



Consultant Services Authorization

| | |
|-----------------------------------|--|
| Firm | CMHM Architects |
| Master Agreement No. | 2021-032 |
| CSA No. | 2021-032-04 |
| Project Name | Lakeland Hills Fire Rescue Station (EMS) |
| Project Description | Design and construction of new EMS Station to house 8 personnel and 3 Rescue Engines |
| Projects Exhibits and Attachments | Exhibit "A"- Scope of Services Exhibit "B"-Fee Schedule (Master Agreement) Exhibit "C"-Reimbursable Cost Schedule Exhibit "D"-Insurance Documents |
| Duration (in days) | Upon project completion |
| Compensation | \$ 213,700.00 |
| Special Contract Conditions | None |
| Insurance Requirements | Professional Liability |
| Liquidated Damages | \$0.00 Per Day |
| Budget Source/Availability | 12252.280524070.5662030.2800023 |

IN WITNESS WHEREOF, the parties hereto have executed this CSA on this ___ day of _____, 20__.

Attest:
STACY M. BUTTERFIELD

POLK COUNTY, a Political subdivision of the State of Florida

By: _____
Deputy Clerk

By: _____
W.C. Braswell, Chairman
Board of County Commissioners

Date Approved by Board: _____

Review as to form and legal sufficiency
Sandra B. H. P. 6/19/24
County Attorney's Office Date

Attest:
[Signature]
Corporate Secretary

CMHM Architects Inc.
CONSULTANT COMPANY NAME
[Signature]
Authorized Corporate Officer

SEAL

C. Keith Hunnicutt, Vice President
[Printed Name and Title]

Date: June 3, 2024

Date: June 3, 2024

Print

Clear



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

May 6, 2024

Mr. Keith Tate, Facilities Management Director
Polk County, Facilities Management
2160 Marshall Edwards Drive
Bartow, Florida 33830

Re: Architectural Services – New EMS Station – Lakeland Hills
CMHM Job No. 22022

Dear Mr. Tate,

CMHM Architects appreciates this opportunity to provide architectural and related engineering services for your proposed New EMS station located on Robson Street in Lakeland, Florida.

Scope of Work

It is our understanding that the site development and design of this building will be based on our prior meetings associated with this project. From these discussions, the scope of this project includes one single-story building utilizing CMU bearing walls supporting roof trusses. The building will contain three pull-thru apparatus bays and living quarters to accommodate six medical personnel. Also, the building will be required to be designed to hurricane storm shelter requirements. Three distinct exterior design options will be developed.

In addition, it is our understanding our civil design could be based on either a traditional, stand-alone design concept utilizing the site to accommodate stormwater ponds as necessary to capture all site runoff, or a concept utilizing a neighboring master planned stormwater system that appears to be designed to accommodate development on our site. Our fee accounts for utilization of either of these two design concepts.

It is noted the owner has provided a site survey, dated August 2022, indicating boundaries and topographic information which will be utilized for this design. Additional requirements for on-site and off-site survey work have been included in our fees.

Architectural Services

CMHM Architects shall provide basic full scope services that include schematic design, design development, construction documents, bid administration, and construction administration. Our proposal includes civil, surveying, structural, mechanical, plumbing, electrical design, and fire protection. Our fees include the design of a permanent emergency generator sized appropriately for 100% emergency power and a not-to-exceed 550-gallon fuel tank.

Per your request, our preliminary site investigation of necessary off site improvements revealed a domestic water line extension requirement and a new sewer force main/pump system that will be required for this project. It is assumed the existing water, sewer, and electrical utility systems located at the intersection of Robson Street and Lakeland Hills Blvd. are adequate to serve the new development which will include extending a waterline to the project site for site and building fire protection for sprinkling of the building structure.

Our design fees assume full and unrestricted access on and off the property onto Robson Street for connecting driveways.

Geotechnical soil borings and reporting services have been included in our fees.

Schematic Design

Utilizing information your office has developed and provided, we will refine and develop that information into an organized program including a building and site plan. These plans will indicate all buildings, rooms, doors, and windows while the exterior elevations will define the exterior character of the building. Three options will be presented, including basic black and white perspective rendering of each.

In addition, this schematic design will include off site development investigation/ design services including confirming availability and existing mapped locations of utility systems such as water, sewer and power.

Schematic Design Deliverables

- Site plan with building footprints located in context with adjacent existing development.
- Floor plan drawing showing room identifications and basic dimensions.
- Exterior elevations with window openings, door openings, and finish materials identified.
- Civil site plan indicating locations of buildings, pavement, stormwater retention areas and necessary proposed off site development.
- Estimate of probable cost.
- Geotechnical soil exploration boring testing report.

Design Development

Based on approval of Schematic Design documents and any revisions authorized by the Owner related to the program, schedule, or budget, CMHM will proceed with the Design Development phase of the project. As implied, we will more fully define the architectural character of the buildings, and identify the civil, structural, mechanical, and electrical systems, materials, and other appropriate elements.

Design Development Deliverables

- Architectural Site Plan with fully defined layout for new concrete walks, entry additions, etc.
- Floor Plan with dimensions, size and proposed use of all spaces; to include preliminary layout of equipment and furniture. Structural elements such as columns and bearing walls to be shown.
- Life Safety Plan shall identify all exits, fire or smoke rated walls, emergency egress openings, emergency lighting, fire protection sprinkler system and any other life safety item/ feature relevant to the facility. All code related issues shall be addressed.
- Exterior Elevations

- Building/ Wall Sections to include typical floor, ceiling and structural elevations; structural systems; and basic interior and exterior finish materials.
- Mechanical/ Electrical Drawings: identify basic systems and locations for major pieces of equipment along with all required building utility connection points.
- Civil Site Plan: identify location of all pavement, retention areas, swales, and underground stormwater structures along with all required building utility connection points.
- Design services for relocated/ reconfigured Robson Street/ City of Lakeland fencing/ gate/ monument structures on and off property.
- Two basic black and white perspective renderings of the building exterior.
- Estimate of probable cost.

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

Construction Documents

Based on approval of Design Development documents and any adjustments authorized by the Owner related to the scope or quality of the project or budget, CMHM and our consultants will proceed with completing Construction Documents. These documents shall consist of drawings and specifications describing in detail all requirements necessary to complete the construction of the project.

Construction Document Deliverables

- Complete set(s) of Construction Drawings and Specifications which describe in detail all requirements necessary to complete construction of the project. Alternates, if any, will be included.
- All drawings and specifications to be made available electronically (both in PDF and CADD versions) by the architect to the owner. The general contractor is responsible for building permit acquisition utilizing electronic signed/ sealed drawings provided by CMHM.
- Signed and sealed electronic documents for permitting.
- Florida Energy Code for Building Construction as required for permitting.
- Two final perspective renderings of the building exterior including color and material definition.
- Estimate of probable cost.

Bid Phase/ Building Permit Application

- Issue construction/ bid documents to the Polk County BoCC Facilities Management and Procurement Divisions.
- Respond to bidder and permitting agency questions as required.
- Issue Addenda responses to Owner as required.
- Assist the Owner as needed during bid award.

Construction Phase Services

- CMHM will respond to all questions which arise.
- Review Shop Drawings.
- Respond to General Contractor's Requests for Information and issue written responses in a timely manner.
- Architect to attend periodic construction meetings (minimum two (2) per month) and review construction progress through completion.
- Pay request reviews and approvals.

- Architect and MPE engineers to make Punch List Inspections and issue final inspection reports including review of final performance reports.
- Coordinate all material /color selections.

Services Not Included

- Design related to flood plain encroachments or wetland impacts
- LEED or Green Building design project certification, commissioning and related services
- Third party (engineer) building design review (peer review required for storm shelter buildings shall be provided by Owner)
- Agency permit and/ or application fees
- Furniture design or selection
- Septic drain field design
- Traffic studies/ traffic engineering
- Environmental inspections or approvals/ documents
- Time spent documenting time/ wage/ employment required By Davis-Bacon Act or any other similar governmental program
- Document printing in excess of three sets of documents at each design stage
- Data and security system design: the owner-provided design of these systems will be added to and coordinated with the design documents.
- Solar power design

Schedule

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

We anticipate the following schedule of work for this project:

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

Compensation

We propose to provide design services for a lump sum fee as follows:

A breakdown of this fee is:

| | |
|----------------------|--|
| Architectural | \$66,400.00 |
| Structural | 9,600.00 |
| Civil | 65,000.00 |
| Mechanical/ Plumbing | 7,800.00 |
| Electrical | 14,400.00 |
| Fire Protection | 5,000.00 |
| Monument/ Gate | 2,000.00 |
| Programming | 2,000.00 |
| Soils Report | 5,000.00 |
| Landscaping | 5,000.00 <i>(continued on next page)</i> |

| | |
|---|-----------------|
| Reproduction | 500.00 |
| <u>Final perspective renderings (2)</u> | <u>3,500.00</u> |
| Total | \$186,200.00 |

Additional Services Allowance/
Reimbursables (undefined) \$27,500.00

Total Fee Including Allowances \$213,700.00

We anticipate invoicing monthly as our work progresses based on the following work phase percentages:

| | |
|-----------------------------|-----|
| Schematic Design | 10% |
| Design Development | 20% |
| Construction Documents | 45% |
| Bid Administration | 3% |
| Construction Administration | 22% |

Reimbursable Expenses

Reimbursable expenses include those costs described in Paragraph 10 and Exhibit C of our Architectural/ Engineering Services Master Agreement. An allowance is provided above in our fee breakdown.

Additional Services

Our fee outlines what has traditionally been called Basic Architectural Services, which include structural, mechanical, plumbing, and electrical engineering. We have also included civil engineering services. The cost of any anticipated additional services is included as an allowance in our fee breakdown listed above. Additional services include those as described in Paragraph 8.4 of our Architectural/ Engineering Services Master Agreement.

Other than these fees noted above, additional services requested by the owner shall be performed at an hourly rate per CMHM Hourly Rate Schedule as previously submitted in our continuing contract, or for a pre-approved lump sum fee.

Sincerely,



C. Keith Hunnicutt, AIA

CKH/ajd

**Exhibit B
Hourly Rate Schedule**



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

HOURLY RATE SHEET

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



EXHIBIT C

SCHEDULE OF REIMBURSABLES

| | | |
|--|--------------------|---------------------|
| 1. Reproduction Cost | | |
| A. Regular Copying | Single Side | Double Sided |
| 8 ½ x 11 (black & white)..... | \$ 0.15/page | \$ 0.25/sheet |
| 8 ½ x 11 (color)..... | \$ 0.30/page | \$ 0.40/sheet |
| 8 ½ x 14 (black & white)..... | \$ 0.15/page | \$ 0.25/sheet |
| 8 ½ x 14 (color)..... | \$ 0.30/page | \$ 0.40/sheet |
| 11 x 17 (black & white)..... | \$ 0.25/page | \$ 0.35/sheet |
| 11 x 17 (color)..... | \$ 0.40/page | \$ 0.50/sheet |
| 9 ½ x 24 Single Side Only..... | \$ 1.00/page | |
| 17 x 22 Single Side Only..... | \$ 2.00/page | |
| 18 x 24 Single Side Only..... | \$ 2.00/page | |
| 24 x 36 Single Side Only..... | \$ 3.00/page | |
| 30 x 30 Single Side Only..... | \$ 5.00/page | |
| 32 x 34 Single Side Only..... | \$ 5.00/page | |
| Other sizes-per square inch..... | \$ 0.03/page | |
| Compact Digital Disk..... | \$ 6.00/disk | |
| B. Blueprint Copy | | \$10.00/page |
| | | |
| 2. Subcontractor Services | | Actual Costs |
| | | |
| 3. Special Consultants | | Actual costs |
| | | |
| 4. Telecommunications | | Non-reimbursable |
| | | |
| 5. Computer Services | | Non-reimbursable |
| | | |
| 6. Pre-approved Travel Expenses | | |
| In accordance with Chapter 112.061, F.S.; and further defined in the Polk County Employee Handbook | | |
| | | |
| 7. Postage, Fed Express, UPS | | Actual Costs |
| | | |
| 8. Pre-approved Equipment | | |
| (includes purchase and rental of equipment used in project) Actual Costs | | |

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

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

PRODUCER: USI Insurance Services, LLC, 2502 N Rocky Point Drive, Suite 400, Tampa, FL 33607. CONTACT NAME: Marty Moritz. PHONE: (A/C, No, Ext):, FAX: (A/C, No):, E-MAIL ADDRESS: TeamAECertificate@USI.com. INSURER(S) AFFORDING COVERAGE: INSURER A: Liberty Insurance Underwriters, Inc. NAIC #: 19917.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes rows for Commercial General Liability, Automobile Liability, Umbrella Liab, Excess Liab, Workers Compensation and Employers' Liability, and Professional Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Professional Liability coverage is written on a claims-made basis. RE: CSA No. 2021-032-04.

CERTIFICATE HOLDER CANCELLATION

CERTIFICATE HOLDER: Polk County, a political subdivision of the State of Florida; 330 West Church Street, Bartow, FL 33830. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: [Signature]

AM Best Rating Services

Sentinel Insurance Company, Ltd.

BestLink  AMB #: 002234 NAIC #: 11000 FEIN #: 061552103

Domiciliary Address

One Hartford Plaza
Hartford, Connecticut 06155-0001

[United States](#)

Web: www.thehartford.com

Phone: 860-547-5000

AM Best Rating Unit: [AMB #: 058707 - Hartford Financial Services Group, Inc.](#)

Assigned to insurance companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.



View additional [news, reports and products](#) for this company.

Based on AM Best's analysis, [058707 - Hartford Financial Services Group, Inc.](#) is the **AMB Ultimate Parent** and identifies the topmost entity of the corporate structure. View a list of [operating insurance entities](#) in this structure.

Best's Credit Ratings

Financial Strength View Definition

| | |
|---------------------------|-----------------|
| Rating (Rating Category): | A+ (Superior) |
| Affiliation Code: | p (Pooled) |
| Outlook (or Implication): | Stable |
| Action: | Affirmed |
| Effective Date: | August 24, 2023 |
| Initial Rating Date: | June 30, 1958 |

Long-Term Issuer Credit View Definition

| | |
|---------------------------|-----------------|
| Rating (Rating Category): | aa- (Superior) |
| Outlook (or Implication): | Stable |
| Action: | Affirmed |
| Effective Date: | August 24, 2023 |
| Initial Rating Date: | July 14, 2005 |

Financial Size Category View Definition

Financial Size Category: XV (Greater than or Equal to USD 2.00 Billion)

Best's Credit Rating Analyst

Rating Office: A.M. Best Rating Services, Inc.

Associate Director : Kathryn Steffanelli

Senior Director: Michael J. Lagomarsino, CFA, FRM

Note: See the Disclosure Information Form or Press Release below for the office and analyst at the time of the rating event.

Disclosure Information

Disclosure Information Form

View AM Best's [Rating Disclosure Form](#)

Press Release

[AM Best Affirms Credit Ratings of The Hartford Financial Services Group, Inc. and Its Subsidiaries](#)

August 24, 2023

View AM Best's [Rating Review Form](#)

AM Best Rating Services

Liberty Insurance Underwriters, Inc.

BestLink  AMB #: 003794 NAIC #: 19917 FEIN #: 222227331

Administrative Office

175 Berkeley St.
Boston, Massachusetts 02116

[United States](#)

Web: www.libertyiu.com

Phone: 212-208-2802

Fax: 732-946-5072

[View Additional Address Information](#)

AM Best Rating Unit: [AMB #: 000060 - Liberty Mutual Insurance Companies](#)

Assigned to insurance companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.



View additional [news, reports and products](#) for this company.

Based on AM Best's analysis, [051114 - Liberty Mutual Holding Company Inc.](#) is the **AMB Ultimate Parent** and identifies the topmost entity of the corporate structure. View a list of [operating insurance entities](#) in this structure.

Best's Credit Ratings

Financial Strength View Definition

Rating (Rating Category): A (Excellent)
Affiliation Code: r (Reinsured)
Outlook (or Implication): Stable
Action: Affirmed
Effective Date: August 10, 2023
Initial Rating Date: June 30, 1979

Long-Term Issuer Credit View Definition

Rating (Rating Category): a (Excellent)
Outlook (or Implication): Stable
Action: Affirmed
Effective Date: August 10, 2023
Initial Rating Date: January 25, 2006

Financial Size Category View Definition

Financial Size Category: XV (Greater than or Equal to USD 2.00 Billion)

Best's Credit Rating Analyst

Rating Office: A.M. Best Rating Services, Inc.
Associate Director : Raymond Thomson, CPCU, ARe, ARM
Senior Director: Michael J. Lagomarsino, CFA, FRM
Note: See the Disclosure Information Form or Press Release below for the office and analyst at the time of the rating event.

Disclosure Information

Disclosure Information Form

View AM Best's [Rating Disclosure Form](#)

Press Release

[AM Best Affirms Credit Ratings of Liberty Mutual Holding Company Inc. and Its Subsidiaries](#)

August 10, 2023

View AM Best's [Rating Review Form](#)