



Consultant Services Authorization - Modification

Firm	CivilSurv Design Group, Inc.
Master Agreement No.	18-068
CSA No. Modification No.	18-068-04 1
Project Name	Surveying Support and Review Services
Project Description	Consultant will perform surveying reviews of various applications submitted to the County by private developers (applicants).
Projects Exhibits and Attachments	Exhibit "A"- Scope of Services
Duration (Original): Additional days:	365 0 New end date:
Compensation (Original): Additional Compensation:	Total Cost Not to Exceed: \$ 49,700 Total Cost Not to Exceed: \$ 79,875
Special Contract Conditions	None in Modification
Insurance Requirements	Same requirement as original
Liquidated Damages	Same as original
Budget Source/Availability	00101.490515001.5331010

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
Janet B. Howell 5/2/23
County Attorney's Office Date

Attest:

Corporate Secretary

CivilSurv Design Group, Inc.
CONSULTANT COMPANY NAME

Authorized Corporate Officer
Craig Fuller, President
[Printed Name and Title]

SEAL

Date: 11/7/2022

Date: 11/7/2022

Exhibit A
Consultant Services Authorization
18-068-04
Modification No. 1
Surveying Review Services Phase 2

CivilSurv Design Group, Inc., (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 the Surveying Review Services (Project) as further detailed in this Consultant Services Authorization. This is a continuation of services completed under CPO 18-068-E and a Modification to CSA 18-068-04.

A. Project Background and Description

The County approved CSA 18-068-04 with the Consultant to provide Surveying Review Services for a period of approximately 2.5 months. The work was in addition to the previously approved Surveying Review Services for a similar period. It has since been requested that an additional 6 months of time and services are added to the original scope of work to allow the County to locate and hire staff to perform the work internally.

Consultant will perform surveying reviews of various applications submitted to the County by private developers (applicants). Applications are anticipated to include Preliminary Plats and Final Plat for review. Reviews will be performed in accordance with the County's Land Development Code, standards and regulations for applicable surveying codes, and any additional surveying requirements the County has identified to Consultant. The County has requested that the Consultant provide surveying review services in support of the Project.

B. Scope of Services

Upon authorization to proceed from the County, the Consultant will provide the following identified services. The Consultant shall ensure that all design, bid, and construction documents produced by the Consultant or their subconsultants for the County will be consistent with the Land Development Code, 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 – Management and Meeting Attendance

Task 101 – Project Management

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

Phase 200 – Support Services

Task 201 – Sketch and Legal Review

Consultant will check and review various legal descriptions and sketches for accuracy and concurrence between the two documents. The two documents will also be compared to the Land Development Code to confirm if potential issues exist with comments provided.

Task 202 –Digital Files Review

Consultant will check and review .dwg files for geomatic closures of boundaries, lots tracts, easements and Rights-of-Way.

Task 203 – Plat Review

Consultant will review plats for substantial compliance with Florida Statute (FS) 177.

Task 204 – Acceptance and Signing of Plats

Upon agreement from the County and Consultant that the comments have been substantially addressed to the intent noted, Consultant will sign the plat mylars for recording in the public records of County.

C. Deliverables

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

Task	Activity	Deliverable
201 - 203	Survey Support Services	Comments or written acceptance of survey documents provided to Consultant
204	Survey Support Services	Signing of plat mylars for recording in the public records of Polk County.

D. Schedule

CivilSurv 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 are described as an “as-needed” basis

and will be performed based on time and expenses incurred for efforts necessary. It is presently estimated that this will allow for 6 additional months of work including time transitioning to another surveyor within 2022.

E. Compensation

This Consultant Services Authorization establishes additional not-to-exceed cost of \$79,875.00 for a total of \$129,575 (\$179,300 total adding CPO 18-068-E). 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 Master Consulting Agreement 18-068. 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 and reimbursable expenses 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 Engineer. 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 Consultant will minimally provide a consultant invoice summary with each invoice. The summary will depict the overall budget, amounts invoiced to date, and balance remaining.

The Consultant will minimally 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 and purchase order number 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 be considered out-of-scope services and shall 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:

Provide survey files, either in PDF or .DWG format, to review and markup and indicate updates necessary by Applicant.

G. Services Not Included

The following services are not included in the Scope of Services for the Project:

Engineering services, unless expressed or intended to support services noted.

H. Assumptions

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

Project is for support services, as needed, and is based on time and materials.

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Attachment A-2

SURVEYING REVIEW SERVICES PHASE 2-Mod 1

Tasks	Principal		Sr. Project Mgr.		Administrative		CSDG Labor	Existing CSA Fees	Total
	Hrs.	Cost	Hrs.	\$175 per hour	Hrs.	\$75 per hour			
PHASE 100 - PROJECT MGMT / MEETINGS									
Task 101 - Project Management	8			0 \$	8	\$ 600.00	\$ 600.00	\$ 2,400.00	\$ 3,000.00
Total Phase 100	8	\$ -		0 \$	8	\$ 600.00	\$ 600.00	\$ 2,400.00	\$ 3,000.00
PHASE 200 - SUPPORT SERVICES									
Task 201 - Sketch and Legal Review	2		142	\$ 24,850.00	0	\$ -	\$ 24,850.00	\$ 21,450.00	\$ 46,300.00
Task 202 - Digital Files Review	2		142	\$ 24,850.00	0	\$ -	\$ 24,850.00	\$ 10,950.00	\$ 35,800.00
Task 203 - Plat Review	2		142	\$ 24,850.00	0	\$ -	\$ 24,850.00	\$ 10,950.00	\$ 35,800.00
Task 204 - Acceptance and Signing of Plats	2		27	\$ 4,725.00		\$ -	\$ 4,725.00	\$ 3,950.00	\$ 8,675.00
Total Phase 200	8	\$ -	453	\$ 79,275.00	0	\$ -	\$ 79,275.00	\$ 47,300.00	\$ 126,575.00
Total Estimated Cost	16	\$ -	453	\$ 79,275.00	8	\$ 600.00	\$ 79,875.00	\$ 49,700.00	\$ 129,575.00