E** abailey@gpsamee.com

**A** 920 Kristina Ct., Auburndale, FL 33823

## SUMMARY

Ms. Bailey is an experienced Polk County planner with over 25 years of service in the public sector with additional experience in private sector consulting. Ms. Bailey has directed a wide range of projects which included public involvement events, visioning workshops, public hearings, land use planning, site and infrastructure development environmental assessments, and GIS analysis.

## QUALIFICATIONS

- Certified Floodplain Manager with 20 years of experience which began at Polk County assisting the County CRS Coordinator.
- Led the City of Lake Alfred's application effort into the Community Rating System (CRS) program and maintained a Class 6 Rating through cycle reviews.
- Continues to serve as the Floodplain Administrator for the City of Lake Alfred conducting technical reviews and site inspections for land use cases, site development applications, building permits, and code enforcement cases.
- Provides CRS and Vulnerability Assessment guidance to local Regional Planning Councils, counties, and municipalities.
- Serves on Polk County's Local Mitigation Strategy team and CRS subcommittee.
- Assists in preparation of hazard mitigation grants.
- Develops, reviews, and implements state, county, and municipal regulations including Comprehensive Plans and Land Development Regulations for multiple jurisdictions in Central Florida.
- Manages ongoing complex projects that include planning, permitting, inspection, design, and construction phases.
- Produce information documents and social media content to provide staff training and improve public awareness regarding floodplain management topics and public policy decisions.

## EDUCATION

- Masters of Arts in Geography emphasis in GIS and Spatial Analysis from USF – 2007
- Geographic Information System (GIS) Graduate Certificate from USF - 2002
- Environmental Science and Policy Graduate Certificate from USF - 2001
- Bachelor of Science in Environmental Science from St. Leo College – 1996

## PROFESSIONAL ORGANIZATIONS

- American Institute of Certified Planners (AICP) #32076
- American Planning Association, Florida Chapter, Heart of Florida Section - 2006
- Certified Geographic Information Systems (GIS) Professional (GISP) # 00060016
- Certified Floodplain Manager # US-06-02364
- Association of State Floodplain Managers (ASFPM) since 2005
- FDEP Certified Stormwater Inspector # 15204
- Polk GIS Users Group – Founding Manager and Executive Committee Member since 2015
- Urban and Regional Information Systems Association (URISA)
- Central Florida Geographic Information System (CFGIS) Users Group
- Friends of the Polk County Parks Foundation – Vice President since 2014



# Tab 4

## Polk County Entity



**CivilSurv is a Polk County entity, along with our subconsultants Astra Intelligence, Inc. DBA HighTide Intelligence (HighTide) and GeoPlanning Solutions.**

POLK COUNTY LOCAL BUSINESS TAX RECEIPT	
ACCOUNT NO. 1243	CLASS: B+      EXPIRES: 09/30/2026
<b>OWNER NAME</b>	<b>LOCATION</b>
CRAIG R FULLER	2525 DRANE FIELD RD SUITE 7 LAKELAND
<b>BUSINESS NAME AND MAILING ADDRESS</b>	<b>CODE      ACTIVITY TYPE</b>
CIVILSURV DESIGN GROUP INC CIVILSURV DESIGN GROUP INC 2525 DRANE FIELD RD SUITE 7 LAKELAND, FL 338111360	540250      SURVEYOR MAPPER 540190      PROFESSIONAL ENGINEER
	<b>PROFESSIONAL LICENSE (IF APPLICABLE)</b>
	-
<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 - 3397122 07/03/2025 OPY	OLP 57.75      CIVILSURV DESIGN GROUP INC

TC301F22




# **Tab 5**

Certified Woman or  
Minority Business  
Enterprise



## W/MBE Participation

CivilSurv is a certified small business enterprise (SBE) with the Florida Department of Transportation, City of St. Petersburg, and the South Florida Water Management District. CivilSurv is not certified as an W/MBE firm; however, we partner with both GISJane and GeoPlanning Solutions who are not presently registered as a WBE but plan to be in the near future. Ameer is recently eligible and will be registering for it within the next few months and Jane is in the process of applying. Adrian Santiago Tate appears to be eligible for an MBE and is planning to apply within the next 1-2 years. CivilSurv regularly collaborates with MBE, WBE, DBE, and SBE firms and is committed to supporting small and disadvantaged businesses on our contracts.



# **Tab 6**

## **Interactions with County & Regulatory Staff**



## Interactions with County & Regulatory Staff

Working with County Staff and Regulatory Agencies is critical to the success of any project. At the start of any project, we have a comprehensive review meeting with County Staff to review the project and to be sure we have a clear understanding of their desires for the project and any issues or concerns that they feel need to be addressed as part of the design. CivilSurv has relationships with the County's Project Managers, but also other county departments including Procurement, Building, Codes, and the County Attorney's Office staff. We have worked extensively with FDOT, SFWMD, and FDEP on these projects as applicable. **Craig R. Fuller, PE**, the Project Manager, will be the lead point of contact. CivilSurv will always keep the intent of the project when working through issues. Mr. Fuller will arrange for a kick-off meeting, keeping key staff updated and involved to coordinate technical efforts.



**CivilSurv has extensive experience with Regulatory Agencies, including but not limited to:**

- FDOT
- FDEP
- SFWMD
- PC Health Department
- USACE
- US Fish & Wildlife
- DRC

We strive to provide clear communications throughout the project and will communicate via the means that work best for the County's Project Manager or other staff whether it be through email, telephone call, or written correspondence. The project team has worked on dozens of Polk County projects and knows who to contact when there is an issue, whether it be a utility conflict, the need for real estate, or the establishment of the flood plain; we have the experience.

CivilSurv has relationships with the County's Engineering/Land Development Division leadership, but also other County departments including Procurement, Building, Codes, Utilities, and the County Attorney's Office staff. We also have significant depth and experience in permitting. Examples include the being the Surveyor for Polk County as a project – reviewing platting and layouts per Florida Statutes; the Gibson Oaks Site Design project which we designed/permitted with the County and FDEP with zero Requests for Additional Information; Lakeland Park Drive which we defined the land, permitted through US ACE, permitted through FDEP, and permitted through the SFWMD; Polk County Land Development staff extension in which we provide full-time inspection for various projects throughout the County; and Polk County Utilities Lift Station Review project in which we previously created the standards by which lift stations are designed and now review them against those standards.

CivilSurv has more than 45 years of experience in the design and permitting of various projects in Polk County. As noted above, CivilSurv has relationships with the County's Project Managers in various divisions. **Craig Fuller, PE, Jack Breed, PLS, Ken Glass, PSM, Gary Allen, PLS, and Mark Frederick, PE, ENV SP, PMP** all have relationships and are on a first-name-basis with multiple staff within the various divisions. Mr. Fuller has completed several projects for Polk County and is looking forward to continued work with the team.



# **Tab 7**

## Surveys of Past Performance

**Survey Questionnaire – Polk County  
RFP 25-625, Engineering Staff Augmentation Services for Land Development  
(CCNA)**

To: Josh Turner (Name of Person completing survey)

City of Frostproof (Name of Client Company/Consultant)

Phone Number: 863-635-7855 Email: jturner@cityoffrostproof.com

Subject: Past Performance Survey of Similar work:

Project name: Professional Engineering & Surveying Services

Name of Firm being surveyed: CivilSurv Design Group, Inc.

Cost of Services: Original Cost: \_\_\_\_\_ Ending Cost: \$351,567

Contract Start Date: 2018 Contract End Date: Ongoing

**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)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	
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)	
11	Overall Client satisfaction and comfort level in hiring	(1-10)	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)	10

Printed Name of Evaluator: Joshua Turner

Signature of Evaluator: 

Please fax or email the completed survey to: dwhitaker@civilsurv.com

**Survey Questionnaire – Polk County  
RFP 25-625, Engineering Staff Augmentation Services for Land Development  
(CCNA)**

To: Patricia Jackson (Name of Person completing survey)

Polk City (Name of Client Company/Consultant)

Phone Number: (863) 984-1375 Email: patricia.jackson@mypolkcity.org

Subject: Past Performance Survey of Similar work:

Project name: General Engineering | Development Review Services

Name of Firm being surveyed: CivilSurv Design Group, Inc.

Cost of Services: Original Cost: \_\_\_\_\_ Ending Cost: \$490,000

Contract Start Date: 2022 Contract End Date: Ongoing

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: Patricia Jackson

Signature of Evaluator: 

Please fax or email the completed survey to: dwhitaker@civilsurv.com

**Survey Questionnaire – Polk County**

RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)  
~~RFP 21-332, Professional Surveying & Mapping Services~~

To: Steve McQuaig (Name of Person completing survey)

Polk County - Land Development Division (Name of Client Company/Contractor)

Phone Number: (863) 534-6769 Email: stevemcquaig@polk-county.net

Subject: Past Performance Survey of Similar work:

Project name: Survey Support and Review Services

Name of Vendor being surveyed: CivilSurv Design Group, Inc.

Cost of Services: Original Cost: \$49,725 Ending Cost: est. ~\$100,000

Contract Start Date: Nov. 2020 Contract End Date: May 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)	9
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 STEVE McQUAIG

Signature of Evaluator: 

Please fax or email the completed survey to: tbrady@civilsurv.com

**Survey Questionnaire – Polk County**

**RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)**

To: Dean Scharmen (Name of Person completing survey)

City of Indian Rocks Beach (Name of Client Company/Consultant)

Phone Number: 727-595-6889 Email: dscharmen@irbcity.com

Subject: Past Performance Survey of Similar work:

Project name: City of Indian Rocks Beach - General Engineering Services

Name of Firm being surveyed: CivilSurv Design Group, Inc.

Cost of Services: Original Cost: \_\_\_\_\_ Ending Cost: Over \$2M total

Contract Start Date: 1998 Contract End Date: Ongoing

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 DEAN A. SCHARMEN

Signature of Evaluator: 

Please fax or email the completed survey to: dwhitaker@civilsurv.com

# **Tab 8**

## **Submittal Documents**

**Proposers Incorporation Information**  
(Submittal Page)

The following section should be completed by all proposers and submitted with their proposal submittal:

Company Name: CivilSurv Design Group, Inc.  
 DBA/Fictitious Name (if applicable): \_\_\_\_\_  
 TIN #: 27-1816201  
 Address: 2525 Drane Field Road Suite 7  
 City: Lakeland  
 State: FL  
 Zip Code: 33811  
 County: Polk

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

Contact Person: Craig R. Fuller, PE  
 Phone Number: (863) 646 4771  
 Cell Phone Number: \_\_\_\_\_  
 Email Address: cfuller@civilsurv.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 firm must complete and submit this form prior to award. The Successful firm must invoice using the company name listed above.

September 17, 2025

**POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA  
ADDENDUM #1**

**RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)**

---

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

---

Contained within this addendum: Questions and answers.

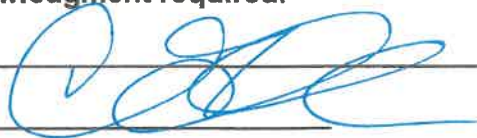
*Tabatha Shirah*

Tabatha Shirah  
Sr. Procurement Analyst  
Procurement Division

---

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

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



Printed Name: Craig R. Fuller

Title: President

Company: CivilSurv Design Group, Inc.

October 2, 2025

**POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA  
ADDENDUM #2**

**RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)**

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

---

Contained within this addendum: Questions and answers.

*Tabatha Shirah*

Tabatha Shirah  
Sr. Procurement Analyst  
Procurement Division

---

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

Signature: 

Printed Name: Craig R. Fuller

Title: President

Company: CivilSurv Design Group, Inc.

October 3, 2025

**POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA**  
**ADDENDUM #3**  
**RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)**

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

---

Contained within this addendum: Question and answer.

*Tabatha Shirah*

Tabatha Shirah  
Sr. Procurement Analyst  
Procurement Division

---

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

Signature: 

Printed Name: Craig R. Fuller

Title: President

Company: CivilSurv Design Group, Inc.

**AFFIDAVIT CERTIFICATION IMMIGRATION LAWS**

**SOLICITATION NO.: RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)**

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONSULTANT 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 CONSULTANT 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.

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

Company Name: CivilSurv Design Group, Inc.

Signature: 

Title: President

Date: 10/6/2025

State of: Florida

County of: Polk

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 6th day of October, 2025, by Craig R. Fuller (name) as President (title of officer) of CivilSurv Design Group, Inc. (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: Melisha D. Harrell

Notary Commission Number and Expiration: HH456198 / 02/16/2028

(AFFIX NOTARY SEAL)



Melisha D. Harrell  
Comm.: HH 456198  
Expires: Feb. 16, 2028  
Notary Public - State of Florida



## Drug Free Workplace

CivilSurv Design Group, Inc. maintains a comprehensive Drug-Free Workplace Policy in accordance with Florida Statute Section 440.102. All employees and job applicants are subject to drug and alcohol testing under conditions such as pre-employment, random selection, post-accident, and reasonable suspicion. The policy prohibits the use, possession, or influence of drugs or alcohol while on duty or on company property. CivilSurv is committed to maintaining a safe and productive work environment and supports employees through an established Employee Assistance Program (EAP) for those seeking help.

*\*A copy of our policy is available for review upon request.\**

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

(Florida Statutes, Section 448.095)

PROJECT NAME: 25-625, Engineering Staff Augmentation Services for Land Development  
(CCNA)

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 subcontractor 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 subcontractor. 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 subcontractors to provide an affidavit attesting that the subcontractor 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 subcontractor 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 6th day of October, 2025.

ATTEST:

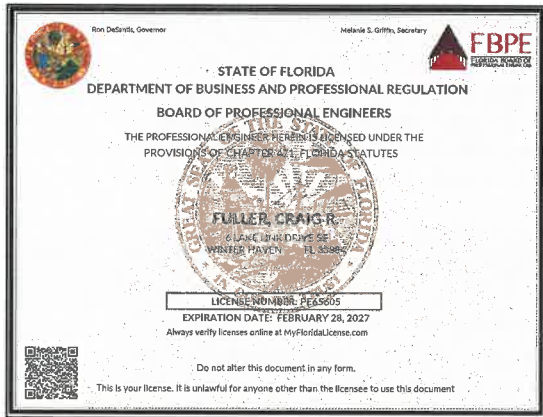
By:   
 PRINTED NAME: Kenneth T. Glass  
 Its: Vice President

CONSULTANT:

By:   
 PRINTED NAME: Craig R. Fuller  
 Its: President

# Licenses & Certifications

Our team individual licensure/certifications can be found on this page and the the following page.



dbpr Department of Business & Professional Regulation

HOME CONTACT US My Account

1:43:30 PM 10/1/2025

**ONLINE SERVICES**

- Verify a License
- View Fees & Lodging Inquiries
- File a Complaint
- Credentialed Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- ABE 1 Delinquent Invoicing & Activity List Search

**LICENSEE DETAILS**

**Licensee Information**

Name: SMITH, WILLIAM BOSS (Primary Name)  
Main Address: 7415 RICHFIELD COURT  
WILMINGTON North Carolina 34957  
County: OUT OF STATE  
License Mailing: 7415 RICHFIELD COURT  
WILMINGTON NC 28411  
County: OUT OF STATE


**License Information**

License Type: Professional Engineer  
Rank: Prof Engineer  
License Number: 56404  
Status: Current/Active  
Licensure Date: 10/17/2000  
Expires: 02/28/2027

**Special Qualifications**

Qualification Effective  
Civil 10/17/2000

# Licenses & Certifications | CivilSurv




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

License No.: LS713  
Expiration Date February 28, 2027


**Professional Surveyor and Mapper License**  
Under the provisions of Chapter 472, Florida Statutes

**KENNETH T GLASS**  
2525 DRANE FIELD RD STE 7  
LAKELAND, FL 33811-1360



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.




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

License No.: LS7261  
Expiration Date February 28, 2027


**Professional Surveyor and Mapper License**  
Under the provisions of Chapter 472, Florida Statutes

**TIMOTHY A MORRIS**  
3222 KILMER DR  
PLANT CITY, FL 33566-0739



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.




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

License No.: LS6101  
Expiration Date February 28, 2027


**Professional Surveyor and Mapper License**  
Under the provisions of Chapter 472, Florida Statutes

**BRIAN C. KIERNAN**  
2642 SW EASTMAN ST  
PORT SAINT LUCIE, FL 34953-2984



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.




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

License No.: LS4756  
Expiration Date February 28, 2027


**Professional Surveyor and Mapper License**  
Under the provisions of Chapter 472, Florida Statutes

**GARY L ALLEN**  
2525 DRANE FIELD RD STE 7  
LAKELAND, FL 33811-1360



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.




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

License No.: LS4089  
Expiration Date February 28, 2027

**Professional Surveyor and Mapper License**  
Under the provisions of Chapter 472, Florida Statutes

**JOHN NAVLOR BREED**  
2525 DRANE FIELD RD STE 7  
LAKELAND, FL 33811-1360



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.

**Undergraduate  
Certificate**

**University of Florida**

**The College of Agricultural and Life Sciences**

**Timothy A Morris**

Has Successfully Completed the Prescribed Course of Study for the  
Certificate in

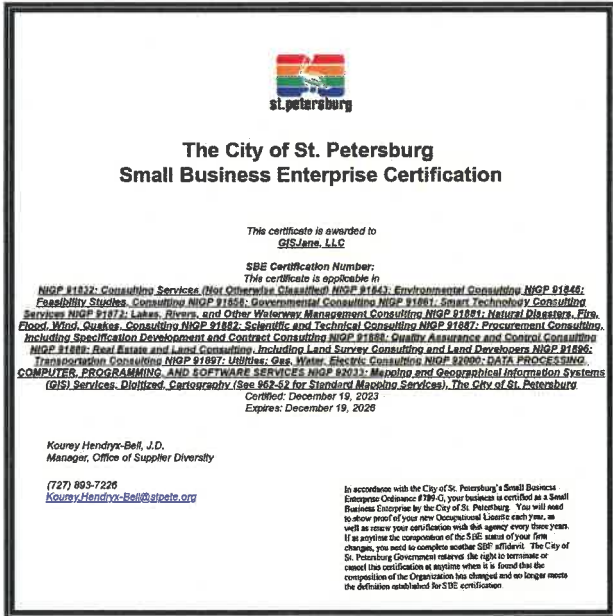
**Mapping with Small Unmanned Aerial Systems**

This eighteenth day of August, 2020.





# Licenses | GISJane




# Licenses | Astra Intelligence, Inc. DBA HighTide Intelligence (HighTide)

**FLORIDA DEPARTMENT OF FINANCIAL SERVICES**

***ADRIAN FERNANDO SANTIAGO TATE***  
*License Number : W945500*

Resident Insurance License	Issue Date
• 0220 - GENERAL LINES (PROP & CAS)	01/25/2023

Please Note: A licensee may only transact insurance with an active appointment by an eligible insurer or employer. If you are acting as a surplus lines agent, public adjuster, or insurance intermediary management, you should have an appointment recorded in your own name on file with the Department. If you are unsure of your license status you should contact the Florida Department of Financial Services immediately. This license will expire if more than six months elapse without an appointment for each class of insurance listed. If such expiration occurs, the individual will be required to re-apply as a first-time applicant. If the license was obtained by passing a licensure examination offered by the Florida Department of Financial Services, the licensee is required to comply with continuing education requirements contained in 620.2815 or 648.385, Florida Statutes. A licensee may track their continuing education requirements completed or needed in their MyProfile account at <http://myprofile.dfs.com>. To verify the accuracy of this license you may review the individual license record under "Licensee Search" on the Florida Department of Financial Services website at [www.floridadfs.com/dfs/management](http://www.floridadfs.com/dfs/management).

  
Jimmy Patronis  
Chief Financial Officer  
State of Florida



## EXHIBIT "B"

### Schedule of Professional Rates

Job Classification	Range of Hourly Billing Rates		Range of Direct Labor Rates	
	Minimum	Maximum	Minimum	Maximum
Administrative Assistant	\$57.80	\$144.50	\$20.00	\$50.00
Associate 1	\$46.24	\$92.48	\$16.00	\$32.00
Associate 2	\$72.25	\$144.50	\$25.00	\$50.00
Associate 3	\$101.15	\$173.40	\$35.00	\$60.00
Sr. Associate	\$130.05	\$202.30	\$45.00	\$70.00
Project Manager	\$101.15	\$231.20	\$35.00	\$80.00
Sr. Project Manager	\$130.05	\$260.10	\$45.00	\$90.00
Director	\$173.40	\$289.00	\$60.00	\$100.00
Principal	\$216.75	\$350.00	\$75.00	\$140.00
Survey Crew	\$115.60	\$346.80	\$40.00	\$120.00
Specialty Survey Crew	\$173.40	\$375.70	\$60.00	\$130.00
SUE Equipment (Direct Rate)	\$50.00	\$75.00	\$50.00	\$75.00

The above wages are based on the current ranges of CivilSurv Design Group, Inc. personnel that work in the above various disciplines. The billing rates on our proposed rate with a multiplier of 2.89. *Invoices will show as actual calculations. Values include potential cost increases over term of contract for maximum value.*



**Labor Multiplier Calculation**

**CivilSurv Design Group, Inc. – FDOT FAR Audited Rates**

Actual Payroll	1.00
Facilities Costs and Capital	0.12
Reimbursable Expenses	0.05 – Polk County
<u>Actual General Overhead</u>	<u>1.34</u>
Actual Sub-Total	2.51
<u>Profit (@15%)</u>	<u>0.38</u>
<b>Reduced Polk County Rate</b>	<b>2.89</b>



## Descriptions and Responsibilities of Personnel

<b>Job Classification</b>	<b>Position Overview</b>	<b>Responsibilities</b>	<b>Education/Experience</b>
<b>Administrative Assistant</b>	Administrative support staff	Overall administrative duties including secretarial, data management, filing and general office support	General Office Skills
<b>Associate 1</b>	Technical staff such as engineering or surveying interns, survey rodmen, survey instrument techs, CEI inspectors, jr. survey party chief, engineering designers, CAD support	Project support including plans preparation and design computations	0-2 years experience
<b>Associate 2</b>	Technical staff such as project engineers, project surveyors, sr. survey instrument techs, Sr. CEI inspectors, survey party chief, engineering designers and CAD support, Entry level CFM	Project support including plans preparation and design computations. Review of plans for confirmation with Sr. staff.	2 years or more experience or BS Degree
<b>Associate 3</b>	Technical staff such as project engineers, project surveyors, Survey Field Supervisor, Sr. CEI Inspector/Constructability Review, Sr. engineering designers and Sr, CAD support, Jr Level	Project support including plans preparation and design computations	4 years or more experience or 2 years plus BS Degree
<b>Sr. Associate</b>	Senior technical staff including senior designers, planners, Project Surveyors, Sr. CEI, Sr. Engineers, and senior support staff, Sr. Level CFM	Project support including plans preparation and design computations	5 years or more experience
<b>Project Manager</b>	Management staff to supervise the work efforts of projects as well as coordination with the client	Overall management of project assignments	5 years or more experience
<b>Sr. Project Manager</b>	Senior management staff to supervise the work efforts of projects as well as coordination with the client	Overall management of project assignments	8 years or more experience
<b>Director</b>	Department level management staff responsible for overall department level management including project management	Overall management of department and project assignments	10 years or more experience



<b>Principal</b>	Senior division level management staff or corporate officer	Overall management of division and corporation	Varies, min 10 years of experience
<b>Survey Crew</b>	Two or three person survey team including crew chief, instrument person, and/or rod person	Surveying and Mapping	Varies
<b>Specialty Survey Crew</b>	Three or four person survey team for the completion of GPS or specialized surveying services	Surveying and mapping	Varies
<b>SUE Equipment</b>	Cost of utilizing vacuum and ground penetrating radar equipment for location of subsurface utilities	Location, assisting surveying and mapping for utility work	Not Applicable

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



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

**EXHIBIT C**

**Board of County Commissioners**

**REIMBURSABLE COST SCHEDULE**

- |  |   |
|--|---|
| 1. Subcontractor Services  | Actual Costs  |
| 2. Travel & Mileage Expenses   | In accordance with Chapter 112.061, F.S.; and further defined in the Polk County Employee Handbook for pre-approved out-of-county travel (excluding travel from home offices located outside of Polk County to the Polk County line). |
| 3. Pre-approved Equipment<br>(includes purchase and rental of equipment used in project) | Actual Costs  |