

**CONSULTANT APPROVAL FORM**

**CPO:** If Consultant fee is under \$50,000 & construction is under \$250,000 (procedure)

**CSA:** If Construction is under \$4,000,000;

OR for study activity if consultant fee is under \$500,000- FS 287.055(CCNA))

**CPO/CSA #:** 22-088-02 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 11/02/2023 Division: Roads & Drainage

Project Manager's Name: Angela Spieler, PE Phone #: 863-535-2276

Project Name: Cooley Road Sidewalk Project

Total Project Budget: \$2,251,200.00 Project # 5400012  
*This is the total budget for sidewalk repairs/replacements. This project does not have its own budget.*

Estimate of Construction Cost: \$202,136.00

Proposed Consultant: HNTB Corporation Fee: \$156,998.00

Master Consultant Agreement # 22-088

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

Approved By: [Signature] Date 11/21/23  
Division Director/Designee

**Procurement Division**

Date Received: 11/30 Date Reviewed by Analyst: 12/1/23

Approved by: [Signature]  
(Procurement Director/Designee)

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

Date Received: 12/6/23 Date Reviewed: 12/6/23

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

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

Date Received: 2023/12-06 Date Reviewed: 2023/12-06

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

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

**Selection Procedure for Consultants with Continuing Contracts**

Date Analysis Performed:

Division: Roads & Drainage Division  
 Division Director: Jay M. Jarvis, P.E.

October 25, 2023

CSA 22-088-02  
 Scope: Cooley Road Sidewalk Project

**Step 1: Review current list of Master Consultant Agreements**

Consultant	Address	Local Y/N	Elevated for Consideration
AECOM	212 E. Main Street, Bartow, FL 33830	Y	Y
AIM Engineering & Survey	195 South Orange, Ave., Suite 1, Bartow, FL 33830	Y	Y
Burgess and Niple	1511 N. Westshore Blvd., Suite 500, Tampa, FL 33607	N	Y
CONSOR Engineers	801 South Florida Ave., Lakeland FL 33801	Y	Y
Dewberry Engineers	202 Lake Miriam Dr., Suite E1, Lakeland, FL 33813	Y	Y
DRMP	1125 Bartow, Rd., Suite 100, Lakeland, FL 33801	Y	Y
HDR Engineering	4830 W. Kennedy Blvd., Suite 400, Tampa, FL 33609	N	Y
HNTB	555 North Broadway Ave., Bartow, FL 33830	Y	Y
Jacobs Engineering Group	5401 W. Kennedy Blvd., Suite 300, Tampa, FL 33609	N	Y
Kissinger Campo & Associates	201 N. Franklin St., Suite 400, Tampa, FL 33602	N	Y
Kimley-Horn and Associates	189 South Orange Avenue, Suite 1000, Orlando, FL 32801	N	Y
Mott MacDonald Florida	8875 Hidden River Way, Suite 300, Tampa, FL 33637	N	Y
NV5	201 South Bumby Avenue, Orlando, FL 32803	N	Y
Patel, Greene, and Associates	215 Easet Main Street, Bartow, FL 33830	Y	Y
Rummel, Klepper & Kahl	402 S. Kentucky Ave., Suite 400, Lakeland, FL 33801	Y	Y
WSP USA Environmental & Infrastructure Inc. / Wood	1649 Williamsburg Square, Suite 206, Lakeland, FL 33803	Y	Y

**Step 2: Review List for appropriate Expertise, Experience, and Personnel**

Consultant	Expertise	Experience	Personnel	Elevated for Consideration
AECOM	Y	Y	Y	Y
AIM Engineering & Survey	Y	Y	Y	Y
Burgess and Niple	Y	Y	Y	Y
CONSOR Engineers	Y	Y	Y	Y
Dewberry Engineers	Y	Y	Y	Y
DRMP	Y	Y	Y	Y
HDR Engineering	Y	Y	Y	Y
HNTB	Y	Y	Y	Y
Jacobs Engineering Group	Y	Y	Y	Y
Kissinger Campo & Associates	Y	Y	Y	Y
Kimley-Horn and Associates	Y	Y	Y	Y
Mott MacDonald Florida	Y	Y	Y	Y
NV5	Y	Y	Y	Y
Patel, Greene, and Associates	Y	Y	Y	Y
Rummel, Klepper & Kahl	Y	Y	Y	Y
WSP USA Environmental & Infrastructure Inc. / Wood	Y	Y	Y	Y

**State justification for each firm not elevated by category:**

N/A

**State justification for each firm that is elevated by category:**

All firms have appropriate expertise, experience, and personnel.

**Step 3: Past Performance on Similar Projects Satisfactory**

Consultant	Past Performance on Similar Projects Satisfactory	Elevated for Consideration
AECOM	Y	Y
AIM Engineering & Survey	Y	Y
Burgess and Niple	Y	Y
CONSOR Engineers	Y	Y
Dewberry Engineers	Y	Y
DRMP	Y	Y
HDR Engineering	Y	Y
HNTB	Y	Y
Jacobs Engineering Group	Y	Y
Kissinger Campo & Associates	Y	Y
Kimley-Horn and Associates	Y	Y
Mott MacDonald Florida	Y	Y
NV5	Y	Y
Patel, Greene, and Associates	Y	Y
Rummel, Klepper & Kahl	Y	Y
WSP USA Environmental & Infrastructure Inc. / Wood	Y	Y

**State justification for each firm not elevated by category:**

N/A

**Step 4: 24 Month Total Contract Value (RFP 22-242)**

Consultant	Contract Value CSA	Contract Value CPO	Elevated for Consideration
AECOM	\$ 194,421 411,302.36	\$	N
AIM Engineering & Survey	\$ 660,784.21	\$	N
Burgess and Niple	\$ 515,503.05	\$	N
CONSOR Engineers	\$ 542,259.76	\$	N
Dewberry Engineers	\$ 116,437 82,108.00	\$ 24,087.00	N
DRMP	\$ 59,760.00	\$	N
HDR Engineering	\$ 166,978.03	\$ 25,486.00	N
HNTB	\$ 396,013 102,255.00	\$	YES
Jacobs Engineering Group	\$ 495,625.26	\$	N
Kissinger Campo & Associates	\$ 116,770 88,882.00	\$	N
Kimley-Horn and Associates	\$ 150,690 68,415.00	\$	N
Mott MacDonald Florida	\$ 167,199 67,847.66	\$	N
NVS	\$ 130,523.00	\$	N
Patel, Greene, and Associates	\$ 361,659.28	\$ 48,749.00	N
Rummel, Klepper & Kahl	\$ 95,456.00	\$	N
WSP USA Environmental & Infrastructure Inc. / Wood	\$ 53,653 348,023.41	\$	N

**State justification for each firm not elevated by category:**

The new Master Service Agreement was approved by the Board on October 4, 2022. All of the proposed FY 23/24 intersection and sidewalk design projects, which vary with scope and complexity, are being distributed among the engineering consultants. HNTB was assigned this new project by Roads & Drainage staff. The balance of the projects will be assigned throughout the FY via individual CSAs.

**Meet Needs of Project Scope, Assigned Professional, Location, Special Needs of Project, Sub-Consultant**

Consultant	Meet Scope	Assigned	Location	Special Needs
HNTB Corporation	Yes	Ed Ponce, PE	Bartow, FL	None

**Step 5: Verify Proposed Scope Consistent with Scope of Services required for project**

Proposed Scope has been verified to meet the needs of the project by Angela Spieler, PE, Roads & Drainage Division

**Step 6: Fee Proposal Fair and Reasonable**

Proposed Fee of \$156,998.00 Is fair and reasonable, as determined by Angela Spieler, PE, Roads & Drainage Division

**Step 7: Recommendation**

HNTB is selected



# Consultant Services Authorization

Firm	HNTB Corporation
Master Agreement No.	2022-088
CSA No.	2022-088-02
Project Name	Cooley Road Sidewalk Project
Project Description	Design Engineering Services Through Construction, Including Permitting
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)	through completion of construction
Compensation	Total Cost Not to Exceed: \$ 156,998.00
Special Contract Conditions	NONE
Insurance Requirements	Professional Liability
Liquidated Damages	\$ 0 Per Day
Budget Source/Availability	14971.540152101.5666000.5400012

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: \_\_\_\_\_  
Chairperson  
Board of County Commissioners

Date Approved by Board: \_\_\_\_\_

Review as to form and legal sufficiency  
Sandra B. How 12/6/23  
County Attorney's Office Date

**Attest:**  
  
Craig W. Devan  
Corporate Secretary

HNTB Corporation  
CONSULTANT COMPANY NAME  
Leonard C Becker  
Authorized Corporate Officer

Leonard C Becker, Senior VP  
[Printed Name and Title]

SEAL  
Date: 11/14/2023

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

**Exhibit "A"**  
**Scope of Services**

**Cooley Road Sidewalk design from Recker Highway to Normandy Heights Drive**  
**CSA 22-088-02**  
**11/2/2023**

**I. PURPOSE & BACKGROUND**

The purpose of this Exhibit is to define the responsibilities of HNTB Corporation (**CONSULTANT**) and Polk County Roads and Drainage Division (**COUNTY**) in connection with the design of a proposed sidewalk along Cooley Road from Recker Highway (SR 620) to Normandy Heights Drive in Winter Haven, Polk County, Florida.

Cooley Road is a predominantly north-south roadway that extends from Recker Highway in Winter Haven south for approximately 1.3 miles to Eagle Lake Road in Eagle Lake. The **COUNTY** is needing to place a sidewalk along the west side of Cooley Road in the segment from Recker Highway to Normandy Heights Drive, tying into existing sidewalk and thereby extending pedestrian connectivity between Recker Highway and Lake Shipp Elementary School.



The **COUNTY** has requested **CONSULTANT** to develop construction plans for this proposed sidewalk. The **CONSULTANT** will provide signed and sealed plans based on the 2018 Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (aka "Florida Greenbook"), FY 2023-2024 FDOT Standard Plans for Road Construction, 2009 FHWA Manual on Uniform Traffic Control Devices (as amended), and the Polk County Technical Standards Manual (revised 5/2012).

## **II. DESIGN SERVICES**

The **CONSULTANT** shall furnish professional engineering services for the preliminary intersection design alternatives for the subject project.

The **CONSULTANT'S** Scope of Services shall include:

- Perform roadway and bicycle/pedestrian engineering analysis.
- Perform drainage analysis.
- Perform signing and pavement marking analysis
- Determination of Right of Way requirements
- Coordination with stakeholders
  - FDOT District 1
  - Citrus Connection / Winter Haven Area Transit (WHAT)
  - Polk County School Board / Lake Shipp Elementary
  - SWFWMD
  - Normandy Heights subdivision
  - Utility Agency/Owners (UAO's)
- Secure construction permits, including payment of permit fees.
  - Anticipate permits from SWFWMD, FDOT, and FDEP
  - Coordinate wetlands and listed species mitigation, if needed
- Provide Subsurface Utility Engineering (SUE) services
  - Provide Level B designates for project length (approximately 1400-ft)
  - Provide up to forty (40) Level A test holes at conflict points
- Provide Utility Coordination services
- Provide engineer's estimates at each plans submittal stage
  - 60% and 100%
- Preparation of signed and sealed sidewalk construction plans (11"x17" sheets). Plans will include:
  - Key sheet
  - Summary of Pay Items
  - Typical Sections
  - Project Notes
  - Plan and Profile Sheets
  - Drainage Structures Sheets
  - Drainage Detail Sheets
  - Roadway Cross Sections
  - Temporary Traffic Control Plan
  - Utility Accommodations Sheets
  - Summary of Verified Utilities and SUE borings
  - Signing and Pavement Marking Sheets
  - SWPPP and Erosion Control Layout
  - Provide Quality Assurance and Quality Control

The **COUNTY** shall furnish the following to the **CONSULTANT**:

- A Project Manager to in charge of contract administration and management services and to serve as liaison with the **CONSULTANT's** Task Lead
- Provide current traffic data and crash history for Cooley Road within the project limits
- Furnish the **CONSULTANT** with copies of existing right-of-way maps within the vicinity of the project.
- Provide design survey for the project limits
- Provide right of way maps, legal descriptions, title search and/or sketches for any existing and/or additional parcel acquisition needs
- Provide any available as-built plans for Cooley Road
- Provide any available as-built plans for the Normandy Heights subdivision and perimeter wall.
- Provide any additional records kept by the **COUNTY** which will advance the design and construction of the Cooley Road sidewalk

### **III. DESIGN REQUIREMENTS AND PROVISIONS FOR WORK**

#### **Design and Construction Standards**

The **CONSULTANT** shall prepare the design in accordance with current editions of the following:

- 2018 Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (aka "Florida Greenbook")
- FY 2023-2024 FDOT Standard Plans for Road Construction
- FY 2023-2024 FDOT Standard Specifications for Road and Bridge Construction
- January 2024 FDOT Specs-on-the-web
- 2009 FHWA Manual on Uniform Traffic Control Devices (Revised 5/2012)
- Polk County Technical Standards Manual (Revised 10/2009)

In case of conflicts between criteria stated in the aforementioned documents, the **CONSULTANT** shall contact **COUNTY** for direction. If it becomes necessary for the **CONSULTANT** to deviate from the standard design criteria specified in the documents, the **CONSULTANT** shall formally request authorization from the **COUNTY** by submitting a design variance request that describes the condition and states in writing, the reasons for the deviations. The Request for Design Variance shall be signed and sealed by the Engineer of Record.

#### **Plans and Document Preparation**

The **CONSULTANT** shall prepare plans and other documents that are accurate, legible, and complete in detail. Final Submittals shall be made to **COUNTY** in reproducible form and on digital media for those items described in this Scope of Services.

#### **Deliverables**

The **CONSULTANT** shall produce the following deliverables for the **COUNTY**:

- Sidewalk construction plans
  - 60%, 100% (100% plans shall be signed and sealed)
- Engineers Estimates
  - Initial, 60%, 100%
- Permit Packages
  - SWFWMD
  - FDOT

- FDEP
- SUE Report
- Utility Relocation Schedules
- Meeting Minutes for all project meetings and stakeholder engagements

#### IV. QUALITY ASSURANCE AND QUALITY CONTROL

The **CONSULTANT** shall be responsible for the professional quality, technical accuracy, and coordination of reports, plans development, specifications, and other services furnished by the **CONSULTANT** under this contract. The **CONSULTANT** will follow the Quality Management System (QMS) for all work performed. Upon request, The **CONSULTANT** will provide the **COUNTY** with a copy of the QMS procedures and associated quality documentation.

#### V. PROJECT SCHEDULE

The **CONSULTANT** expects to complete design services within fifteen (15) months (457 calendar days) from receiving the signed Authorization and Notice to Proceed from the **COUNTY** and **COUNTY** delivery of survey, whichever is later. However, the **CONSULTANT's** contract will extend through construction. If the **COUNTY** requests that work under this Authorization to be stopped, the schedule is subject to re-negotiation when written authorization to restart is received.

A design production schedule shall be prepared and kept up to date throughout the design process. The milestone schedule, based on receipt of review comments within two weeks after submittal of the deliverables, is:

60% Deliverables	6 months after NTP and receipt of survey
100% Deliverables	12 months after NTP and receipt of survey
Final Deliverables	15 months after NTP and receipt of survey

#### VI. COMPENSATION

This project is a limiting amount contract and shall not exceed a cost of \$ \$156,998.00. Compensation amount is reflected in further detail on the attached fee sheets, Exhibit A-1.

In the event the Scope of Services requires modification at the request of the **COUNTY**, or unforeseen circumstances arise requiring additional work, an amendment will be required to make the necessary adjustments. The **CONSULTANT** shall submit invoices once each month, in accordance with the terms of the Master Consulting Agreement 2022-088.

Each invoice shall include:

- A progress report, depicting the **CONSULTANT's** work effort aligned to the invoiced amount, and
- Printed timecards for all **CONSULTANT** staff working on the project during the reporting period



**ECHO UES, Inc.**  
4803 George Rd. Suite 350  
Tampa, FL 33634  
888.778.ECHO  
*Grow, Inspire, Make a Difference*

~~October 9, 2023~~ (Revised 10/27/2023)

Eduardo A. Ponce, PE, CPM  
Senior Project Manager - Engineering  
HNTB Corporation  
555 N. Broadway Ave.  
Bartow, FL 33830

## **PROPOSAL FOR SUBSURFACE UTILITY ENGINEERING (SUE) AND UTILITY COORDINATION (UC) SERVICES**

**Project: Cooley Rd. Sidewalk from SR 620/Recker Hwy. to Normandy Heights Dr.**

Dear Mr. Ponce:

At ECHO UES, Inc. (ECHO) we value your consideration and appreciate the opportunity to provide a technical proposal for the provision of professional services. This technical proposal, inclusive of an economical offer and schedule, details the approach we consider the most suitable for this project.

**Project Synopsis:** Based on the information made available to ECHO, we understand the project to consist of design improvements along **Cooley Rd. Sidewalk from SR 620/Recker Hwy. to Normandy Heights Dr.** located in Polk County, Florida. ECHO's professional services were requested to provide subsurface utility engineering and utility coordination services within the provided area for which the improvements will be designed.

**Project Limits:** ECHO's proposed services will be performed within well-defined limits (i.e. Project Limits) as shown on the attached graphic representations.

### **Subsurface Utility Engineering (SUE) Services**

Using a combination of field investigative techniques and technology, including surface geophysical instruments and vacuum excavation equipment, ECHO will perform the following services:

**Identification and marking of existing utilities.** Utilities potentially in conflict with the project and located within the project limits will be investigated in the attempt to identify their position.

The results will be marked on the ground surface using the most appropriate method (i.e. pin flags, paint etc.) and showing the approximate position of the identified utilities.

*Utilities that ECHO will attempt to identify, and mark are utilities located within the project limits, with the exclusion of irrigation lines, services lines and sewer laterals, if any. Gravity sewer and storm water systems are generally included in the topographic survey file (provided by others) and will only be investigated if requested and adjustments to pricing may be necessary.*

**Utility Locating – (Quality Level A):** ECHO will perform vertical confirmation of buried utilities in a cross-section fashion at 300' internals within the project limits (5 cross-sections) to determine the depth and elevation of utility. ECHO will attempt to expose utilities via minimally intrusive methods (e.g. use of vacuum excavation) to confirm their characteristics (e.g. type, size, material, direction, configuration) and provide an accurate location. At completion of each excavation (test hole) ECHO will record all verifiable utility information, mark the utility location with the most appropriate method (e.g. wooden lathes, "X" mark on concrete, disc and nail on asphalt) and restore the field to as close as possible to its original conditions. **A total of twenty-five (25) test holes is anticipated.**

#### **Deliverables:**

##### **Subsurface Utility Engineering & Survey**

- Field deliverables will consist of field marks (e.g. pin flags, paint marks, wooden lathes, nails/discs etc.) showing the position of the designated and located utilities.
- Office deliverables will consist of:
  - Test hole data report (THDR)
  - Survey digital CADD file 2/D (AutoCAD) and a signed and sealed surveyor's report.

##### **Utility Coordination**

ECHO is responsible for coordinating the design work with the public and private Utility Agency/Owners (UAOs) having existing and/or planned facilities within the limits of the project. At the 30% design phase, the ECHO shall notify by e-mail all public and private UAOs that may have utilities within the project limits. Notification shall include a description of the project, an outline of the design schedule and a set of 30% design drawings. ECHO shall request UAOs to mark the plans with the location of their facilities within the project limit.

ECHO shall provide the UAOs digital plans at the 60%, and 100% complete design phases. At each design phase, the utility agencies and companies will be instructed to return one (1) set of marked-up plans to ECHO showing their utility relocation, adjustment, and new facilities design, as well as existing utilities to remain per the County's Utility Coordination Manual. ECHO shall coordinate with the COUNTY to hold a utility coordination meeting with required attendance by the UAOs in the event of possible utility conflicts. ECHO shall provide the UAOs with a minimum of two weeks' notice for the coordination meetings.

ECHO's utility coordination responsibilities shall continue throughout the design process to assist the COUNTY with resolving utility conflicts. Any utility design services for new facilities or the proposed relocation and adjustment of existing facilities are not included in this scope of services nor will be the responsibility of ECHO.

**Proposed Schedule:** To be discussed and agreed upon with the client following acceptance of this proposal.

The proposed schedules shall be valid barring any unforeseen conditions.

**Notes and Limitations:**

1. Client shall facilitate access to the site and provide any relevant project information.
2. Site must be clear from obstacles impeding access to any portion of the project limits.
3. Standard work hours are from 7:00am to 4:00pm, Monday through Friday; additional charges may occur (following discussion with the Client) in case of weekend or nighttime work.
4. ECHO will not work on any site that is known to be contaminated with any hazardous or harmful substance.
5. Any permit or fee requested to perform the work complying with any stakeholder's requirement will be submitted to the Client with a 5% administrative markup.
6. FDOT Design Standards (Index 600 Series) will be utilized for the Maintenance of Traffic (MOT). Should the site require modification to the Index 600 for non-standard MOT arrangements, ECHO will seek the Client's concurrence to obtain signed and sealed project's specific MOT plans (to be provided by others).
7. Any cost associated with signed and sealed MOT plans will be submitted to the Client with a 5% administrative markup.
8. Unless otherwise stated within this proposal, test holes have usual depth of up to eight (8) ft. from the ground surface, and diameter of up to 1 ft. Should there be a need for deeper or wider excavations, additional charges may apply.
9. The original ground surface at each test hole location will be restored to as close as possible to its original conditions, using concrete mix or asphalt cold patch as applicable. Any deviation from this standard (e.g. use of hot asphalt, flowable fill etc.) may require additional charges and the use of specialty subcontractors.
10. Regardless of the type of estimate proposed (e.g. lump sum, time and materials, etc.) such estimate should be considered indicative and based on preliminary information. Should any situation out of ECHO's control heavily impact ECHO's field work performance (e.g. adverse site conditions), ECHO reserves the right to seek additional funds to complete the work.
11. The exact location of any underground utility is not guaranteed unless clearly exposed and visually verified at a specific location. Utility characteristics, methods of installation, soil conditions and the surrounding environment all may impact adversely the results of any utility investigation with surface geophysical instruments and technology. No guarantee is made that all utilities will be found and identified.
12. Independently from ECHO's scope of work and performance, the Client shall comply with the relative chapter from the Florida (or any other applicable) Statutes: "Underground Facility Damage Prevention and Safety Act" and call 811 prior to any excavation taking place.
13. Subsurface Utility Engineering, Designating and Locating terms all refer to the American Society of Civil Engineers / Construction Institute Standard for the Collection and Depiction of Subsurface Utility Data (ASCE/CI 38-02). Should ECHO adopt this standard for the performance of the scope of work and preparation of deliverables, clear mention to the Standard shall be made throughout the deliverable.

**Fee:** ECHO's competitive offer, which is inclusive of all field, office, materials, supplies, and equipment costs is detailed below.

- **Subsurface Utility Engineering (SUE) = \$18,590.00 (Lump Sum Fee)**
- **Utility Coordination (UC) = \$10,788.00 (Lump Sum Fee)**

**Acceptance:** We will honor this proposal for 90 days. If accepted, please return to our attention together with a professional services agreement / task work order authorization and official Notice to Proceed.



**Project Limits:**



# Exhibit A-1

## ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

Name of Project: County: FPN: FAP No.:		Cooley Road sidewalk Polk CSA-2022-088-02 N/A		Consultant Name: HNTB Consultant No.: 79337-DS-042 Date: 11/22/2023 Estimator: Ponce																																																
Staff Classification	Total Staff Hours from Est. Firm	Sr Proj Mgr	Chief Engineer	Chief Scientist	Senior Engineer	Project Engineer	Scientist	Engineer	Engineer Intern	Contract Support Spec	Technician	Staff Classification 11	Staff Classification 12	SH By Activity	Salary Cost By Activity	Average Rate Per Task																																				
3. Project Common and Project General Tasks	89	9	16	0	23	11	0	9	4	16	0	0	0	88	\$17,730	\$201.48																																				
4. Roadway Analysis	143	3	14	0	26	29	0	33	21	0	17	0	0	143	\$25,055	\$175.21																																				
8. Environmental Permits and Env. Clearances	254	13	38	64	13	13	38	25	25	0	25	0	0	254	\$51,760	\$203.78																																				
19. Signing & Pavement Marking Analysis	89	2	9	0	16	16	0	20	13	0	11	0	0	89	\$15,625	\$175.56																																				
<b>Total Staff Hours</b>	<b>538</b>	<b>29</b>	<b>82</b>	<b>64</b>	<b>89</b>	<b>89</b>	<b>38</b>	<b>88</b>	<b>87</b>	<b>16</b>	<b>80</b>	<b>0</b>	<b>0</b>	<b>581</b>	<b>\$127,020.00</b>	<b>\$186.52</b>																																				
<b>Total Staff Cost</b>	<b>\$8,410.00</b>	<b>\$23,370.00</b>	<b>\$16,640.00</b>	<b>\$19,195.00</b>	<b>\$14,700.00</b>	<b>\$10,875.00</b>	<b>\$1,840.00</b>	<b>\$9,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$127,020.00</b>	<b>\$127,020.00</b>																																				
<table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">SALARY RELATED COSTS:</td> <td style="width: 15%;">OVERHEAD:</td> <td style="width: 15%;">OPERATING MARGIN:</td> <td style="width: 15%;">FCCM (Exclude Critical Cost Material):</td> <td style="width: 15%;">EXPENSES: Includes permit fees</td> <td style="width: 15%;">Survey Field - (if by Prime)</td> <td style="width: 15%;">Subtotal ESTIMATED FEE:</td> <td style="width: 15%;">Subcontractor: ECHO U.C.</td> <td style="width: 15%;">Subcontractor: ECHO SUE</td> <td style="width: 15%;">Subtotal ESTIMATED FEE:</td> <td style="width: 15%;">Optional Services</td> <td style="width: 15%;">Grand Total ESTIMATED FEE:</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Survey Field Days by Subconsultant 4- Person Crew:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>																	SALARY RELATED COSTS:	OVERHEAD:	OPERATING MARGIN:	FCCM (Exclude Critical Cost Material):	EXPENSES: Includes permit fees	Survey Field - (if by Prime)	Subtotal ESTIMATED FEE:	Subcontractor: ECHO U.C.	Subcontractor: ECHO SUE	Subtotal ESTIMATED FEE:	Optional Services	Grand Total ESTIMATED FEE:						Survey Field Days by Subconsultant 4- Person Crew:																		
SALARY RELATED COSTS:	OVERHEAD:	OPERATING MARGIN:	FCCM (Exclude Critical Cost Material):	EXPENSES: Includes permit fees	Survey Field - (if by Prime)	Subtotal ESTIMATED FEE:	Subcontractor: ECHO U.C.	Subcontractor: ECHO SUE	Subtotal ESTIMATED FEE:	Optional Services	Grand Total ESTIMATED FEE:																																									
					Survey Field Days by Subconsultant 4- Person Crew:																																															

**Notes:**

1. This sheet to be used by Prime Consultant to calculate the Grand Total fee.
2. Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden.



**Exhibit B**

**Polk County Contract  
RFP No.: 22-242**

<b>HNTB Classification</b>	<b>Fully Loaded Hourly Rates</b>
Principal	\$320.00
Chief Architect	\$290.00
Senior Project Manager	\$290.00
Chief Engineer/Planner	\$285.00
Chief Scientist	\$260.00
Chief Community Outreach Specialist	\$250.00
Senior Architect	\$250.00
Senior ITS Specialist	\$230.00
CEI Project Administrator	\$225.00
Senior Engineer/Planner	\$215.00
Architect	\$210.00
Chief Designer	\$200.00
Senior Community Outreach Specialist	\$200.00
Senior GIS Specialist	\$200.00
Project Manager	\$190.00
Project Engineer/Planner	\$175.00
Senior Designer	\$165.00
Community Outreach Specialist	\$150.00
Engineer/Planner	\$150.00
GIS Specialist	\$150.00
ITS Specialist	\$150.00
Scientist	\$150.00
Senior Technician	\$135.00
CEI Senior Inspector	\$130.00
Designer	\$125.00
Engineering/Planning Intern	\$125.00
Contract Support Specialist	\$115.00
Technician	\$115.00
CEI Inspector	\$100.00
GIS Analyst	\$100.00
Secretary/Clerical	\$100.00

**HNTB Corporation**  
Engineers Architects Planners

201 N. Franklin Street  
Suite 1200  
Tampa, FL 33602

Telephone (813) 402-4150  
Facsimile (813) 402-4245  
[www.hntb.com](http://www.hntb.com)



<b>HNTB Multiplier</b>	
<b>Overhead</b>	<b>138.380%</b>
<b>Expenses</b>	<b>2.770%</b>
<b>FCCM</b>	<b>0.094%</b>
<b>Operating Margin</b>	<b>47.500%</b>
	<b>188.744%</b>
	<b>2.89</b>

**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

**EXHIBIT C**

**Board of County Commissioners**

**REIMBURSABLE COST SCHEDULE**

- |   |  |                         |
|---|--|-------------------------|
| <b>1. Reproduction Cost</b>   |  |                         |
| <b>A. Regular Copying</b>   | <b>Single Side</b>   | <b>Double Sided</b>     |
| 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>B. Blueprint Copy</b> .....  |  | \$10.00/page            |
| <b>2. Subcontractor Services</b>  |  | <b>Actual Costs</b>     |
| <b>3. Special Consultants</b>   |  | <b>Actual costs</b>     |
| <b>4. Computer Services</b>   |  | <b>Non-reimbursable</b> |
| <b>5. Travel Expenses</b>   | <b>In accordance with Chapter 112.061, F.S.;<br/>and further defined in the Polk County Employee Handbook.</b> |                         |
| <b>6. Postage, Fed Express, UPS</b>   |  | <b>Actual Costs</b>     |
| <b>7. Pre-approved Equipment</b><br>(includes purchase and rental of equipment used in project) |  | <b>Actual Costs</b>     |



