



Consultant Services Authorization - Modification

Firm	Hazen and Sawyer, P.C.
Master Agreement No.	18-065
CSA No.	18-065-02
Project Name	NERWWTF Dewatering System Expansion
Project Description	Provide project management, final design, permitting, bid, and construction related professional services in support of the project.
Projects Exhibits and Attachments	Exhibit "A"- Scope of Services Exhibit "B"-Fee Schedule (Master Agreement) Exhibit "C"-Reimbursable Cost Schedule (if applicable) Exhibit "D"-Insurance Documents
Duration (in days)	
Compensation	\$ 484,000
Special Contract Conditions	NA
Insurance Requirements	Professional Liability
Liquidated Damages	\$ 0.00 Per Day
Budget	
Source/Availability	42111.680536150.5666000.6822015

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: _____
Chairman
Board of County Commissioners

Date Approved by Board: _____

Review as to form and legal sufficiency

Jim Smith
County Attorney's Office Date _____

Attest:

RLB
Corporate Secretary

SEAL

Date: 4/19/2023



Hazen and Sawyer
CONSULTANT COMPANY NAME

Andre Dieffenthaler
Authorized Corporate Officer

Andre Dieffenthaler, Vice President
[Printed Name and Title]

Date: 4/20/2023

Exhibit A

Consultant Services Authorization

18-065-02

NERWWTF Dewatering System Expansion

Hazen and Sawyer, (Consultant) entered into a Master Consulting Agreement (Agreement) with Polk County, Florida (County) on December 18, 2018. Pursuant to this Agreement, the County has requested that the Consultant provide certain professional services in support of an increase in dewatering capacity at the County's Northeast Regional Wastewater Treatment Facility (Project) as further detailed in this Consultant Services Authorization.

A. Project Background and Description

The dewatering system at the Northeast Regional Wastewater Treatment Facility (NERWWTF) is nearing max capacity. The County has an immediate need to move forward with Improvements to expand dewatering capabilities. The Project is intended to place into service the following components, including associated process piping, electrical, and instrumentation necessary to incorporate new equipment into the facility's exiting infrastructure:

- Add one permanent centrifuge dewatering unit at the location reserved for a third screw press within the existing NERWWTF dewatering building. The centrifuge is to discharge dewatered cake into the existing screw press horizontal screw conveyor. Specifications will require vendors to run their own sludge characterization analysis.
- Make the necessary modifications to the dewatering system to discharge dewatered cake into tractor-trailer style containers rather than roll-off boxes. This will include replacement of the east pivoting screw conveyor with an inclined screw conveyor to discharge into an elevated truck discharge conveyor.
- Add one polymer feeder unit similar to the existing feeders to be dedicated to the new centrifuge. This will include specifications to direct the contractor to perform polymer testing to provide the County with suggested polymer products that economically provide desired results.
- Modifications to the sludge feed piping to provide dedicated sludge feed pumps to each of the three dewatering units (one new centrifuge, two existing screw presses).

- Possible modifications to the structure drain system to handle the increase flow and correct storm water inlet location to not allow discharge of non-storm water drainage.
- Specifications for the bid and purchase of a new mobile dewatering centrifuge unit. This unit will be similar to the County's existing dewatering units with enhanced features for longer service life, capacity, and ease of operation.

The centrifuge, conveyor, and polymer feed additions are to be included in a design package for bidding and construction of these improvements. This design package is to include sequence of construction requirements to maintain existing dewatering capability at the NERWWTF throughout construction. The specifications for the new mobile dewatering centrifuge unit will be a stand-alone document to be bid separately. The intent is to, if possible, have this unit available for dewatering capability backup during construction efforts for adding the new permanent centrifuge.

The County has requested that the Consultant provide design, permitting, bid, and construction phase engineering services in support of the Project. Features of the design are to support future dewatering system improvements as described in the report entitled "Polk County Utilities Biosolids Dewatering Alternatives", dated December 2022, specific to the NERWWTF.

B. Scope of Services

Upon authorization to proceed from the County, the Consultant will provide the following identified services. The Consultant's design documents will be consistent with the Polk County Utilities Standards and Specifications Manual, latest edition, and other County requirements. This authorization shall be in full force and effect until the Consultant completes all services as described in the Consultant Services Authorization and any subsequent modifications hereto.

Phase 100 – Project Management

Task 101 – Project Administration

This task consists of overall management of the Project including contract administration, budget management, invoicing, monthly status reports, scheduling, and coordination with County staff.

Task 102 – Kick-off Meeting and Review Meetings

The Consultant will attend one kickoff meeting with the County. The Consultant will prepare a meeting agenda and meeting summary notes. Meeting notes will be provided within two weeks after the meeting. The kickoff meeting will be used in place of a formal pre-design report and will generate the following:

- The County's goals and objectives of the Project
- Detailed description of the features to be included in the design to establish the basis of design and technical criteria to follow for final design to meet the goals and objectives
- Markups made during the meeting of the drawings for mechanical plan view and major sections from the drawings included in Appendix D of the report titled "Polk County Utilities Biosolids Dewatering Alternatives", dated 2022, authored by the Consultant.
- Markups made during the meeting of the record drawings for the dewatering facility (including any revisions or planned revisions to/for the electrical system since the original installation) to document site/civil, yard piping, electrical, and instrumentation revisions to include (County will provide drawings for any revisions made to the dewater system and sludge feed pumps and yard piping, Consultant will provide copies of the record drawings to review at the meeting)
- Agreed general sequence of construction to maintain operations
- Review of a preliminary Engineer's Opinion of Probable Cost (Consultant will provide a draft of the cost estimate at the meeting to discuss updates needed)
- Comments received during the meeting of a draft specification provided by the Consultant for a new mobile dewatering unit (Consultant will provide this draft specification at least a week prior to the kickoff meeting) – based on these comments the Consultant will update the mobile dewatering unit specification for Polk County Utilities to submit to County purchasing for procuring the unit

In addition, the Consultant will prepare an agenda for, attend, and prepare summary notes for design review meetings at the following project milestones:

- 60% design review
- 90% design review

These meeting notes will be distributed within three working days of the date of the meeting.

Phase 200 – Support Services

Not applicable

Phase 300 – Preliminary Design

Not applicable

Phase 400 – Final Design Documents

Task 401 – Data Collection / Site Visits

As the Consultant was the design engineer for the existing dewatering structure, necessary record drawings and files are already in Consultant's possession. Based on the discussions and summary notes of the kickoff meeting, the Consultant will attend up to three site visits to gather information related to checking dimensions, equipment conditions, available electrical power needs, instrumentation incorporation needs, and to verify changes made to the facility and/or minor improvements that could be made as part of this design effort. Consultant will also collect the latest dewatering process operation information and polymer materials and use data to coordinate with sequence of construction and performance criteria details.

Task 402 – 60% Design Documents

The Consultant will prepare and submit 60% design documents consisting of the following:

- Design drawings consisting of three (3) half-size sets of drawings to scale and one (1) pdf copy;
- Technical specifications consisting of three (3) bound copies and one (1) pdf copy;
- One (1) copy of an updated Engineer's Opinion of Probable Construction Cost at a 60% design level (plus/minus 15%, less the cost of the mobile dewatering unit).

The 60% drawings will include contractor general requirements, demolition plans and details, yard piping revisions for dedicated sludge feed and drainage revisions, structural drawings for added conveyor and centrifuge supports, updated mechanical plans and major sections, mechanical details and minor sections, updated electrical one-line diagram, electrical power and control plans and schedules, and updated instrumentation system improvement diagram. The 60% specifications will include first draft set of intended general requirement and technical specifications, using 50 Division format, edited specific to this project. Additionally, the Consultant will clearly list any variations from the Utilities Standards and Specifications Manual and the rationale for each variation (no variations are anticipated).

Task 403 – 90% Design Documents

The Consultant will prepare and submit 90% design documents consisting of the following:

- One (1) copy of a tabular summary of the Consultant's responses to comments provided by the County for the 60% design submittal;
- Updated design drawings consisting of three (3) half-size sets of drawings to scale and one (1) pdf copy;
- Updated General Requirements (Division 1) and Technical Specifications (Divisions 2 through 46) consisting of three (3) bound copies and one (1) pdf copy;
- One (1) copy of an updated Engineer's Opinion of Probable Construction Cost (plus/minus 10%). If there is more than 25% variance in the Engineer's Opinion of Probable Construction Cost from the 60% design, the Consultant will provide the rationale for the difference in cost.

The Consultant will clearly list any variations from the Utilities Standards and Specifications Manual and documentation that the variations have been accepted by the County.

Task 404 – 100% Design Documents

The Consultant will prepare and submit 100% design documents consisting of the following:

- One (1) copy of a tabular summary of the Consultant's responses to comments provided by the County for the 90% design submittal;
- Design drawings consisting of three (3) half-size sets of drawings to scale and one (1) pdf copy;
- Technical specifications consisting of three (3) bound copies and one (1) pdf copy;
- One (1) copy of a final Engineer's Opinion of Probable Construction Cost (plus/minus 5%) and a correlating bid form. If there is more than 25% variance in the Engineer's Opinion of Probable Construction Cost from the 90% design, the Consultant shall provide the rationale for the difference in cost.

Phase 500 – Permitting Services

This phase consists of the preparation and submittal of the forms and documents that are required for obtaining regulatory and construction permits / approvals for the Project. No permit is anticipated for the mobile dewatering unit. Permit efforts for the dewatering structure improvements includes:

- Wastewater Facility Construction Minor Modification Permit, Form 62-620.910(9) (Florida Department of Environmental Protection). The permit fee will be paid by Polk County Utilities. The scope for the FDEP permit shall include the following services:
 - Attend one pre-application meeting (as required).
 - Prepare and submit permit application (including all required forms and supporting documentation).
 - Prepare and submit responses to Requests for Additional Information. This effort is limited to two (2) sets of review questions / comments unless otherwise required to address errors and / or omissions of the Consultant in preparing and submitting requisite application documents.
- Polk County Building Department construction permit signed and sealed documents. Application and fee for this permit(s) will be provided by the successful bidder (Contractor) for the dewatering structure upgrades.

Phase 600 – Bid Phase Services

This phase will be performed during the bid phases of the Project. For the purpose of this Consultant Services Authorization, it is assumed that the County will enter into one construction contract for construction of the dewatering structure improvements and will produce a purchase order for procurement of the mobile dewatering unit. For the mobile dewatering unit (MDU), the County will develop the procurement document using the Consultant's MDU specification and solicit responses from qualified vendors. For the dewatering structure improvements, the County will be responsible for preparation of Division 0 (Procurement and Contracting Requirements), advertisement of the Project, and distribution of the Project documents, including all costs associated therewith.

Task 601 – Dewatering Structure Improvements Bid Documents

The Consultant shall prepare and submit the following bid documents to the County:

- One (1) signed and sealed full-size set of drawings to scale and one (1) half-size set of construction plans to scale;
- One (1) signed and sealed copy of technical specifications;
- Schedule of Values and Bid Sheet (electronic only);
- Scope of Work (separated out for advertisement);
- Supplementary and Special Conditions (electronic only);
- Engineer's Opinion of Probable Construction Cost;
- A pdf copy of the bid documents (electronically signed and sealed).

Task 602 – Dewatering Structure Improvements Pre-bid Meeting

The Consultant shall attend one pre-bid meeting, including a pre-bid site visit.

Task 603 – Dewatering Structure Improvements Bid Addenda

The Consultant shall prepare bid addenda to address / respond to questions and comments submitted to the County by prospective bidders.

Task 604 – MDU Bid Addenda

The Consultant shall prepare bid addenda to address / respond to questions and comments submitted to the County by prospective vendors.

Task 605 – Dewatering Structure Improvements Bid Recommendation

The Consultant shall evaluate the technical portions of the submitted bids and provide a recommendation of award to the County.

Task 606 – MDU Bid Recommendation

The Consultant shall evaluate the technical portions of the submitted quotes from the vendors and provide a recommendation of award to the County.

Phase 700 – Construction Services

These services will be performed during construction of the Project. For the purpose of this Consultant Services Authorization, it is assumed that the construction duration will not exceed 365 calendar days.

Task 700 – MDU Fabrication and Commissioning Services

Consultant will review and comment on vendor's shop drawings for general conformance with the procurement document. Review for up to two submittals is included. Once delivered, consultant will provide on-site inspection of the delivered unit for compliance with the procurement document and submittal comments. Consultant will then provide witnessed startup with pertinent County staff of the MDU to commission the unit for operation, developing a punch list for outstanding items required to close out the project.

Task 701 – Pre-Construction Meeting

The Consultant shall attend one pre-construction meeting and prepare a meeting agenda and meeting summary (unless meeting agenda / minutes are included in contractor's scope).

Task 702 – Preliminary Matters and Contract Documents

The Consultant shall provide three (3) sets of 22" x 34" conformed construction drawings to scale and three (3) sets of technical specifications for distribution to the County and the contractor. Additionally, the Consultant shall also submit one (1) electronically signed and sealed set of all conformed drawings and technical specifications. The conformed construction drawings and technical specifications shall incorporate all changes and clarifications to the documents during the bid phase.

The Consultant shall review and approve the preliminary schedule of shop drawings and submittals, the preliminary schedule of values, and the construction schedule for the Project. The Consultant shall provide written interpretations and clarifications of the Contract Documents as requested by the contractor and determine the acceptability of work. The Consultant will render in writing their opinions concerning the contractor's requests for formal decisions on claims and disputes. The Consultant will disapprove or reject work which is defective and / or require special inspection or testing as may be deemed necessary to assess conformance with the Contract Documents.

Task 703 – Shop Drawing Review

Consultant will review contractor's shop drawings and other submittals for general conformance with the Contract Documents. Up to 50 submittals, including up to 1 resubmittal, are anticipated for this review effort. The Consultant shall maintain a submittal log for the Project.

Task 704 – Construction Progress Meetings

Consultant will attend monthly construction progress meetings and prepare a meeting agenda and meeting summary notes within one week of the meeting for distribution to County and Contractor.

Task 705 – Construction Site Visits

The Consultant's Engineer of Record, or designated representative, will visit the site at intervals deemed appropriate by the Consultant to review the construction of the Project for general conformance with Contract Documents. It is assumed that the Engineer of Record or designated representative will conduct 24 site visits (in addition to the monthly progress meetings) during the construction of the Project.

Task 706 – Applications for Payment

The Consultant will review applications for payment submitted by the contractor (and reviewed by the County's construction inspector), including updated progress schedules, and will indicate in writing to the County a recommendation of payment or return the application to the contractor specifying in writing the reasons for not recommending payment. The Consultant's recommendation of payment will constitute a representation by the Consultant to the County that

- The work has progressed to the point indicated;
- The quality of the work is generally in accordance with the Contract Documents; and
- The conditions precedent to the contractor's being entitled to such payment appear to have been fulfilled based on the Consultant's site observations.

In the event that the work has not progressed in accordance with the approved construction schedule, the Consultant will request that the contractor submit a schedule recovery plan indicating corrective actions necessary to put the work back on schedule. The Consultant shall

submit the contractor's application for payment to the County within five working days of receipt of the same.

Task 707 – Requests for Information

The Consultant will review Requests for Information (RFIs) submitted by the contractor and provide written responses to the contractor. Up to 30 RFIs are anticipated for the Project. The Consultant shall maintain an RFI log for the Project.

Task 708 – Change Orders

The Consultant will review requests from the contractor for changes in contract price or contract time and provide written comments to the contractor and the County. If acceptable, the Consultant will prepare a written change order to be signed by the Consultant and the contractor and submitted to the County for approval. This task includes the review of Allowance Authorization Releases and Contingency Releases. If proposed changes to the contractor's scope of work require drawing revisions or additions, this will be done under the contingency allowance if not related to errors or omissions.

Task 709 – Substantial Completion

Upon written notification and receipt of a list of items to be completed / corrected from the contractor, the Consultant will visit the site to determine if the work or a designated portion thereof is substantially complete, including documentation that County staff has been trained on new equipment. For the purpose of this task, the Consultant assumes that two substantial completion site visits will be required. When the work (or a portion thereof) is deemed to be substantially complete by Consultant and County staff, the Consultant will prepare a Certificate of Substantial Completion that establishes the date of Substantial Completion. The Certificate of Substantial Completion shall be accompanied by a list of items to be completed / corrected.

Task 710 – Project Close-Out

Upon written notification from the contractor that the entire work is complete, the Consultant will visit the site to determine if the work is complete as required by the Contract Documents. For the purpose of this task, the Consultant assumes that one final completion site visit will be required. When the work is deemed to be complete by the Consultant and County staff, the Consultant will review the contractor's final application for payment and accompanying documentation to provide a written recommendation of payment to the County and issue a

Certificate of Final Completion. The Consultant will also give written notice to the County and the contractor that the work is acceptable subject to the provisions of Article 16 of the County's General Conditions.

The Consultant will review the contractor's as-built drawings for completeness and compliance with County requirements. This effort shall include the preparation of written comments for submission to the contractor based on the Consultant's review of the as-built drawings. The Consultant will prepare record drawings based on the contractor's as-built data in accordance with the Utilities Standards and Specifications Manual. One set of draft record drawings shall be submitted for review by the County. The Consultant will incorporate all comments from the draft review, then submit signed and sealed electronic files (Portable Document Format and AutoCAD) and one (1) signed and sealed 22" x 34" hard copy set of the record drawings to the County within 30 days of the receipt of the contractor's final as-built drawings.

The Consultant shall prepare and submit a "Request for Approval to Place a Domestic Wastewater Collection / Transmission System into Operation" (Form 62-604.300(8)(b)) to the Florida Department of Environmental Protection.

C. Deliverables

The Consultant shall prepare and submit to the County, including electronic format when applicable, the following deliverables:

Task	Activity	Deliverable
102	Meetings	Meeting agenda and summary notes
102	MDU Specification	Three (3) hard copies and one (1) electronic copy
401-403	Final Design Documents	Three (3) 11" x 17" design drawings; three (3) copies of technical specifications; one (1) electronic copy of each; and one (1) hard copy of the Engineers Opinion of Probable Construction Cost
500	Permitting	Permit applications and supporting documentation

Task	Activity	Deliverable
601	Bid Documents	One (1) 22" x 34" signed / sealed and one (1) 11" x 17" construction plans; one (1) set of technical specifications (signed / sealed); Schedule of Values; Bid Sheet; Scope of Work; Supplementary and Special Conditions; Engineers Opinion of Probable Construction Cost; one (1) electronic copy of all bid docs in Portable Document Format
602	Pre-bid Meeting	Meeting agenda and summary notes
603	Bid Addenda	Responses to bidders questions / comments
604	MDU Bid Addenda	Responses to vendors questions / comments
605	Bid Recommendation	Recommendation of award
606	MDU Recommendation	Recommendation of award
700	MDU Procurement	Returned stamped submittals with review comments and punch list items at substantial completion
701	Pre-Construction Meeting	Meeting agenda and summary notes
702	Contract Documents	Three (3) sets of 22" x 34" conformed construction drawings and technical specifications; written interpretations, clarifications, opinions
703	Submittals	Returned stamped submittals with review comments
704	Progress Meetings	Meeting agenda and summary notes
706	Pay Applications	Written comments on payment applications, as applicable
707	Requests for Information	Written responses to contractors' Requests For Information
708	Change Orders	Written comments on Change Orders, Allowance Authorization Releases, and Contingency Releases
709	Substantial Completion	Certificate of Substantial Completion (with punch list)
710	Project Close-Out	Certificate of Final Completion; one (1) hard copy signed / sealed (22" x 34") record drawings; electronic files (Portable Document Format and AutoCAD) of same; FDEP construction completion certifications

D. Schedule

Consultant will proceed with the services identified herein immediately upon receipt of an executed copy of this Consultant Services Authorization and a formal Notice-to-Proceed from the County. The projected schedule for the performance of services described herein is included as Attachment A-1. An updated electronic version of the Project schedule in Microsoft Project will be provided to the County within 10 working days from the issuance of the Notice-to-Proceed. Delivery of the schedule may be in other electronic formats so long as they accurately portray the approved scope of services with sufficient detail subject to staff approval.

E. Compensation

This Consultant Services Authorization establishes a not-to-exceed cost of \$484,000. Compensation for the services performed under this Consultant Services Authorization shall be on an hourly, not-to-exceed basis using the current hourly rate schedule as set forth in the Agreement. Other direct costs or expenses incurred in connection with this Consultant Services Authorization will not be invoiced as these expenses have been accounted for in the rate multiplier associated with the Master Consulting Agreement referenced above. A summary of the estimated labor costs is provided in Attachment A-2 for reference only. Each invoice submittal shall include a tabular summary of the originally estimated labor costs by phase in accordance with Attachment A-2, fees invoiced to date, and the balance remaining per phase. The transfer of funds between defined phases is not permitted unless approved in advance in writing by the County Utilities Director. To request consideration for such a transfer, the Consultant must submit satisfactory written justification to transfer unused funds from phases with completed tasks or tasks clearly tracking under budget to phases with tasks requiring additional funding. In addition, the transfer of funds shall not exceed the total authorized fee for the Project.

The not-to-exceed cost for this Consultant Services Authorization includes contingency funds in the amount of \$45,287. The Contingency Funds authorized for use on this Consultant Services Authorization may only be expended upon written approval from the County's Utilities Director. Adequate justification must be provided by the Consultant for the release of contingency funds. Any out-of-scope services performed requiring the release of contingency funds will be considered at-risk and may not be compensated until, or if, written approval is granted by the County's Utilities Director.

The Consultant will provide a consultant invoice summary with each invoice, based on a mutually agreed-upon breakdown of phases and tasks in Attachment A-2 that reflect the effort and deliverables submitted to the County. The summary will depict the overall phases, associated budgets, amounts invoiced to date, and balance remaining. Invoices for compensation submitted by the Consultant will include the reviewed and approved consultant invoice summary, an updated Project schedule, notarized affidavits, and the monthly status report.

Invoices for not-to-exceed projects shall be accompanied by time and task records for all billable hours appearing on the invoice. Additional documentation may be requested by the County and, if so requested, shall be furnished by the Consultant to the County Auditor's satisfaction. In addition, all invoices shall be submitted with the Consultant Services Authorization number, purchase order number, and the Polk County Utilities Project and Records Room numbers on the invoice.

The Consultant agrees that, in the event that design errors and / or omissions are discovered during construction, all services rendered by the Consultant to correct said design errors and / or omissions will not be invoiced to the County.

F. County's Responsibilities

The County will provide the following information to the Consultant and / or perform the following services related to the Project:

- Operation reports and data for current biosolids dewatering operations
- Updated sludge analysis to establish range of pertinent sludge characteristics
- Review of deliverables (assumed to be within 2 weeks of each deliverable in order to schedule the review meeting)

G. Services Not Included

As all design work is confined to within the interior of the existing dewatering structure, the following services are not included in the Scope of Services for the Project:

- Geotechnical Services
- Subsurface Utility Locates
- Survey Services
- Preparation of drawings/specs associated with requested change orders

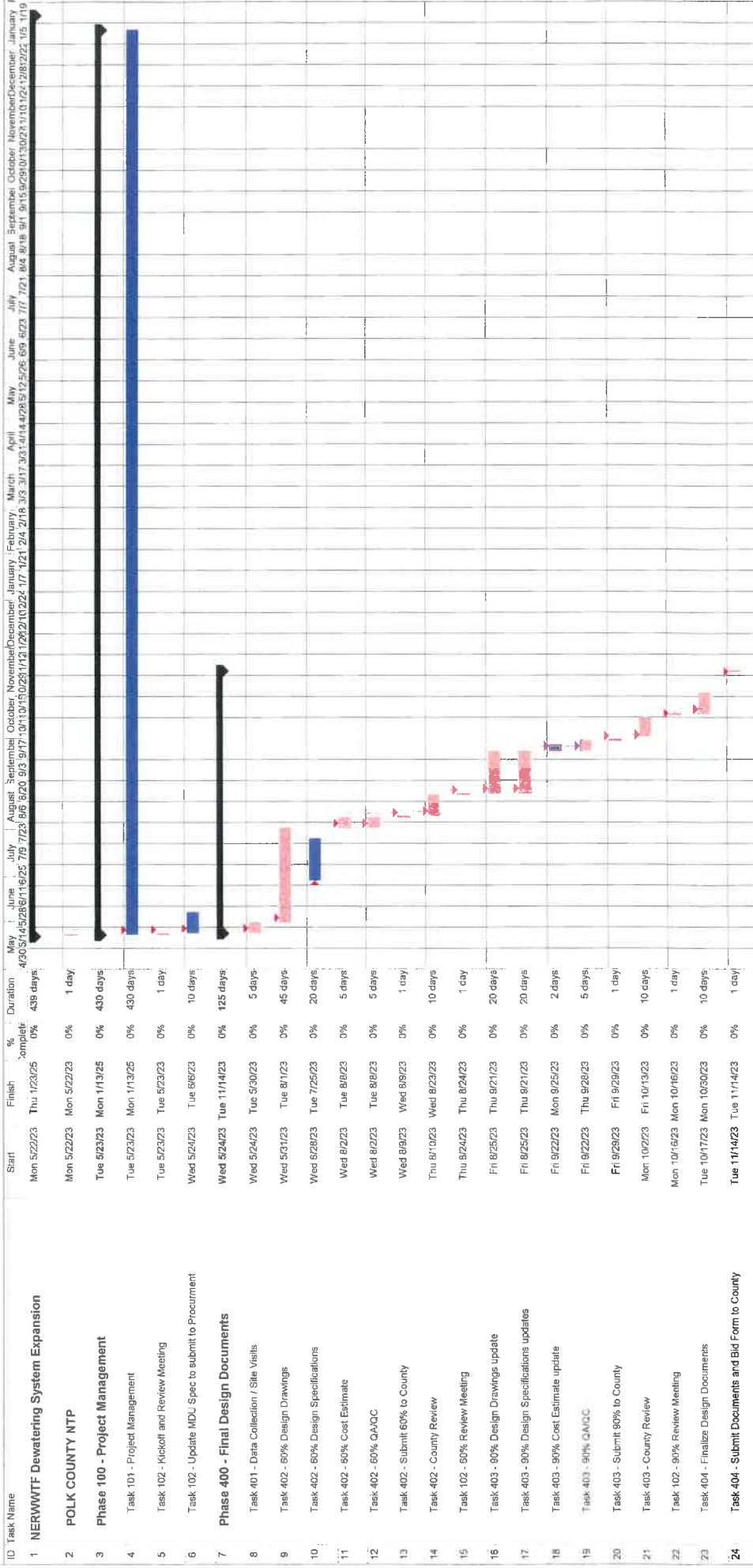
H. Assumptions

The Scope of Services and compensation arrangement outlined in this Consultant Services Authorization are based on the following assumptions:

- Adequate power capacity exists within existing power distribution gear. Any new power cables required can be fed through existing conduit runs.
- Instrumentation design will be based on existing instrumentation design concept (existing dewatering power/control panel can be used for new equipment interface)
- No storm water improvements (other than minor drainage revisions at the dewatering facility itself) are required.
- No wetlands impacts or endangered species design features are required.
- No change in odor control management is required
- No subconsultants will be required or utilized
- Pay applications will be first reviewed by County's on site inspectors prior to submitting to the Consultant for approval.
- Specifications will require the Contractor and MDU supplier provide asset data for the County's CMMS program (County on site inspectors will oversee collection of this data)

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POLK COUNTY NERWWTF DEWATERING SYSTEM EXPANSION ATTACHMENT A-1 PROJECT SCHEDULE



Task

Critical Task

Milestone

Summary

Rolled Up Task

Project Summary

Group By Summary

Inactive Task

Inactive Milestone

Project Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

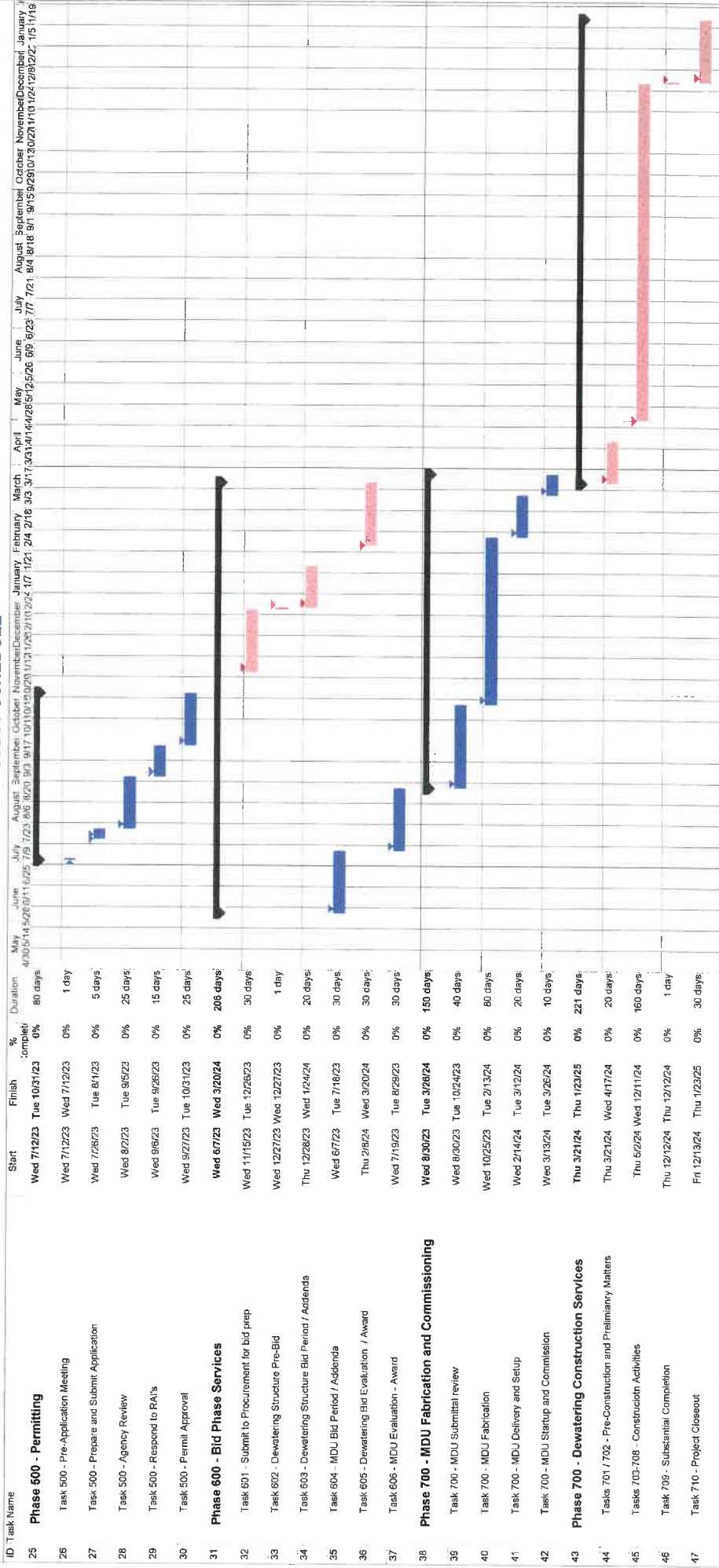
Finish-only

External Task

External Milestone

Progress

POLK COUNTY NERWWTF DEWATERING SYSTEM EXPANSION ATTACHMENT A-1 PROJECT SCHEDULE



Task

Critical Task

Milestone

Summary

Roll Up Task

Roll Up Critical Task

Roll Up Milestone

Roll Up Progress

Split

External Tasks

Project Summary

Group By Summary

Inactive Task

Inactive Milestone

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

External Milestone

Progress

Attachment A-2 - Task and Fee Proposal
Professional Engineering Services for
NERWWTF Dewatering System Expansion

Task Number	Tasks	Vice President	Senior Associate	Associate	Senior Principal Engineer	Principal Engineer	Assistant Engineer	Principle Designer	Senior Designer	Admin Assistant	Labor Hours	Labor Dollars *	Allowance	Travel	Total ODCs	Total Dollars
		Various	Various	Various	Various	Various	Various	Various	Various	Various						
100	Project Management	\$275	\$244	\$198	\$183	\$153	\$122	\$153	\$107	\$107						
101	Project Administration	2	196	18	8	16	0	0	24	86	350	\$67,620	\$0	\$0	\$0	\$67,620
	Invoicing, schedule updates, progress reports	2	184	0	0	0	0	0	0	80	266	\$54,006	\$0	\$0	\$0	\$54,006
	Coordination with County staff, team members	2	160							80	242	\$48,150				\$48,150
102	Kick-off and Review Meetings	0	12	18	8	16	0	0	24	6	24	\$5,856				\$5,856
	Kick-off meeting		4	6	4	16			24	2	52	\$7,394				\$7,394
	60% Design Review		4	6	4					2	16	\$3,110				\$3,110
	90% Design Review		4	6	4					2	16	\$3,110				\$3,110
400	Final Design Documents	17	32	344	128	96	120	188	528	4	1457	\$219,035	\$0	\$0	\$0	\$219,035
401	Data Collection / Site Visits		4	16	16						36	\$7,072				\$7,072
402	60% Design Documents	10	20	200	32	80	88	128	304	4	866	\$128,602	\$0	\$0	\$0	\$128,602
	General / Civil Site / Yard Piping	2	8	40			24	40	120	4	238	\$32,738				\$32,738
	Structural	2	2	40	8		16		64		132	\$19,222				\$19,222
	Mechanical	2	2	40	24	80	24	8	120		300	\$42,582				\$42,582
	Electrical	2	4	40			8	40			94	\$16,542				\$16,542
	Instrumentation	2	4	40			16	40			102	\$17,518				\$17,518
403	90% Design Documents	7	0	120	48	0	32	60	184	0	451	\$67,241	\$0	\$0	\$0	\$67,241
	General / Civil Site / Yard Piping	1	24	24	16		8	8	80		137	\$18,715				\$18,715
	Structural	1	16	16					24		57	\$8,939				\$8,939
	Mechanical	2	24	24	16		16	4	80		142	\$19,354				\$19,354
	Electrical	2	32	32			8	24			66	\$11,534				\$11,534
	Instrumentation	1	24					24			49	\$8,699				\$8,699
404	100% Design Documents		8	8	32	16			40		104	\$16,120	\$0	\$0	\$0	\$16,120
500	Permitting Services		8	40					16	4	68	\$12,012	\$0	\$0	\$0	\$12,012
600	Bid Phase Services	0	24	48	0	0	0	0	12	0	84	\$16,644	\$0	\$0	\$0	\$16,644
601	Dewatering Structure Improvements Bid Documents		4						8		12	\$1,832				\$1,832
602	Dewatering Structure Improvements Pre-Bid Meeting		4	4							8	\$1,768				\$1,768
603	Dewatering Structure Improvements Bid Addenda		4	24					4		32	\$6,156				\$6,156
604	MDU Bid Addenda		4	16							20	\$4,144				\$4,144
605	Dewatering Structure Improvements Bid Recommendation		4	4							8	\$1,768				\$1,768
606	MDU Bid Recommendation		4								4	\$976				\$976
700	Dewatering Structure Improvements Construction Services	0	94	300	104	24	40	0	80	46	688	\$123,402	\$0	\$0	\$0	\$123,402
700	MDU Fabrication and Commissioning Services		8								8	\$1,584	\$0	\$0	\$0	\$1,584
701	Pre-construction Meeting		4	8						2	14	\$2,774				\$2,774
702	Preliminary Matters and Contract Documents		4	16							20	\$4,144				\$4,144
703	Shop Drawing Review		24	80	40		40			24	208	\$36,464				\$36,464
704	Construction Progress Meetings		40	40							80	\$17,680				\$17,680
705	Construction Site Visits		8	24	24						56	\$11,096				\$11,096
706	Applications for Payment			32							32	\$6,336				\$6,336
707	Requests for Information		4	40	16				40		100	\$16,104				\$16,104
708	Change Orders		4	24						8	36	\$6,584				\$6,584
709	Substantial Completion		4	24	8					4	40	\$7,620				\$7,620
710	Project Close-Out		2	4	16	24			40	8	94	\$13,016				\$13,016
900	Contingency	19	362	790	240	136	160	188	676	144	2715	\$438,713	\$45,287	\$0	\$45,287	\$484,000

* includes 3.05 multiplier



Hazen and Sawyer
10002 Princess Palm Avenue, Suite 200
Tampa, FL 33619 • 813.630.4498

EXHIBIT B FEE SCHEDULE (from Master Agreement)

September 21, 2018

Eric Phillips
Polk County Utilities
1011 Jim Keene Blvd., SR540
Winter Haven, FL 33880

Re: RFP 18-539, Utilities Design Services & Regulatory Support Services

Dear Eric,

The following are Hazen and Sawyer's proposed rates for the 2018-2019 fiscal year for the referenced contract:

Labor Category	Raw Rate Range	Billing Rate Range
Vice President	\$80 - \$90	\$244 - \$275
Associate Vice President	\$75 - \$85	\$229 - \$259
Senior Associate	\$70 - \$80	\$214 - \$244
Associate	\$55 - \$65	\$168 - \$198
Senior Principal Engineer	\$50 - \$60	\$153 - \$183
Principal Engineer	\$40 - \$50	\$122 - \$153
Engineer	\$35 - \$45	\$107 - \$137
Assistant Engineer	\$30 - \$40	\$92 - \$122
Senior Technician/Inspector	\$40 - \$50	\$122 - \$153
Technician/Inspector	\$25 - \$35	\$76 - \$107
Principal Designer	\$40 - \$50	\$122 - \$153
Senior Designer	\$35 - \$45	\$107 - \$137
Designer	\$25 - \$35	\$76 - \$107
Administrative Assistant	\$25 - \$35	\$76 - \$107

The billing rates are based on a multiplier of 3.05 based on the following calculation:

Direct labor	100.0%
Fringe	67.1%
Overhead	<u>128.9%</u>
Subtotal	296.0%
Profit @ 3%	<u>8.88%</u>
Total	<u><u>304.9%</u></u>

Detailed descriptions of the various labor categories are provided on the following page.

If you have any questions, please feel free to contact me. We look forward to working with you on this contract.

Sincerely,



Andre Dieffenthaller, P.E.
Associate Vice President

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
(from Master Agreement)
Board of County Commissioners

REIMBURSABLE COST SCHEDULE

- | | |
|--|--|
| 1. Subcontractor Services | Actual Costs |
| 2. Special Consultants | Actual costs |
| 3. Travel Expenses | In accordance with Chapter 112.061, F.S.;
and further defined in the Polk County Employee Handbook. |
| 4. Pre-approved Equipment
(includes purchase and rental of equipment used in project) | Actual Costs |



HAZE&SA-01

KGODWIN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/19/2023

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 rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ames & Gough 8300 Greensboro Drive Suite 980 McLean, VA 22102	CONTACT NAME: PHONE (A/C, No, Ext): (703) 827-2277 E-MAIL ADDRESS: admin@amesgough.com FAX (A/C, No): (703) 827-2279														
INSURED Hazen and Sawyer 498 Seventh Avenue New York, NY 10018	<table><tr><td>INSURER(S) AFFORDING COVERAGE</td><td>NAIC #</td></tr><tr><td>INSURER A: American Casualty Co of Reading, PA A(XV)</td><td>20427</td></tr><tr><td>INSURER B: Continental Insurance Company A(XV)</td><td>35289</td></tr><tr><td>INSURER C: Continental Casualty Company (CNA) A, XV</td><td>20443</td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: American Casualty Co of Reading, PA A(XV)	20427	INSURER B: Continental Insurance Company A(XV)	35289	INSURER C: Continental Casualty Company (CNA) A, XV	20443	INSURER D:		INSURER E:		INSURER F:	
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INSURER D:															
INSURER E:															
INSURER F:															

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.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab. GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		7036845683	3/29/2023	3/29/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		7036845635	3/29/2023	3/29/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp./Coll. Ded \$ 1,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	7036845652	3/29/2023	3/29/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	<input checked="" type="checkbox"/> Professional Liab.		AEH008231489	3/29/2023	3/29/2024	Per Claim/Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: CSA #18-065-02, NERWWTF DEWATERING SYSTEM EXPANSION

Polk County, A Political Subdivision of the State of Florida is included as additional insured with respect to General Liability and Automobile Liability when required by written contract. General Liability and Automobile Liability are primary and non-contributory over any existing insurance and limited to liability arising out of the operations of the named insured and when required by written contract. General Liability, Automobile Liability, and Workers Compensation policies include a waiver of subrogation in favor of the additional insureds where permissible by state law and when required by written contract. 30-day Notice of Cancellation will be issued for the General Liability, Automobile Liability, Workers Compensation and Professional Liability policies in accordance SEE ATTACHED ACORD 101

CERTIFICATE HOLDER

CANCELLATION

Polk County, A Political Subdivision of the State of Florida
330 W Church Street MC #AS05
Bartow, FL 33830

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



ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Ames & Gough		NAMED INSURED Hazen and Sawyer 498 Seventh Avenue New York, NY 10018
POLICY NUMBER SEE PAGE 1		
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:
with policy terms and conditions.

Pollution Liability coverage is provided and included within the Professional Liability policy noted above. It shares the limits of the Professional Liability policy.