

CONSULTING SERVICES AGREEMENT

THIS CONSULTING SERVICES AGREEMENT (the “Agreement”) is entered into as of the Effective Date (defined in Section 1, below), between Polk Transportation Planning Organization (the “TPO”), created by the State of Florida in accordance with Title 23 United States Code, Section 134 and Chapter 339.175 Florida Statutes by and through its Board , situated at 330 W. Church Street, Bartow, Florida 33830, and HDR Engineering, Inc. (the “Consultant”), a Nebraska corporation, headquartered at 4830 W Kennedy Blvd, Suite 400, Tampa, FL 33609 and whose Federal Employer Identification Number is 47-0680568.

WHEREAS, the Polk TPO was created by Interlocal Agreement dated August 11, 2004, between the Florida Department of Transportation (FDOT), Polk County, and fifteen municipalities located in Polk County for the purposes of developing long range transportation plans, insuring eligibility for the receipt of federal and state transportation funds, and carrying out the metropolitan transportation planning process mandated by state and federal laws; and

WHEREAS, the TPO and Polk County entered into a TPO Staff Services Agreement on February 23, 2012, whereby Polk County agreed to provide staffing and professional services necessary to carry out the planning obligations of the TPO; and

WHEREAS, the TPO Staff Services Agreement provides that contracts and bids for the purchase of materials and services required by the TPO shall be in accordance with Polk County procedures; and

WHEREAS, TPO requires certain professional services in connection with transportation planning in Polk County; and

WHEREAS, TPO has solicited these professional planning services for a multi-phased feasibility and planning study of a high-speed I-4 Regional Intermodal Station, in RFP #25-686, included by reference as to the scope of services contained herein in accordance with Polk County procurement procedures; and

WHEREAS, Consultant represents it is capable and prepared to provide such Services.

NOW, THEREFORE, in consideration of the promises contained herein, the parties hereto agree as follows:

1.0 **Term**

1.1 This Agreement shall take effect on the date of its execution by the Chairman, Board of TPO.

1.2 The term of this Agreement shall be for a two (2) year period, commencing upon

the effective date, unless otherwise terminated as provided herein.

1.3 The TPO Staff shall have the option of extending the Agreement term, upon the same terms and conditions by giving the Consultant written notice not less than thirty (30) days prior to the expiration of the initial term. The initial term, together with each extended term are collectively, the “Term” of the Agreement.

2.0 **Services to Be Performed by CONSULTANT**

2.1 The County does hereby retain the Consultant to furnish those services and to perform those tasks (collectively, the "Services") as further described in (i) the County’s Request for Proposals RFP #25-686, to include all attachments and addenda, and (ii) the Consultant's responsive proposal thereto, and (iii) the Scope of Work (collectively, (i), (ii), and (iii) are "RFP 25-686"), all of which are incorporated into this Agreement by this reference, attached as a composite Exhibit “A” and made a part of this Agreement.

3.0 **Compensation**

3.1 **General**

3.1.1 Pursuant to the terms of the TPO Staff Services Agreement, Polk County, a political subdivision of the State of Florida (the “County”) shall pay Consultant the not to exceed amount of \$500,000.00 stated in Exhibit “A-iii” Compensation, which is attached hereto and made a part of this Agreement.

3.1.2 The Consultant shall invoice the TPO based upon the Consultant’s fees that are stated on the attached Exhibit “B”, "Fee Schedule", which is made a part of this Agreement. The Fee Schedule identifies all Consultant job classifications which will perform billable services pursuant to this Agreement and the fee for each job classification, along with all equipment, materials, and supplies necessary in the performance of the Services. The TPO shall not be obligated to pay the Consultant for any Services performed by individuals whose job classifications are not listed on the Fee Schedule.

3.1.3 All the Consultant’s invoices for payment must reference this Agreement and must be submitted using a form approved by the County Auditor.

3.1.4 Each individual invoice shall be due and payable forty-five (45) days after receipt by the TPO of correct, fully documented, invoice, in form and substance satisfactory to the TPO with all appropriate cost substantiations attached. All invoices shall be delivered to:

Polk Transportation Planning Organization (TPO)
330 W. Church Street

Bartow, FL 33830

Attention: TPO Director

3.1.5 In order for both parties herein to close their books and records, the Consultant will clearly state "Final Invoice" on the Consultant's final/last billing to the TPO. This certifies that all services have been properly performed and all charges and costs have been invoiced to the TPO. Since this account will thereupon be closed, any and other further charges if not properly included on this final invoice are waived by the Consultant.

3.1.6 Payment of the final invoice shall not constitute evidence of the TPO's acceptance of the work.

3.1.8 Invoices shall be accompanied by time and task records for all billable hours appearing on the invoice. Additional documents may be requested by TPO and/or the County and, if so requested, shall be furnished by Consultant to TPO/County Auditor's satisfaction.

3.1.9 Project manager or designated payroll officer is attesting to the correctness and accuracy of time charges and requested reimbursements.

3.2 Reimbursable

3.2.1 All requests for payment of out-of-pocket expenses eligible for reimbursement under the terms of this Agreement shall be reimbursed per the TPO/County Reimbursable Schedule that is attached hereto as Exhibit "C" and made a part of this Agreement. The Consultant's requests for payment shall include copies of paid receipts, invoices or other documentation acceptable to the TPO/County's Auditor. Such documentation shall be sufficient to establish that the expense was actually incurred and necessary in the performance of the Services described in this Agreement.

3.2.2 Reimbursable Expenses are the actual, pre-approved, expenses incurred directly in connection with the performance of the Services performed in accordance with this Agreement:

Sub-Consultant

3.2.3 Mileage and associated travel costs shall be reimbursed in accordance with F.S. 112.061 and County policy for pre-approved out-of-County travel (excluding travel from home offices located outside of Polk County to the Polk County line).

3.2.4 All assets, i.e. durable goods, purchased as reimbursable expenses become the property of the TPO upon completion of the work for which the asset was utilized. All such assets must be surrendered by delivery to the TPO offices immediately upon demand, termination of the Agreement, or the conclusion of the project, whichever occurs first.

3.2.5 Consultant shall maintain a current inventory of all such assets.

4.0 **Insurance**

4.1 **General Provisions**

4.1.1 Consultant shall maintain, at all times, the following minimum levels of insurance and shall, without in any way altering their liability, obtain, pay for and maintain insurance for the coverages and amounts of coverage not less than those set forth below and provide the TPO and County with a Certificate of Insurance and an opportunity to inspect a certified copy of each policy applicable to this Agreement followed thereafter by an annual Certificate of Insurance satisfactory to the TPO and County to evidence such coverage before any work commences. Such certificates will provide that there shall be no termination, non-renewal, modification or expiration of such coverage without thirty (30) days prior written notice to the TPO and County.

4.1.2 The TPO and County shall be named as an additional insured on all Consultant policies related to the project, excluding professional liability and workers compensation. The policies shall contain a waiver of subrogation in favor of TPO and County. All insurance coverage shall be written with an insurer having an A.M. Best Rating of a least the "A-" category and size category of VIII.

4.1.3 *Omitted Intentionally*

4.1.4 If there is any failure by the Consultant to comply with the provisions of this section, the TPO and County may, at its option, on notice to the Consultant, suspend the work for cause until there is full compliance.

4.1.5 *Omitted Intentionally*

4.1.6 The Consultant shall not be relieved of or excused from the obligation to obtain and maintain such insurance amount and coverages.

4.1.7 All Consultants' sub consultants shall be required to include TPO and County and Consultant as additional insured on their General Liability Insurance policies.

4.1.8 In the event that sub consultants used by the Consultant do not have insurance, or do not meet the insurance limits, Consultant shall indemnify and hold harmless the TPO and County for any claim in excess of the sub consultants' insurance coverage.

4.1.9 The Consultant shall not commence work under this Agreement until all insurance required as stated herein has been obtained and such insurance has been approved by the TPO and County.

4.2 **Comprehensive Automobile Liability Insurance.** \$1,000,000.00 combined single

limit of liability for bodily injuries, death and property damage resulting from any one occurrence, including all owned, hired, and non-owned vehicles.

4.3 Commercial General Liability. \$1,000,000.00 combined single limit of liability for bodily injuries, death and property damage, and personal injury resulting from any one occurrence, including the following coverages:

4.3.1 Premises and Operations:

Broad Form Commercial General Liability Endorsement to include Blanket Contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm); Personal Injury (with employment and contractual exclusions deleted); and Broad Form Property Damage coverage.

4.3.2 Independent Contractors:

Delete Exclusion relative to collapse, explosion and underground; Property Damage Hazards; Cross Liability Endorsement; and Contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm)

4.4 Umbrella (Excess) Liability Insurance. Umbrella Liability with limits of not less than \$1,000,000.00, exclusive of defense costs, to be in excess of all other coverages. Such coverage shall be at least as broad as the primary coverages above, with any excess umbrella layers written on a strict following form basis over the primary coverage. All such policies shall be endorsed to provide defense coverage obligations.

4.5 Professional Liability Insurance. \$2,000,000.00 for design errors and omissions, inclusive of defense costs. Consultant shall be required to provide continuing Professional Liability Insurance to cover the project for a period of two (2) years after the project is completed.

4.6 Performance, Payment and Other Bonds. Consultant shall furnish Performance and Payment Bonds if required and agreed to under the Consultant Service Agreement for the project.

4.7 Worker's Compensation. The Consultant shall provide, pay for, and maintain worker's compensation insurance on all employees, its agents or subcontractors as required by Florida Statutes.

5.0 Standard of Care

5.1 Consultant has represented to the TPO and County that it has the personnel and experience necessary to perform the work in a professional and workmanlike manner.

5.2 Consultant shall exercise the same degree of care, skill, and diligence in the

performance of the Services as is provided by a professional of like experience, knowledge and resources, under similar circumstances.

5.3 Consultant shall, at no additional cost to TPO and County, re-perform services which fail to satisfy the foregoing standard of care or otherwise fail to meet the requirement of this Agreement.

5.4 The Consultant warrants that all services shall be performed by skilled and competent personnel to the professional standards in the field.

6.0 **Indemnification**

6.1 **General.** Having considered the risks and potential liabilities that may exist during the performance of the Services and in consideration of the promises included herein, TPO, County and Consultant agree to allocate such liabilities in accordance with this Section.

6.2 **Indemnification.**

6.2.1 Consultant, to the extent permitted by law, shall indemnify, defend (by counsel reasonably acceptable to TPO) protect and hold TPO and County, and its officers, employees and agents, free and harmless from and against any and all, including, but not limited to, any claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses and expenses (including, without limitation, reasonable attorney's fees and costs during negotiation, through litigation and all appeals therefrom), or death of or injury to any person or damage to any property whatsoever, to the extent arising out of or resulting from (i) the failure of Consultant to comply with applicable non-conflicting laws, rules or regulations, (ii) the breach by Consultant of its obligations under this Agreement, (iii) any claim for trademark, patent or copyright infringement arising out of the scope of Consultant's performance of this Agreement, or (iv) the negligent act, errors or omissions, or intentional or willful misconduct, of Consultant, its sub-consultants, agents, employees and invitees; provided, however, that Consultant shall not be obligated to defend or indemnify the TPO and County with respect to any such claims or damages arising out of the TPO and County's negligence.

6.2.2 TPO review, comment and observation of the Consultant's work and performance of this Agreement shall in no manner constitute a waiver of the indemnification provisions of this Agreement.

6.2.3 Consultant agrees that it bears sole legal responsibility for its work and work product, and the work and work product of sub consultants and their employees, and/or for Consultant's performance of this Agreement and its work product(s).

6.3 **Survival.** B Upon completion of all Services, obligations and duties

provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Agreement shall survive as if the Agreement were in full force and effect.

7.0 Independent Contractor

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

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

7.3 Consultant shall work closely with TPO in performing Services under this Agreement.

7.4 The Consultant shall not pledge the TPO's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien or any form of indebtedness and shall have no right to speak for or bind the TPO or County in any manner.

7.5 Consultant further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

8.0 Authority to Practice

8.1 The Consultant hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner.

9.0 Compliance with Laws

9.1 The TPO, the Consultant and/or Consultant and Subcontractor will comply with all applicable Federal and State guidelines set forth in the TPO's Transportation Planning Funds Joint Participation Agreement executed on December 8, 2011, and any amendments thereto.

9.2 Consultant acknowledges and agrees that, in regards to TPO projects, funding for multi-year projects is subject to the annual approval of the TPO's Unified Planning Work Program by the Florida Department of Transportation and Federal Highway Administration.

9.3 Compliance with Title VI of the Civil Rights Act of 1964 and Related Statutes. During the performance of this contract for TPO projects, the TPO, for itself, its assignees and successors in interest, and the Consultant and/or Consultant and Subcontractor agree as follows:

9.3.1 Compliance with Regulations. The Consultant and/or Contractor and Subcontractor shall comply with the regulations relative to non-discrimination in federally assisted programs of the U.S. Department of Transportation Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, which are herein incorporated by reference and made part of this

contract.

9.3.2 Nondiscrimination. The Consultant and/or Contractor and Subcontractor with regards to the work performed by it during the contract will not discriminate on the grounds of race, color, disability, religion, sex, national origin, or familial status in the selection and retention of contractors and subcontractors, including procurement of material and leases of equipment. The TPO and the Consultant and/or Contractor and Subcontractor will not participate either directly or indirectly in the discrimination prohibited by 49 CFR 21.5, including employment practices when the contract covers a program set forth in 49 CFR part 21, Appendix B.

9.3.3 Solicitations for subcontractors, including procurement of materials and equipment. The Consultant and/or Contractor and Subcontractor acknowledges and agrees that in all solicitations made by competitive bidding or negotiation by the TPO for work to be performed under a subcontract, including procurement of materials and leases of equipment, each potential subcontractor, supplier, or lessor shall be notified by the TPO of the TPO's obligations under this contract and the regulations relative to nondiscrimination on the grounds of race, color, disability, religion, sex, national origin, or familial status.

9.3.4 Information and Reports. Consultant acknowledges and agrees that the TPO shall provide all information and reports required by the regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Florida Department of Transportation (FDOT), the Federal Highway Administration (FHWA), or the Federal Transit Administration (FTA) to be pertinent to ascertain compliance with such regulations, orders, and instructions. Where any information required of the TPO is in the exclusive possession of another who fails or refuses to furnish this information, the TPO shall so certify to the FDOT, the FHWA, and the FTA, as appropriate, and shall set forth what efforts it has made to obtain the information.

9.3.5 Sanctions for Non-Compliance. Consultant acknowledges and agrees that in the event of the TPO's non-compliance with the non-discrimination provisions of this contract, the FDOT shall impose such contract sanctions as it, the FHWA, or the FTA determine to be appropriate, including, but not limited to: withholding of payments to the TPO under the agreement until the TPO complies, and/or cancellation, termination, or suspension of the agreement, in whole or part.

9.4 Participation by Disadvantaged Business Enterprise (DBE). During the Performance of this contract for TPO projects, the TPO and the Consultant and/or Contractor and Subcontractor shall abide by the statements in 9.4.1 and 9.4.2.

9.4.1 As required by 49 CFR 26.13, the TPO and the Consultant and/or Contractor and Subcontractor shall not discriminate on the basis of race, color, national origin, religion, gender, age, disability in the award and performance of any Department of Transportation assisted contract or in the administration of its DBE program or the requirements of 40 CFR Part 26. The TPO shall take all necessary and reasonable steps under 40 CFR Part 26 to ensure nondiscrimination in the award and administration of Department of Transportation assisted contracts. The TPO's DBE program, as required by CFR Part 26 and as approved by the U.S. Department of Transportation, is incorporated by reference in the Planning Funds agreement between the TPO and the Florida Department of Transportation and the Consultant and/or Contractor and Subcontractor shall adhere to that program.

9.4.2 Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of the agreement. Upon notification to the TPO of its failure to carry out its approved program, the U.S. Department of Transportation may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

9.4.3 No member, officer, or employee of the TPO either during his or her tenure or for one (1) year thereafter shall have any interests, direct or indirect, in this contract or the proceeds thereof.

10.0 **Subcontracting**

10.1 The TPO reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractor.

10.2 If a subcontractor fails to perform or make progress, as required by this Agreement, and it is necessary to replace the subcontractor to complete the work in a timely fashion, the Consultant shall promptly do so, subject to acceptance of the new subcontractor by the TPO. Failure of a Subcontractor to timely or properly perform its obligations shall not relieve Consultant of its obligations hereunder.

11.0 **Federal and State Taxes**

11.1 The TPO is exempt from Federal Tax and State Sales and Use Taxes. Upon request, the TPO will provide an exemption certificate to Consultant. The Consultant shall not be exempted from paying sales tax to its suppliers for materials to fulfill contractual obligations with the TPO, nor shall the Consultant be authorized to use the TPO's Tax Exemption Number in securing such materials.

12.0 **Public Entity Crimes**

12.1 The Contractor declares and warrants that neither the Contractor nor any of the

Contractor's affiliates, as that term is defined in Section 287.133, Florida Statutes, are subject to the restrictions in Section 287.133, Florida Statutes, regarding the commission of a public entity crime. If during the term of this Agreement, the Contractor or any affiliate is convicted of a public entity crime or is otherwise prohibited from performing work for or transacting business with the County pursuant to Section 287.133, Florida Statutes, then the Contractor shall be in material default of this Agreement, and in such case, the County shall have the rights and remedies as provided herein.

13.0 TPO's Responsibilities

13.1 TPO shall be responsible for providing access to all TPO project sites, and providing information in the TPO's possession that may reasonably be required by Consultant, including; existing reports, studies, financial information, and other required data that are available in the files of the TPO.

14.0 Termination of Agreement

14.1 This Agreement may be terminated by the Consultant upon thirty (30) days prior written notice to the TPO in the event of substantial failure by the TPO to perform in accordance with the terms of the Agreement through no fault of the Consultant.

14.2 This Agreement may be terminated by the TPO with or without cause immediately upon written notice to the Consultant.

14.3 Unless the Consultant is in breach of this Agreement, the Consultant shall be paid for services rendered to the TPO's satisfaction through the date of termination.

14.4 After receipt of a Termination Notice and except as otherwise directed by the TPO, the Consultant shall:

14.4.1 Stop work on the date and to the extent specified.

14.4.2 Terminate and settle all orders and subcontracts relating to the performance of the terminated work.

14.4.3 Transfer all work in process, completed work, and other material related to the terminated work to the TPO.

14.4.4 Continue and complete all parts of the work that have not been terminated.

14.5 The Consultant shall be paid for services actually rendered to the date of termination.

15.0 Uncontrollable Forces (Force Majeure)

15.1 Either party hereunder may be temporarily excused from performance if an Event of Force Majeure directly or indirectly causes its nonperformance. An "Event of Force Majeure" is defined

as any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions. Neither party shall be excused from performance if non-performance is due to forces which are reasonably preventable, removable, or remediable and which the non-performing party could have, with the exercise of reasonable diligence, prevented, removed, or remedied prior to, during, or immediately after their occurrence. Within five (5) days after the occurrence of an Event of Force Majeure, the non-performing party shall deliver written notice to the other party describing the event in reasonably sufficient detail, along with proof of how the event has precluded the non-performing party from performing its obligations hereunder, and a good faith estimate as to the anticipated duration of the delay and the means and methods for correcting the delay. The non-performing party's obligations, so far as those obligations are affected by the Event of Force Majeure, shall be temporarily suspended during, but no longer than, the continuance of the Event of Force Majeure and for a reasonable time thereafter as may be required for the non-performing party to return to normal business operations. If excused from performing any obligations under this Agreement due to the occurrence of an Event of Force Majeure, the non-performing party shall promptly, diligently, and in good faith take all reasonable action required for it to be able to commence or resume performance of its obligations under this Agreement. During any such time period, the non-performing party shall keep the other party duly notified of all such actions required for it to be able to commence or resume performance of its obligations under this Agreement.

15.2 Neither party shall, however, be excused from performance if nonperformance is due to forces which are preventable, removable, or remediable and which the nonperforming party could have, with the exercise of reasonable diligence, prevented, removed, or remedied with reasonable dispatch.

15.3 The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an Uncontrollable Force, give written notice to the other party describing the circumstances and Uncontrollable Forces preventing continued performance of the obligations of this Agreement.

16.0 **Governing Law and Venue**

16.1 This Agreement shall be governed in all respects by the laws of the State of Florida, and the United States, and any litigation with respect thereto shall be brought only in the courts of Polk County, Florida or the United States District Court, Middle District of Florida located in Hillsborough County, Florida.

17.0 **Non-Discrimination**

17.1 The Consultant warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, gender, age or national origin.

18.0 **Waiver**

18.1 A waiver by either TPO and/or County or Consultant of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach. The making or acceptance of a payment by either party with knowledge of the existence of a default or breach shall not operate or be construed to operate as a waiver of any subsequent default or breach.

19.0 **Severability**

19.1 The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way affect the validity or enforceability of any other portion or provision of the Agreement.

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

19.3 The parties further agree to reform the Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision.

19.4 The provisions of this section shall not prevent the entire Agreement from being void should a provision which is of the essence of the Agreement be determined to be void.

20.0 **Entirety of Agreement**

20.1 The TPO, County and the Consultant agree that this Agreement sets forth the entire Agreement between the parties, and that there are no promises or understandings other than those stated herein.

20.2 This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters or other communications between the TPO, County and Consultant pertaining to the Services, whether written or oral.

20.3 None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered except by written instrument executed by the parties hereto.

21.0 **Modifications, Amendments or Alterations**

No modification, amendment or alteration in the terms or conditions contained herein shall be effective unless agreed to and executed in writing by both parties to this Agreement in a form acceptable to the TPO Board.

22.0 Successors and Assigns

22.1 TPO, County and Consultant each binds itself and its partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, assigns, and legal representatives.

22.2 Consultant shall not assign this Agreement without the express written approval of the TPO by executed amendment.

22.3 In the event of a merger, the surviving corporation shall be substituted for the contracting party to this agreement and such substitution shall be affirmed by the TPO Board by executed amendment.

23.0 Contingent Fees

23.1 The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than bona fide employee working solely for the Consultant, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Agreement.

24.0 Truth-In-Negotiation Certificate

24.1 Execution of this Agreement by the Consultant shall act as the execution of a Truth-in-Negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this Agreement are accurate, complete, and current as of the date of the Agreement.

24.2 The said rates and costs shall be adjusted to exclude any significant sums should the TPO Board determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates or due to inaccurate representations of fees paid to outside consultants. The TPO Board shall exercise its rights under this Certificate within one (1) year following payment.

25.0 Ownership of Documents

25.1 Consultant shall be required to cooperate with other consultants relative to providing information requested in a timely manner and in the specified form. Any and all documents, records, disks, original drawings, or other information shall become the property of the TPO Board for its use and/or distribution as may be deemed appropriate by the TPO Board. Consultant is not liable for any damages, injury or costs associated with the TPO Board use or distribution of these documents for

purposes other than those originally intended by Consultant.

26.0 Access and Audits

26.1 Consultant shall maintain adequate records to justify all charges and costs incurred in performing the work for at least three (3) years after completion of this Agreement. The TPO Board shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours at the Consultant's place of business.

26.2 Misrepresentations of billable time or reimbursable expenses as determined by the Auditor to the TPO Board/ County shall result in the recovery of any resulting overpayments. The TPO Board and/or County's cost of recovery shall be the sole expense of the Consultant, including accounting and legal fees, court costs and administrative expenses.

26.3 Intentional misrepresentations of billable hours and reimbursable expenses will be criminally prosecuted to the fullest extent of the law.

26.4 All invoices submitted are subject to audit and demand for refund of overpayment up to three (3) years following completion of all services related to this Agreement.

27.0 Notice

27.1 Any notice, demand, communication, or request required or permitted hereunder shall be in writing and delivered in person or sent by Federal-Express or by Certified Mail, postage prepaid as follows:

As to TPO: Polk TPO
 330 W. Church Street
 Bartow, FL 33830
 Attention: TPO Director

As to Consultant: HDR ENGINEERING, INC.
 4830 W Kennedy Blvd, Suite 400
 Tampa, FL 33609
 Attention: Stefanie McQueen, AICP

27.2 Notices shall be effective when received at the addresses as specified above. Changes in the respective addresses to which such notice is to be directed may be made from time to time by either party by written notice to the other party. Email is acceptable notice effective when received, however, emails received after 5:00 p.m., or on weekends or holidays, will be deemed received on the next business day. The original of the notice must additionally be mailed as required herein.

27.3 Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of Consultant and TPO and County.

28.0 **Service of Process**

As to TPO:

TPO Attorney
Polk County, a political subdivision of the State of Florida
330 W. Church Street, 4th Floor
Bartow, Florida 33830

As to Consultant:

HDR ENGINEERING, INC.
4830 W Kennedy Blvd, Suite 400
Tampa, FL 33609
Attention: Stefanie McQueen, AICP

29.0 **Contract Administration**

29.1 Services of Consultant shall be under the general direction of the TPO Director, or their successor, who shall act as the TPO's representative during the term of the Agreement.

30.0 **Key Personnel**

30.1 Consultant shall notify TPO in the event of key personnel changes, which might affect this Agreement. To the extent possible, notification shall be made within ten (10) days prior to changes. Consultant at TPO's request shall remove without consequence to the TPO any Subcontractor or employee of the Consultant and replace him/her with another employee having the required skill and experience. TPO has the right to reject proposed changes in key personnel. The following personnel shall be considered key personnel:

Name: Stefanie McQueen, Project Manager

31.0. **Annual Appropriations**

31.1 Consultant acknowledges that the TPO, during any fiscal year, shall not expend money, incur any liability, or enter into any agreement which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any agreement, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such agreement. Nothing herein contained shall prevent the making of agreements for a period exceeding one year, but any agreement so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. Accordingly, the TPO's performance and obligation to pay under this agreement is contingent upon annual appropriation and availability of funds.

32.0 **Liquidated Damages** *Omitted intentionally.*

33.0 **Employee Eligibility Verification (E-VERIFY)**

A. Unless otherwise defined herein, terms used in this Section which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

B. Pursuant to Section 448.095(5), Florida Statutes, the contractor hereto, and any subcontractor thereof, must register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. The contractor acknowledges and agrees that (i) the County and the contractor may not enter into this Agreement, and the contractor may not enter into any subcontracts hereunder, unless each party to this Agreement, and each party to any subcontracts hereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of this Agreement, and the County may treat a failure to comply as a material breach of this Agreement.

C. By entering into this Agreement, the contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from

time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of this Agreement. Failure to comply will lead to termination of this Agreement, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If this Agreement is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of Section 448.095, Fla. Stat., by the contractor, the contractor may not be awarded a public contract for a period of 1 year after the date of termination. The contractor shall be liable for any additional costs incurred by the County as a result of the termination of this Agreement. Nothing in this Section shall be construed to allow intentional discrimination of any class protected by law.

34.0 Limitation of Liability.

34.1 In no event, shall either party be liable to the other and Subcontractor for indirect, incidental, consequential, special, exemplary, or punitive damages of any kind or nature, including loss of profit, whether foreseeable or not, arising out of or resulting from the nonperformance or breach of this contract whether based in contract, common law, warranty, tort, strict liability, contribution, indemnity or otherwise.

35.0 No Construction Against Drafter

35.1 The Parties acknowledge that this Agreement and all the terms and conditions contained herein have been fully reviewed and negotiated by the Parties. Accordingly, any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.

36.0 Unauthorized Alien(s)

The Consultant shall not employ or utilize unauthorized aliens in the performance of the Services provided pursuant to this Agreement. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a) and a cause for the County's unilateral termination of this Agreement. When delivering executed counterparts of this Agreement to the County, the Consultant shall also deliver a completed and executed counterpart of the attached "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS" form.

SUPPLEMENTAL CONDITIONS FEDERAL CLAUSES

The County has been awarded and received funding by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), therefore the selection process must adhere to all applicable Federal guidelines. In accordance with the federal procurement standards at 2 C.F.R. sections 200.317 through 200.327 the following clauses are incorporated in this Agreement, and any resulting contracts between the prime Consultant and sub-contractors and material suppliers. The following conditions are supplemental to the General Terms and Conditions. Where there is conflict, these Supplemental Conditions prevail unless the General Terms and Conditions are stricter.

1. Contract Work Hours and Safety Standards Act. (Contracts in excess of \$100,000)

(1) Overtime requirements. Neither the Consultant, nor any subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the Consultant and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such consultant and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

(3) Withholding for unpaid wages and liquidated damages. the U.S. Department of Treasury, the applicable Federal agency, or Polk County as the recipient shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the consultant or subcontractor under any such contract or any other Federal contract with the same prime consultant, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime consultant, such sums as may be determined to be necessary to satisfy any liabilities of such consultant or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

(4) Subcontracts. The Consultant or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

2. Clean Air Act and the Federal Water Pollution Control Act. (Contracts in excess of \$150,000)

Clean Air Act

(1) The Consultant agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

(2) The Consultant agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to the FHWA and FTA and the appropriate Environmental Protection Agency Regional Office.

(3) The Consultant agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by the U.S. Department of Treasury.

Federal Water Pollution Control Act

(1) The Consultant agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

(2) The Consultant agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to the FHWA and FTA, and the appropriate Environmental Protection Agency Regional Office.

(3) The Consultant agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by the U.S. Department of Treasury.

3. **Debarment and Suspension.** (Exhibit “A”)

(1) This Contract/Purchase Order is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the Consultant is required to verify that none of the Consultant, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

(2) The Consultant must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

(3) This certification is a material representation of fact relied upon by Polk County. If it is later determined that the Consultant did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the FHWA and FTA and the County. The Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

(4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract or purchase order that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

5. **Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)**

Consultants who apply or bid for an award of \$100,000 or more shall file the required certification (attached hereto as Exhibit “B”). Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

6. **Procurement of Recovered Materials.**

(1) In the performance of this Contract/Purchase Order, the Consultant shall to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable. Additionally Consultants shall make maximum use of products containing recovered materials that are EPA- designated items unless the product cannot be acquired—

(i) Competitively within a timeframe providing for compliance with the contract performance schedule;

(ii) Meeting contract performance requirements; or

(iii) At a reasonable price.

(2) Information about this requirement, along with the list of EPA-designate items, is available at EPA’s Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

7. **Domestic Preference**

In accordance with 2 CFR §200.322, to the greatest extent practicable and consistent with law under a Federal award, the County must provide a preference for the purchase acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. For purposes of this section:

(1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

8. **Affirmative Action.**

In accordance with 2 CFR §200.321, the County is committed to taking all necessary steps to assure that minority businesses, women’s business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible. The Consultant shall also take such affirmative steps in the selection of its subcontractors, laborers and materialmen. Affirmative steps include:

(1) Placing qualified small and minority businesses, women's business enterprises, and veteran-owned businesses on solicitation lists;

(2) Assuring that small and minority businesses, women's business enterprises, and veteran-owned businesses are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, women's business enterprises, and veteran-owned businesses;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, women's business enterprises, and veteran-owned businesses; and

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

9. **Access to Records.** The following access to records requirements apply to this Contract and any Purchase Order issued hereunder:

(1) The Consultant agrees to provide Polk County and the FHWA and FTA, or any of their authorized representatives, including but not limited to the Government Accountability Office ("GOA"), Treasury's Office of Inspector General ("OIG"), and the Pandemic Relief Accountability Committee ("PRAC"), access to any books, documents, papers, and records of the Consultant which are directly pertinent to this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions.

(2) The Consultant agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

(3) The Consultant agrees to provide the FHWA and FTA or their authorized representatives access to construction or other work sites pertaining to the work being completed under the applicable Purchase Order."

10. **Seal, Logo, and Flags.** The Consultant shall not use the FHWA and FTA seal(s), logos, crests, or reproductions of flags or likenesses of FHWA and FTA agency officials without specific FHWA and FTA pre- approval.

11. **Compliance with Federal Law, Regulations, and Executive Orders.** This is an acknowledgement that FHWA and FTA financial assistance will be used to fund the Contract only. The Consultant will comply with all applicable federal law, regulations, executive orders, policies, procedures, and directives.

12. **No Obligation by Federal Government.** The Federal Government is not a party to this Purchase Order and is not subject to any obligations or liabilities to the non-Federal entity, consultant, or any other party pertaining to any matter resulting from this Purchase Order.

13. **Program Fraud and False or Fraudulent Statements or Related Acts.**

The Consultant acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Consultant's actions pertaining to this Purchase Order.

14. **Default and Remedy.** (Applicable to all contracts more than the simplified acquisition threshold) Process. If the Consultant materially defaults in the timely performance of any Contract obligation, or if the Consultant is otherwise in material default of the Contract, including, without limitation, the Consultant's failure to timely deliver any portion, or the entirety, of the Project Work in accordance with the Contract documents, then the County shall have the right to (i) with or without terminating the Contract, immediately call in any bonds or other form of security, and engage other consultants or providers at the Consultant's sole cost and expense to provide those unperformed or deficient Contract obligations of the Consultant; (ii) set-off the monetary amount of any and all damages arising therefrom, whether direct or indirect, actual or liquidated, from the amounts due Consultant pursuant to the Contract documents, (iii) immediately terminate the Contract by delivering written notice to the Consultant, and (iv) pursue any and all remedies available in law, equity, and under the Contract, including, without limitation, the recovery of any increased cost to the County to complete the Project Work due to the loss of American Rescue Plan funding caused, directly or indirectly, by the Consultant's delay. Upon any such termination pursuant to this Section, the County shall pay the Consultant the full amount due and owing for all services properly performed through the date of the Contract termination, less any amount subject to the County's right of set-off, and all liability of the County to the Consultant shall cease.

Certain Material Defaults. Among other matters, including without limitation, the Consultant's failure to timely deliver any portion, or the entirety, of the Project Work in accordance with the Contract documents, as described immediately above, any of the following shall constitute the Consultant's material default of the Contract: the appointment of a receiver to take possession of all or substantially all of the Consultant's assets, a general assignment by the Consultant for the benefit of creditors, or any action taken by or suffered by Consultant under any insolvency or bankruptcy act; or the Consultant is convicted of a public entity crime, is determined to have violated federal or state law prohibiting discrimination as stated in Section 287.134, Florida Statutes, or is prohibited from performing work for or transacting business with the County pursuant to Section 287.133 or to Section 287.134, Florida Statutes; or an assignment of the Contract made without the express written consent of the County; or the submission of a false certification to the County or engagement in prohibited business operations, both as described in the Contract Documents.

15. **Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment**

In accordance with 2 CFR §200.216 and Appendix II to Part 200, subsection (K), no funding or services provided pursuant to or in connection with this Contract, shall in any way be used to:

- (1) Procure or obtain;
- (2) Extend or renew a contract to procure or obtain; or
- (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described

in [Public Law 115-232](#), section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

- (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
- (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
- (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

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EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION

(Florida Statutes, Section 448.095)

PROJECT NAME: I-4 Intermodal Passenger Rail Station Feasibility and Planning Study

The undersigned, as an authorized officer of the contractor identified below (the “**Consultant**”), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the “**County**”), by and on behalf of the Consultant in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Consultant and the County on or about the date hereof, whereby the Consultant will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the “**Contract**”), as follows:

1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

2. Pursuant to Section 448.095(5), Florida Statutes, the Consultant, and any subcontractor under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Consultant or subcontractor. The Consultant acknowledges and agrees that (i) the County and the Consultant may not enter into the Contract, and the Consultant may not enter into any subcontracts thereunder, unless each party to the Contract, and each party to any subcontracts thereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security’s E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of the Contract, and the County may treat a failure to comply as a material breach of the Contract.

3. By entering into the Contract, the Consultant becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Consultant shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Consultant, the Consultant may not be awarded a public contract for a period of 1 year after the date of termination. The Consultant shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

Executed this _____ day of _____, 20__.

ATTEST:

CONSULTANT:

By: _____

By: _____

PRINTED NAME: _____

PRINTED NAME: _____

Its: _____

Its: _____

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first above written.

ATTEST:

POLK TRANSPORTATION
PLANNING ORGANIZATION (TPO)

BY: _____
Ryan Kordek
Director, Polk TPO

BY: _____
Mayor Sara Roberts McCarley, Chairman, TPO

Date Approved by TPO Board: _____

Review as to form and legal sufficiency

TPO Attorney's Office Date

Attest:

**HDR Engineering, Inc.
a Nebraska Corporation**

By: _____
Corporate Secretary

By: _____

[Print Name]

[Print Name]

DATE: _____

[Title]

SEAL

DATE: _____

ACKNOWLEDGEMENT OF FIRM, IF A CORPORATION

STATE OF _____ County OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ (Date) by _____ (Name of officer or agent) as _____ (title of officer or agent) of the Corporation on behalf of the Corporation, pursuant to the powers conferred upon him/her by the Corporation. He/she personally appeared before me at the time of notarization, and ☐ is personally known to me or ☐ has produced _____ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this _____ (Date) _

_____ (Official Notary Signature and Notary Seal)

_____ (Name of Notary typed, printed or stamped)

Commission Number _____ Commission Expiration Date _____

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONSULTANT WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT (“INA”).

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONSULTANT OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. **SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.**

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

Company Name: _____

Signature: _____

Title: _____

Date: _____

State of: _____

County of: _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 20__, by _____ (*name*) as _____ (*title of officer*) of _____ (*entity name*), on behalf of the company, who ☐ is personally known to me or ☐ has produced _____ as identification.

Notary Public Signature: _____

Printed Name of Notary Public: _____

Notary Commission Number and Expiration: _____

(AFFIX NOTARY SEAL)

Affidavit Regarding the Use of Coercion for Labor or Services

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

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

1. I am over the age of 18 and I have personal knowledge of the matters set forth herein.

2. I currently serve as an officer or representative of the Nongovernmental Entity.

3. The Nongovernmental Entity does **not** use coercion for labor or services, as those underlined terms are defined in Section 787.06, Florida Statutes.

4. This declaration is made pursuant to Section 92.525, Fla. Stat. and Section 787.06, Fla. Stat. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I

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

Further Affiant sayeth naught.

HDR Engineering, Inc.

NONGOVERNMENTAL ENTITY

SIGNATURE

PRINT NAME

TITLE

DATE

EXHIBIT A-i

RFP NOTICE

Polk County, a political subdivision of the State of Florida, requests the submittal proposals from vendors that are interested in providing *professional planning services for a multi-phased feasibility and planning study* as described herein. Sealed proposals must be received in the Procurement Division, prior to the due date and time listed below.

RFP Number and Title: 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)

Description: Provide professional planning services for a multi-phased feasibility and planning study of a high-speed I-4 Regional Intermodal Station.

Receiving Period: Prior to 2:00 p.m., Wednesday, November 19, 2025

Bid Opening: Wednesday, November 19, 2025, at 2:00 p.m. or as soon as possible thereafter.

Special Instructions: A **MANDATORY** pre-proposal meeting will be held Wednesday, October 29, 2025, 10:00 a.m. at the Polk County Administration Building, Conference Room 407 (4th Floor) located at 330 W. Church St, Bartow, FL 33830. Those attending via video conference will be added to the sign-in sheet by the Procurement office during the video conference. **The Zoom Meeting ID: 875 4485 3454.**

To obtain a copy of all attachments and exhibits please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is procurevendor and the password is solicitation. After you have logged in to the FTP site, double click on the file folder “RFP 25-686, RFP Attachments”, select “Open” or “Save As” to download the proposal documents. If you need assistance accessing this website due to ADA or any other reason, please email Tabatha Shirah at tabathashirah@polk-county.net.

Questions regarding this RFP must be in writing and must be sent to Tabatha Shirah Procurement Analyst, via email at tabathashirah@polk-county.net. All questions must be received by Wednesday, November 5, 2025, 4:00 p.m.

Bid Opening: Proposers may attend the Bid Opening in person or via conference call by dialing (646) 558-8656 and enter Zoom Meeting ID: 327 647 2818. A listing of all proposers will be posted to Procurement’s website as soon as possible after bid opening.

RFP REGISTRATION

You must register using this form in order to receive notice of any addenda to these documents. Please fax the completed form to the Procurement Division as soon as possible. It is the vendor's responsibility to verify if addenda have been issued.

RFP Number: 25-686

RFP Title: I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)

This form is for bid registration only. Please scroll down for additional information.

Carefully complete this form and return it to the Procurement Division via e-mail to procurement@polk-county.net or fax (863) 534-6789. You must submit one form for each solicitation that you are registering for.

Company Name: _____

Contact Name: _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

Phone Number: _____

Email: _____

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

PROPOSAL SUBMITTAL INSTRUCTIONS

Proposers must submit their proposal prior to 2:00 p.m. on the receiving date. Proposals must be submitted in a “sealed” parcel or electronically through Polk County’s secure website, Kiteworks. Proposals will be publicly opened at 2:00 p.m. on the receiving date.

Sealed Parcel Submittal:

If you are submitting a sealed parcel proposal submit one (1) original marked ORIGINAL and five (5) copies marked COPY of the proposal in a sealed parcel to the Procurement Division. The parcel should be labeled “25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – TPO” and marked with the proposer’s name and address. The Proposals may be mailed or delivered to:

**Polk County Procurement Division
330 West Church Street, Room 150
Bartow, FL 33830**

To assist with labeling the sealed parcel, please cut along the outer border and affix this label. Be sure to include the name of the company submitting the proposal where requested.

Sealed Proposal. DO NOT OPEN	
RFP Number	25-686
RFP Title	I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – TPO
Due Date/Time:	November 19, 2025, prior to 2:00 pm
Submitted by:	
Deliver To:	Polk County Procurement Division 330 West Church Street, Room 150, Bartow, Florida 33830

Proposals may be mailed, express mailed or hand delivered. It is the Proposers responsibility to ensure their package is delivered to the Procurement Division prior to 2:00 p.m. on the Receiving date and time referenced above. Proposals delivered at 2:00 p.m. or later will not be accepted.

Electronic Proposals Submittal:

All prospective Proposers that are interested in submitting their proposals electronically can do so via the County's secure electronic submittal website, Kiteworks. Proposers must email tabathashirah@polk-county.net at least 48 hours prior to opening to receive a link to upload their submittal. Please only upload your documents as a PDF or Excel file for the Cost Tab, if applicable. Please use the name convention of your files as follow:

"RFP 25-686 Tab 1"

"RFP 25-686 Tab 2"

"RFP 25-686 Tab 3"

"RFP 25-686 Tab 4"

"RFP 25-686 Tab 5"

"RFP 25-686 Tab 6"

"RFP 25-686 Tab 7"

"RFP 25-686 Tab 8"

For more instructions, a video tutorial has been produced to further explain the electronic solicitation submittal process. It can be found by clicking here for RFP Submittals: https://youtu.be/vkn_7AHgioE. If you need assistance accessing this website due to ADA or any other reason, please email Tabatha Shirah at tabathashirah@polk-county.net.

Procurement recommends that Proposers submitting electronically double check the documents submitted into Kiteworks to ensure all requested tab information has been uploaded. Failure to upload the requested tab information may result in the proposal being deemed nonresponsive.

POLK COUNTY
Polk Transportation Planning Organization
Issued by
Procurement Division
Fran McAskill
Procurement Director
REQUEST FOR PROPOSAL 25-686
I-4 INTERMODAL PASSENGER RAIL STATION FEASIBILITY AND PLANNING
STUDY – POLK TRANSPORTATION PLANNING ORGANIZATION (TPO)

Sealed proposals will be received in the Procurement Division, **Wednesday, November 19, 2025 prior to 2:00 p.m.**

Attached are important instructions and specifications regarding responses to this Request for Proposal (the “RFP”). The failure of a responding proposer (a “Proposer”) to follow these instructions could result in Proposer disqualification from consideration for a contract to be awarded pursuant to this RFP.

This document is issued by Polk County (the “County”) on behalf of the Polk Transportation Planning Organization (the “TPO”). Polk County Procurement Division (the “Procurement Division”) which is the sole distributor of this RFP and all addenda and changes to the RFP documents. The County shall record its responses to inquiries and provide any supplemental instructions or additional documents pertaining to this RFP in the form of written addenda to the RFP. The County shall post all such addenda, together with any other information pertaining to this RFP, on the County’s website at <https://www.polk-county.net/business/procurement/>. It is the sole responsibility of each Proposer to review the website prior to submitting a responsive proposal (a “Proposal”) to this RFP to ensure that that the Proposer has obtained all available instructions, addenda, changes, supporting documents, and any other information pertaining to this RFP.

The County is not responsible for any solicitations issued through subscriber, publications, or other sources not connected with the County and the Proposer should not rely on such sources for information regarding the RFP solicitation.

Questions regarding this RFP must be in writing and must be sent to Tabatha Shirah, via email at tabathashirah@polk-county.net. All questions must be received by Wednesday, November 5, 2025, 4:00 p.m.

Proposers and any prospective Proposers shall not contact, communicate with or discuss any matter relating in any way to this RFP with any member of the Polk Transportation Planning Organization, Polk County Board of County Commissioners or any employee of Polk County other than the County Procurement Director or the individual designated above. This prohibition begins with the issuance of the Request for Proposal and ends upon execution of a contract. Any such communication initiated by a Proposer or prospective proposer shall be grounds for disqualifying the offender from consideration for a contract to be awarded pursuant to this RFP and for contracts to be awarded pursuant to RFPs or Requests for Bid that the County may issue in the future.

A Proposer’s responsive Proposal to this RFP may be mailed, express mailed, or hand delivered to:

Polk County Procurement Division
330 West Church Street, Room 150
Bartow, Florida 33830
(863)534-6757

INTRODUCTION

Polk County, a political subdivision of the State of Florida, acting through the Polk Transportation Planning Organization (TPO) under the Staff Services Agreement dated April 15, 2025, seeks professional planning services for a multi-phased feasibility and planning study of a high-speed I-4 Regional Intermodal Station, the Project.

Polk County's Selection Process for consultant services is in accordance with Section 287.055, Florida Statutes, the Consultants' Competitive Negotiations Act ("CCNA"). In addition, this work is being funded by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), therefore the selection process must adhere to all applicable Federal guidelines. Where there is conflict between the Florida Statutes, Polk County's Ordinance and procedures, and the Federal guidelines, the Federal guidelines will take precedence unless the State or the County's statutes, ordinances or policies are stricter. The Professional Services Selection Committee will review the qualifications of all submitting firms as outlined below in the Evaluation Criteria and Selection Process.

It is the intent of the County and TPO to select and negotiate a Consulting Agreement with one (1) firm.

The TPO will negotiate a overall lump sum or not-to-exceed price as part of "Selection Process", Elevation Level 4, Contract Negotiations.

Services under this contract will be in compliance with Section 287.055 of the Florida Statutes referred to as the "Consultants' Competitive Negotiation Act" (CCNA). Polk County's Procurement Procedure's Manual outlines the Procedures for Contracting for Professional Services Covered by CCNA. These procedures outline the process used for the selection of a consulting firm awarded through this RFP process.

In accordance with Section 287.055(10), Florida Statutes, or any applicable amending or replacement statute, this provision of the RFP shall serve as the County's public notice that any plans, drawings or designs developed by the successful Proposer(s) on behalf of the County pursuant to this RFP or any agreement, authorization, purchase order or other contract resulting therefrom, are subject to be reused by the County at some future time in accordance with the aforementioned statute.

Only firms that are qualified pursuant to law and that have been prequalified by Florida Department of Transportation (FDOT), at the time of submittal, to perform the work will be considered responsive.

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

SCOPE OF SERVICES

The TPO is responsible for the development and implementation of a balanced, integrated, and multimodal transportation program which efficiently moves traffic. The TPO's goal is to ensure that a continuing, comprehensive and cooperative approach to planning for transportation needs is maintained and properly coordinated with other TPOs, Florida Department of Transportation (FDOT) and Federal Highway Administration (FHWA). To reach their goal, the TPO annually develops and reviews planning activities relating to roadway capacity improvements, congestion management, enhancement, transit, and rail and aviation projects. Any firm chosen for this Scope of Services will support and assist TPO Staff and other consultants hired by TPO Staff

with any tasks shown in the TPO's Unified Planning Work Program (UPWP). The UPWP can be found at <https://polktpo.com/plans-and-projects/unified-planning-work-program/>.

The selected Consultant will assist the Polk TPO in evaluating the feasibility of a Regional Intermodal Station along the I-4 corridor. The study scope of work is expected to include, but may not be limited to:

- Identification of Viable Candidate Station Locations
- Passenger Rail Market and Catchment Analysis
- Access Evaluation (proximity to major roads/interchanges and local transit service)
- Infrastructure and Land Development Needs (cost estimates and feasibility)
- Land-Use Planning and Transit Oriented Development (TOD) Readiness
- Economic Development Analysis
- Benefits-Costs Analysis
- Public Engagement Strategy
- Conceptual Planning
- Implementation Plan
- Literature and Document Review

Subcontracting

Sub-consultants must be FDOT-qualified before commencing work. All subcontracted services must be approved by the TPO, and compensation will follow Rule 14-75, F.A.C.

Specifications For Work

- Deliverables must meet federal, state, and local standards
- Electronic files must be compatible with TPO systems , Microsoft(TM) products including but not limited to Outlook(TM), Word(TM), Excel(TM) PowerPoint(TM).

Web Content Accessibility Guidelines

All project deliverables (ex. technical memoranda and media pieces), must be prepared to adhere to Web Content Accessibility Guidelines (WCAG 2.0 and ISO 32000-1:2008), to include a properly tagged, formatted and accessible PDF.

Florida Department of Transportation (FDOT)'s Policy on the Use of Artificial Intelligence

Polk TPO adheres to FDOT's Artificial Intelligence (AI) Policy as stated in Topic No. 010-325-065-a dated May 21, 2024, from FDOT's Office of Transportation Technology. See "Attachment I," on FTP Site.

AGREEMENT

The term of this agreement is estimated to be for one (1) year after notice to proceed is issued. The actual term will be negotiated as part of the Selection Process, Elevation Level 4.

EVALUATION CRITERIA

Proposals should not contain information in excess of that requested, must be concise, and must specifically address the issues of this RFP. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this RFP are not desired and may be construed as an indication of the Proposer's lack of cost consciousness. Elaborate artwork, expensive visual aids, and other presentation aids are neither necessary nor desired unless specifically requested. The Proposal responses shall be contained within a three ring binder (original and each copy in separate binders). For the purposes of this RFP, one page equals a single sided page. It is requested that the responses be in the same order as the selection and evaluation procedures. The submittals should include the following:

Tab 1 – Executive Summary

(Items a-c: Maximum of two (2) pages)

- a) Name, company name, address, telephone number, and email address.
- b) State the number of years in business, as the same company/firm.
- c) State the number of full time employees.
- d) Provide documentation showing proper incorporation by the Secretary of State.
- e) Provide a copy of the firm's applicable certification(s) from the State of Florida allowing them to provide the services as outlined in the Scope of Service as well as compliance with F.S. 287.055
- f) Provide documentation of the firm's Disadvantage Business Enterprise (DBE) status; if applicable.
- g) Provide documentation of prequalification by letter from FDOT.

Tab 2 –Approach to Project (35 Points)

(Maximum of four (4) pages)

- a) Describe in detail the components of how your firm proposes to manage the work contained in the scope of services. Please identify the services your firm provides which make you qualified to perform the required services.
- b) Describe how the firm plans to maintain the project team and manage the project team members' time in order to ensure sufficient time to complete a project.

Tab 3 – Experience, Expertise, Personnel & Technical Resources (35 Points)

- Provide a minimum of two (2) and a maximum of five (5) recent projects performed within the past ten (10) years as the **prime firm** which best illustrate the experience of the firm and current staff as related to the regional passenger /intermodal station planning /feasibility desired services. At least one (1) of the projects identified should be projects performed for a public entity (Limit response to one (1) page per project)
- For each project please provide:
 - a. Name and location of the project;
 - b. Size and cost of the project;
 - c. Project representative name, address, phone number, and email address;

- d. Start date and completion date for project or is anticipated to be completed; compare to the original date.
 - e. The nature of the firm's responsibility on the project;
 - f. Identify the key staff and their role in each project;
 - g. Identify working relationship of consultants or joint venture on project, if applicable;
 - h. Provide the original budget and the final budget of the project. Explain the reason(s) for differences, such as owner requested change, contractor claim, and insufficient plans and specifications.
 - i. List of any time extensions created by item h above.
- Provide an organizational chart of the team highlighting the key individuals who will work on this contract as identified above.
- The key staff presented in the consultant's response shall be the staff utilized on this contract. Please provide the resumes of the key staff including, but not limited to, the items in the list below (One (1) page maximum per resume):
 - a) Name and current position held by the person
 - b) Name, title and project assignment
 - c) Experience:
 - 1) Types of projects.
 - 2) Size of projects (dollar value of project).
 - 3) What were their specific project involvements?
- Demonstrate each key staff's availability and office and home location to respond to the needs of the project (Two (2) pages maximum for all key staff member)
- Identify sub consultants to be used, if any. For each sub consultant identified please provide
 - A brief description of their experience outlining their qualifications to perform the intended services
 - Provide documentation of prequalification by letter from FDOT, if applicable.
 - A brief resume for each key personnel that will be assigned to perform the intended services
 - Provide documentation of sub's DBE status, if applicable.

Tab 4 - Interactions with TPO and Regulatory Agency Staff (10 Points)

- Provide documentation supporting the specialized qualifications of the proposed staff in terms of meeting this scope of service. Qualifications should highlight experience with regulatory agencies, identifying specific agencies and the items being addressed. Describe the firm's ability to work with TPO staff in order to successfully fulfill the scope of service. Demonstrate the firm's knowledge of local regulatory agencies, including, but not limited to Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and Florida Department of Transportation (FDOT), if applicable. **(Limit response to two (2) pages)**

Tab 5 - Timely Completion of Projects (10 Points)

- Describe the firms' current and future projected workload. Describe specifically the firms' daily ability to handle each aspect of the scope of services described herein. (Limit response to two (2) pages maximum)

Tab 6 - Surveys of Past Performance (10 Points)

- Provide reference surveys from past clients for the projects identified under Tab 3.
- Procurement will take the average of all surveys, and score as follows (See Exhibit 1):
 - Average Score between 9-10 10 Points
 - Average Score between 7-8 8 Points
 - Average Score between 5-6 6 Points
 - Average Score between 3-4 4 Points
 - Average Score between 1-2 2 Points
 - Average Score of 0 0 Points

Each tab includes specific documentation and formatting requirements. See full instructions above for details.

Tab 7 - DBE Utilization

Each Proposer, as part of its submission, shall supply the following information:

- A completed Bid Opportunity List For Professional Consultant Services, and Commodities & Contractual Services (Attachment G) found on FTP Site.
- For consulting companies, this list must include all subcontractors contacting you and expressing an interest in teaming with you on a specific DOT assisted project.
- A completed DBE Utilization Form (Attachment H) found on FTP Site. This Form covers the DBE Utilization Statement, and the DBE Participation Schedule.
- Proposer shall also provide an original **DBE Letter of Intent** from each DBE listed in the **DBE Participation Schedule**, and an original **DBE Affidavit** from each DBE stating that there has not been any change in its status since the date of its last certification.

Tab 8 Additional Forms and Documentation

Proposers should provide the following completed forms or documentation with their Proposal:

- Public Entity Crimes Statement (Attachment A)
- Drug-Free Workplace Form (Attachment B)
- Truth in Negotiation Certification (Attachment C)
- Conflict of Interest Certification (Attachment D)
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Federal Aid Contracts (Attachment E)
- Certification of Disclosure of Lobbying Activities on Federal Aid Contracts (Attachment F)
- FDOT AI Policy 010-325-065 (1) (Attachment I)
- Exhibit A - Certifications Regarding Debarment, Suspension, Proposed Debarment, And Other Responsibility Matters
- Exhibit B - Appendix A, 44 C.F.R. Part 18 – Certification Regarding Lobbying
- Proposers Incorporation Information
- Affidavit Certification Immigration Laws
- Employment Eligibility Verification (E-Verify) Certification

BID OPENING

Proposers attend the Bid Opening in person or via conference call by dialing (646) 558-8656 and enter Meeting ID: 327 647 2818. A listing of all proposers will be posted to Procurement's website as soon as possible after bid opening.

Selection Process

Proposals will be evaluated in accordance with this section and all applicable County procurement policies and procedures.

The County shall appoint a selection committee (the "Selection Committee") that will be responsible for evaluating and scoring/ranking the Proposals in accordance with this Section.

The County will use a competitive selection process based on the Elevation Levels described in this Section. At Elevation Levels 2 and 3, the Selection Committee will score and/or rank the Proposals as applicable.

Selection of a final Proposal will be based upon the following steps and factors:

Elevation Level 1 (Procurement Requirements Assessment):

- The County Procurement Division shall review all Proposals for conformance with RFP guidelines and detailed submittal requirements. At the County's discretion, non-conforming Proposals may be eliminated from further consideration and conforming Proposals shall be elevated to Elevation Level 2. Procurement will distribute Proposals and evaluation criteria to the Selection Committee.
- Procurement will also ensure all firms meet the requirement of certification as outlined in Florida Statute 287.055(3)(c).
- The Selection Committee may convene to review questions that arise during individual member review of submitted Proposals before Elevation Level 2 to allow for questions, clarifications, explanations, or other discussion to be held before the review of Proposals is completed.

Elevation Level 2 (Scoring)

- Procurement shall score each Proposal on the following evaluation criteria:
 - Surveys of Past Performance (Tab 6) 10 points
- | | |
|------------------------|------------------|
| Subtotal Points | 10 points |
|------------------------|------------------|

by the process stated under each corresponding Tab description as set forth on Page 8-9.

- 1) Each Selection Committee member shall score each Proposal on the following evaluation criteria:

• Approach to Project (Tab 2)	35 Points
• Experience, Expertise, (Tab 3) Personnel, and Technical Resources	35 Points
• Interactions with TPO and (Tab 4) Regulatory Agency Staff	10 points
• Timely Completion of Projects(Tab 5)	10 points
Subtotal Points	90 points

by the following process:

- 1) Each Selection Committee member shall determine which of the following descriptions applies to each of the foregoing evaluation criteria:
 - **EXCELLENT (1.0):** Of the highest or finest quality; exceptional; superior; superb; exquisite; peerless.
The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited an exceptional and superior degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver far beyond expectation.
 - **VERY GOOD (0.8):** To a high degree; better than or above competent and/or skillful.
The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited a very high degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver beyond expectation.
 - **GOOD (0.6):** Having positive or desirable qualities; competent; skilled; above average.
The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited a skillful and above-average degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver at the expected level.
 - **FAIR (0.4):** Average; moderate; mediocre; adequate; sufficient; satisfactory; standard.
The Proposer provided information for a given criteria that satisfied the requirements and described sufficiently how and what will be accomplished in a manner that exhibited an adequate and average degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver at a level slightly below expectation.
 - **POOR (0.2):** Inadequate; lacking; inferior in quality; of little or less merit; substandard; marginal.
The Proposer provided information for a given criteria that did not satisfy the requirements and described in an inadequate manner how and what will be accomplished. The information provided simply reiterated a requirement, contained inaccurate statements or references, lacked adequate information, or was of inferior quality. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver at a substandard and inferior level.
 - **UNACCEPTABLE (0.0):**
The Proposer failed to provide any information for a given criteria, provided information that could not be understood, or did not provide the information for a given category as requested.

After a Selection Committee member has determined the description applicable for each evaluation criterion, the total points available for such criterion shall be multiplied by the factor

associated with the applicable description to produce the number of points allocated for that evaluation criterion. For example, a Selection Committee member classifies the “Experience and Expertise” criterion (which shall be worth 25 points for the purpose of this example) as “Very Good” (which is a description factor multiplier of 0.8). The points that Selection Committee member allocated for that evaluation criterion would be 20, calculated as follows: 25 available points x 0.8 applicable description factor multiplier = 20 points.

A Selection Committee member’s total score for each Proposal shall equal the sum of the total points allocated for each evaluation criteria.

When all Selection Committee members have completed their Proposal evaluations, the individual Selection Committee member’s total scores for each Proposal will be added together to produce a final score for each Proposal.

Procurement will confirm the calculations for the final score for each Proposal. Then, Procurement shall publish a rank-ordered listing of the Proposals to the Selection Committee with the Proposal receiving the highest point as the highest-ranked Proposal.

In accordance with Section 287.055(4)(a), Florida Statutes, if there are three (3) or more Proposers in Elevation Level 2, the Selection Committee will elevate no fewer than the three highest scored of such Proposers to Elevation Level 3 for interviews. If there are only two Proposers in Elevation Level 2, the Selection Committee shall elevate those two Proposers to Elevation Level 3 for interviews. If there is only one Proposer in Elevation Level 2, then the Selection Committee may collectively decide if they would like to elevate the Proposer to Elevation Level 3 for interviews or if they would like to recommend the TPO Board authorize staff to enter into Contract Negotiations with the Proposer. In the latter case, after the TPO Board approval to authorize staff to negotiate a contract, the Proposer will then be elevated to Elevation Level 4 for contract negotiations.

Elevation Level 3 (Proposer Interviews)

The Selection Committee are required to conduct interviews of the Proposers that it has elevated from Elevation Level 2 to Elevation Level 3.

During an interview, elevated Proposers may be requested to make a presentation focusing on their qualifications, approach to the project and the ability to furnish the required services. The Selection Committee members will have an opportunity to inquire about any aspect of the RFP and the Proposer’s Proposal. After all elevated Proposer interviews, each Selection Committee member will individually rank the Proposers in numerical order beginning at number 1 for the Proposer deemed to be the most highly qualified to perform the required services. In accordance with Section 287.055(4)(b), Florida Statutes, in determining whether a Proposer is qualified, each Selection Committee member shall consider such factors as:

- Ability of Personnel
- Whether a Proposer is a certified minority business enterprise
- Past performance
- Willingness to meet time and budget requirements
- Location
- Recent, current, and projected workloads
- Volume of work previously awarded to each Proposer by the County

Procurement shall receive and compile each Selection Committee member's ranking of each Proposer, and then publish a rank-ordered listing of Proposers to the Selection Committee, based on the combined average rankings given each Proposer. The Selection Committee members will then collectively decide if they would like to recommend the TPO Board, authorize staff to enter into Contract Negotiations with all Proposers elevated to Proposer Interviews, starting with the highest-ranked Proposer. After the TPO Board approval to authorize staff to negotiate a contract, the highest-ranked Proposer will then be elevated to Elevation Level 4, Contract Negotiations.

Elevation Level 4 (Contract Negotiations)

If a Proposer is elevated to this level, the User Division, with the assistance of Procurement and the County Attorney's Office, shall negotiate an Agreement with the elevated Proposer(s) in accordance with Section 287.055(5), Florida Statutes.

If after negotiating for a reasonable time period the parties cannot agree on a contract, the County shall, in its sole discretion, terminate further contract negotiations with that Proposer. Procurement shall notify the Selection Committee that contract negotiations with the elevated Proposer have terminated. The Selection Committee shall then determine whether to recommend to the TPO Board to approve contract negotiations with the next-highest-ranked Proposer, and so on. If the Selection Committee decides not to recommend contract negotiations with the next-highest-ranked Proposer, or if the County determines there is no other Proposer with whom the County can successfully negotiate a contract, then the RFP Selection Process shall terminate.

After contract negotiations with a Proposer are successfully completed pursuant to Elevation Level 4, the Selection Committee shall recommend to the TPO Board that it selects such Proposer to provide the services as outlined in the Agreement. The TPO Board shall make the final decision whether to enter into an Agreement with a Proposer.

GENERAL CONDITIONS

CONTACT

After the issuance of any Request for Proposal, prospective proposers shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposal with the Board of County Commissioners, and any employee of Polk County, other than the Procurement Director or as directed in the cover page of the Request for Proposal. This prohibition begins with the issuance of any Request for Proposal and ends upon completion execution of a contract. Such communications initiated by a proposer shall be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal.

INSURANCE REQUIREMENTS

The selected firm, if any, shall maintain, at all times, the following minimum levels of insurance and; shall, without in any way altering their liability, obtain, pay for and maintain insurance for the coverages and amounts of coverage not less than those set forth below. Provide to the County original Certificates of Insurance satisfactory to the County to evidence such coverage before any work commences. Polk County, a political subdivision of the State of Florida, shall be an additional named insured on all policies related to the project; excluding workers' compensation and professional liability. The Workers' Compensation and General Liability policies shall contain a waiver of subrogation in favor of Polk County. All insurance coverage shall be written with a company having an A.M. Best Rating of at least the "A" category and size category of VIII. The firm's self-insured retention or deductible per line of coverage shall not exceed \$100,000 without the permission of the County. In the event of any failure by the firm to comply with the provisions; the County may, at its option, on notice to the firm suspend the project for cause until there is full compliance. Alternatively, the County may purchase such insurance at the firm's expense, provided that the County shall have no obligation to do so and if the County shall do so, the firm shall not be relieved of or excused from the obligation to obtain and maintain such insurance amounts and coverages.

Worker's Compensation and Employer's Liability Insurance providing statutory benefits, including those that may be required by any applicable federal statute:

Admitted in Florida	Yes
Employer's Liability	\$100,000
All States Endorsement	Statutory
Voluntary Compensation	Statutory

Commercial General Liability Insurance. \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including the following coverages:

Premises and Operations and Products/Completed Operations;

Broad Form Commercial General Liability Endorsement to include blanket contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm); Personal Injury (with employment and contractual exclusions deleted) and Broad Form Property Damage coverages;

Independent Contractors; Policy must include Separation of Insureds Clause.

Comprehensive Automobile Liability Insurance. \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including all owned, hired and non-owned vehicles.

Professional Liability Insurance. \$2,000,000 for design errors and omissions, inclusive of defense costs. Selected firm shall be required to provide continuing Professional Liability Insurance to cover the project for a period of two (2) years after the projects are completed.

INDEMNIFICATION

To the maximum extent permitted by law, the Consultant shall indemnify, protect and hold the County, and its officers, employees and agents, harmless from and against any and all, claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses, and expenses whatsoever (including, without limitation, reasonable attorneys' fees, costs, and expenses incurred during negotiation, through litigation and all appeals therefrom) including, without limitation, those pertaining to the death of or injury to any person, or damage to any property, to the extent arising out of or resulting from (i) the failure of Consultant to comply with applicable laws, rules or regulations, (ii) the breach by Consultant of its obligations under this Agreement, (iii) any claim for trademark, patent, or copyright infringement arising out of the scope of Consultant's performance or nonperformance of this Agreement, or (iv) the negligent acts, errors or omissions, or intentional or willful misconduct, of Consultant or any persons or entities employed or utilized by Consultant in the performance of this Agreement. The obligations imposed by this Section shall survive the expiration or earlier termination of the Agreement.

PUBLIC ENTITY CRIMES STATEMENT

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

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

The County is an equal opportunity/affirmative action employer. The County is committed to equal opportunity employment effort; and expects firms that do business with the County to have a vigorous affirmative action program.

WOMEN/MINORITY BUSINESS ENTERPRISE OUTREACH

The County hereby notifies all Proposers that W/MBEs are to be afforded a full opportunity to participate in any request for proposal by the County and will not be subject to discrimination on the basis of race, color, sex or national origin.

AFFIRMATION

By submitting their proposal, the Proposer affirms that the proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; the Proposer has not directly or indirectly induced or solicited any other person to submit a false or sham proposal; the Proposer has not solicited or induced any person, firm or corporation to refrain from submitting a proposal; and the Proposer has not sought by collusion to obtain for him/herself any advantage over other persons or over the County.

DEVELOPMENT COSTS

Neither the County nor its representative(s) shall be liable for any expenses incurred in connection with preparation of a response to the RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the RFP.

ADDENDA

The County may record its responses to inquiries and any supplemental instructions in the form of written addenda. The addenda will be posted on the County's website at <https://www.polk-county.net/business/procurement/>. It is the sole responsibility of the proposers to check the website to ensure that all available information has been received prior to submitting a proposal.

CODE OF ETHICS

If any proposer violates or is a party to a violation of the code of ethics of Polk County or the State of Florida, with respect to this proposal, such proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from bidding on any future proposals for work, goods, or services for the County.

DRUG FREE WORKPLACE

Preference shall be given to businesses with Drug Free Workplace (DFW) programs. Whenever two or more proposals, which are equal with respect to price, quality and service, are received by the County for the procurement of commodities or contractual services, a proposal received from a business that has provided a statement that it is a DFW shall be given preference in the award process.

APPLICABLE LAWS AND COURTS

This RFP and any resulting agreements shall be governed in all respects by the laws of the State of Florida and any litigation with respect thereto shall be brought only in the courts of Polk County, Florida or the United States District Court, Middle District of Florida, located in Hillsborough County, Florida. The proposer shall comply with all applicable federal, state and local laws and regulations.

CONTRACTUAL MATTERS

All contracts are subject to final approval of the TPO Board or firms who incur expenses or change position in anticipation of a contract prior to the TPO Board's approval do so at their own risk.

PROPOSAL ACCEPTANCE PERIOD

A proposal shall be binding upon the offeror and irrevocable by it for ninety (90) calendar days following the proposal opening date. Any proposal in which offeror shortens the acceptance period may be rejected.

ADDITION/DELETION

The County reserves the right to add to or delete any item from this proposal or resulting agreements when deemed to be in the best interest of the County.

PROPRIETARY INFORMATION

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Request for Proposals and the responses thereto are in the public domain. However, the proposers are required to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. Proposers should provide a redacted copy of proposal with submittal.

All proposals received from proposers in response to this Request for Proposal will become the property of the County and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the County.

REVIEW OF PROPOSAL FILES

In accordance with Chapter 119.071 of the Florida Statutes, the responses received for this Request for Proposal are exempt from review for thirty (30) days after the Bid Opening Date or at Recommendation of Award, whichever event occurs first.

Should the RFP be cancelled and re-solicited for any reason, proposal responses shall remain exempt from disclosure for a period not to exceed twelve (12) months or at Recommendation of Award of the subsequent solicitation.

RFP PROTEST

Any proposer desiring to file a protest, with respect to a recommended award of any RFP, shall do so by filing a written protest. The written protest must be in the possession of the

Procurement Division within three (3) working days of the Notice of Recommended Award mailing date. All proposers who submitted a proposal will be sent a Notice of Recommended Award, unless only one proposal was received.

A copy of the protest procedures may be obtained from the Polk County Procurement Division or can be downloaded from the County's website at <https://www.polk-county.net/business/procurement/protest-procedures/>.

FAILURE TO FOLLOW PROTEST PROCEDURE REQUIREMENTS WITHIN THE TIME FRAMES PRESCRIBED HEREIN AS ESTABLISHED BY POLK COUNTY, FLORIDA, SHALL CONSTITUTE A WAIVER OF THE PROPOSER'S RIGHT TO PROTEST AND ANY RESULTING CLAIM.

UNAUTHORIZED ALIEN(S)

The Consultant agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, the successful consultant will complete and submit the form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

EMPLOYMENT ELIGIBILITY VERIFICATION (E-Verify)

A. Unless otherwise defined herein, terms used in this Section which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

B. Pursuant to Section 448.095(5), Florida Statutes, the contractor hereto, and any subcontractor thereof, must register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. The contractor acknowledges and agrees that (i) the County and the contractor may not enter into this Agreement, and the contractor may not enter into any subcontracts hereunder, unless each party to this Agreement, and each party to any subcontracts hereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of this Agreement, and the County may treat a failure to comply as a material breach of this Agreement.

C. By entering into this Agreement, the contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of this Agreement. Failure to comply will lead to termination of this Agreement, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If this Agreement is terminated pursuant to Section 448.095, Fla. Stat., such termination is not

a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of Section 448.095, Fla. Stat., by the contractor, the contractor may not be awarded a public contract for a period of 1 year after the date of termination. The contractor shall be liable for any additional costs incurred by the County as a result of the termination of this Agreement. Nothing in this Section shall be construed to allow intentional discrimination of any class protected by law.

LIMITATIONS

This request does not commit Polk County to award a contract. Proposers will assume all costs incurred in the preparation of their response to this RFP. The County reserves the right to: 1) accept or reject qualifications and/or proposals in part or in whole; 2) request additional qualification information; 3) limit and determine the actual contract services to be included in a contract; 4) obtain information for use in evaluating submittals from any source and 5) reject all submittals.

ATTORNEY'S FEES AND COSTS:

Each party shall be responsible for its own legal and attorney's fees, costs and expenses incurred in connection with any dispute or any litigation arising out of, or relating to this Agreement, including attorney's fees, costs and expenses incurred for any appellate or bankruptcy proceedings.

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

PUBLIC RECORD LAWS

(a) The Consultant acknowledges the County's obligations under Article I, Section 24, of the Florida Constitution and under Chapter 119, Florida Statutes, to release public records to members of the public upon request and comply in the handling of the materials created under this Agreement. The Consultant further acknowledges that the constitutional and statutory provisions control over the terms of this Agreement. In association with its performance pursuant to this Agreement, the Consultant shall not release or otherwise disclose the content of any documents or information that is specifically exempt from disclosure pursuant to all applicable laws.

(b) Without in any manner limiting the generality of the foregoing, to the extent applicable, the Consultant acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

(1) keep and maintain public records required by the County to perform the services required under this Agreement;

(2) upon request from the County's Custodian of Public Records or his/her designee, provide the County with a copy of the requested records or allow the records

to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of this Agreement if the Consultant does not transfer the records to the County; and

(4) upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the service. If the Consultant transfers all public records to the County upon completion of this Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's Custodian of Public Records, in a format that is compatible with the information technology systems of the County.

(c) IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT:

**RECORDS MANAGEMENT LIAISON OFFICER
POLK COUNTY
330 WEST CHURCH ST
BARTOW, FL 33830
TELEPHONE: (863) 534-7670
EMAIL: RML0@POLK-COUNTY.NET**

Scrutinized Companies and Business Operations Certification; Termination.

A. Certification(s)

(I) By its execution of this Agreement, the Vendor hereby certifies to the County that the Vendor is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, nor is the Vendor engaged in a boycott of Israel, nor was the Vendor on such List or engaged in such a boycott at the time it submitted its bid, proposal, quote, or other form of offer, as applicable, to the County with respect to this Agreement.

(II) Additionally, if the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000), then the Vendor further certifies to the County as follows:

- (a) the Vendor is not on the Scrutinized Companies with Activities in Sudan List, created pursuant to Section 215.473, Florida Statutes; and
 - (b) the Vendor is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; and
 - (c) the Vendor is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and
 - (d) the Vendor was not on any of the Lists referenced in this subsection A(ii), nor engaged in business operations in Cuba or Syria when it submitted its proposal to the County concerning the subject of this Agreement.
- (iii) The Vendor hereby acknowledges that it is fully aware of the penalties that may be imposed upon the Vendor for submitting a false certification to the County regarding the foregoing matters.
- B. Termination. In addition to any other termination rights stated herein, the County may immediately terminate this Agreement upon the occurrence of any of the following events:
 - (i) The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(i) above, or the Vendor is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.
 - (ii) The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(ii) above, or the Vendor is found to have been placed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, and the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000).

SUPPLEMENTAL CONDITIONS FEDERAL CLAUSES

The County has been awarded and received funding by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), therefore the selection process must adhere to all applicable Federal guidelines. In accordance with the federal procurement standards at 2 C.F.R. sections 200.317 through 200.327 the following clauses are incorporated in this RFP, any resulting award with the prime Consultant, and any resulting contracts between the prime Consultant and sub-contractors and material suppliers. The following conditions are supplemental to the General Terms and Conditions. Where there is conflict, these Supplemental Conditions prevail unless the General Terms and Conditions are stricter.

1. **Contract Work Hours and Safety Standards Act.** (Contracts in excess of \$100,000)

(1) Overtime requirements. Neither the Consultant, nor any subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the Consultant and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such consultant and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

(3) Withholding for unpaid wages and liquidated damages. the U.S. Department of Treasury, the applicable Federal agency, or Polk County as the recipient shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the consultant or subcontractor under any such contract or any other Federal contract with the same prime consultant, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime consultant, such sums as may be determined to be necessary to satisfy any liabilities of such consultant or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

(4) Subcontracts. The Consultant or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

2. **Clean Air Act and the Federal Water Pollution Control Act.** (Contracts in excess of \$150,000)

Clean Air Act

(1) The Consultant agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

(2) The Consultant agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to the FHWA and FTA and the appropriate Environmental Protection Agency Regional Office.

(3) The Consultant agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by the U.S. Department of Treasury.

Federal Water Pollution Control Act

(1) The Consultant agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

(2) The Consultant agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to the FHWA and FTA, and the appropriate Environmental Protection Agency Regional Office.

(3) The Consultant agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by the U.S. Department of Treasury.

3. **Debarment and Suspension.** (Exhibit "A")

(1) This Contract/Purchase Order is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the Consultant is required to verify that none of the Consultant, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

(2) The Consultant must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

(3) This certification is a material representation of fact relied upon by Polk County. If it is later determined that the Consultant did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the FHWA and FTA and the County. The Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

(4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract or purchase order that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

4. **Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)**

Consultants who apply or bid for an award of \$100,000 or more shall file the required certification (attached hereto as Exhibit "B"). Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

5. **Procurement of Recovered Materials.**

(1) In the performance of this Contract/Purchase Order, the Consultant shall to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable. Additionally Consultants shall make maximum use of products containing recovered materials that are EPA- designated items unless the product cannot be acquired—

(i) Competitively within a timeframe providing for compliance with the contract performance schedule;

(ii) Meeting contract performance requirements; or

(iii) At a reasonable price.

(2) Information about this requirement, along with the list of EPA-designate items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

6. **Domestic Preference**

In accordance with 2 CFR §200.322, to the greatest extent practicable and consistent with law under a Federal award, the County must provide a preference for the purchase acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

7. **Affirmative Action.**

In accordance with 2 CFR §200.321, the County is committed to taking all necessary steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible. The Consultant shall also take such affirmative steps in the selection of its subcontractors, laborers and materialmen. Affirmative steps include:

(1) Placing qualified small and minority businesses, women's business enterprises, and veteran-owned businesses on solicitation lists;

(2) Assuring that small and minority businesses, women's business enterprises, and veteran-owned businesses are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, women's business enterprises, and veteran-owned businesses;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, women's business enterprises, and veteran-owned businesses; and

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

8. **Access to Records.** The following access to records requirements apply to this Contract and any Purchase Order issued hereunder:

(1) The Consultant agrees to provide Polk County and the FHWA and FTA, or any of their authorized representatives, including but not limited to the Government Accountability Office ("GOA"), Treasury's Office of Inspector General ("OIG"), and the

Pandemic Relief Accountability Committee ("PRAC"), access to any books, documents, papers, and records of the Consultant which are directly pertinent to this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions.

(2) The Consultant agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

(3) The Consultant agrees to provide the FHWA and FTA or their authorized representatives access to construction or other work sites pertaining to the work being completed under the applicable Purchase Order."

9. **Seal, Logo, and Flags.** The Consultant shall not use the FHWA and FTA seal(s), logos, crests, or reproductions of flags or likenesses of FHWA and FTA agency officials without specific FHWA and FTA pre- approval.

10. **Compliance with Federal Law, Regulations, and Executive Orders.** This is an acknowledgement that FHWA and FTA financial assistance will be used to fund the Contract only. The Consultant will comply with all applicable federal law, regulations, executive orders, policies, procedures, and directives.

11. **No Obligation by Federal Government.** The Federal Government is not a party to this Purchase Order and is not subject to any obligations or liabilities to the non-Federal entity, consultant, or any other party pertaining to any matter resulting from this Purchase Order.

12. **Program Fraud and False or Fraudulent Statements or Related Acts.**

The Consultant acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Consultant's actions pertaining to this Purchase Order.

13. **Default and Remedy.** (Applicable to all contracts more than the simplified acquisition threshold)

Process. If the Consultant materially defaults in the timely performance of any Contract obligation, or if the Consultant is otherwise in material default of the Contract, including, without limitation, the Consultant's failure to timely deliver any portion, or the entirety, of the Project Work in accordance with the Contract documents, then the County shall have the right to (i) with or without terminating the Contract, immediately call in any bonds or other form of security, and engage other consultants or providers at the Consultant's sole cost and expense to provide those unperformed or deficient Contract obligations of the Consultant; (ii) set-off the monetary amount of any and all damages arising therefrom, whether direct or indirect, actual or liquidated, from the amounts due Consultant pursuant to the Contract documents, (iii) immediately terminate the Contract by delivering written notice to the Consultant, and (iv) pursue any and all remedies available in law, equity, and under the Contract, including, without limitation, the recovery of any increased cost to the County to complete the Project Work due to the loss of American Rescue Plan funding caused, directly or indirectly, by the Consultant's delay. Upon any such termination

pursuant to this Section, the County shall pay the Consultant the full amount due and owing for all services properly performed through the date of the Contract termination, less any amount subject to the County's right of set-off, and all liability of the County to the Consultant shall cease.

Certain Material Defaults. Among other matters, including without limitation, the Consultant's failure to timely deliver any portion, or the entirety, of the Project Work in accordance with the Contract documents, as described immediately above, any of the following shall constitute the Consultant's material default of the Contract: the appointment of a receiver to take possession of all or substantially all of the Consultant's assets, a general assignment by the Consultant for the benefit of creditors, or any action taken by or suffered by Consultant under any insolvency or bankruptcy act; or the Consultant is convicted of a public entity crime, is determined to have violated federal or state law prohibiting discrimination as stated in Section 287.134, Florida Statutes, or is prohibited from performing work for or transacting business with the County pursuant to Section 287.133 or to Section 287.134, Florida Statutes; or an assignment of the Contract made without the express written consent of the County; or the submission of a false certification to the County or engagement in prohibited business operations, both as described in the Contract Documents.

14. **Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment**

In accordance with 2 CFR §200.216 and Appendix II to Part 200, subsection (K), no funding or services provided pursuant to or in connection with this Contract, shall in any way be used to:

- (1) Procure or obtain;
- (2) Extend or renew a contract to procure or obtain; or
- (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115–232](#), section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
 - (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Proposers Incorporation Information

(Submittal Page)

The following section should be completed by all bidders and submitted with their bid submittal:

Company Name: _____

DBA/Fictitious Name (if applicable): _____

TIN #: _____

Address: _____

City: _____

State: _____

Zip Code: _____

County: _____

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

Contact Person: _____

Phone Number: _____

Cell Phone Number: _____

Email Address: _____

Type of Organization (select one type)

- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ Non-Profit
- ☐ Sub Chapter
- ☐ Joint Venture
- ☐ Corporation
- ☐ LLC
- ☐ LLP
- ☐ Publicly Traded
- ☐ Employee Owned

State of Incorporation: _____

The Successful vendor must complete and submit this form prior to award. The Successful vendor must invoice using the company name listed above.

EXHIBIT 1

DETAILED INSTRUCTIONS ON HOW TO PREPARE AND SEND PERFORMANCE SURVEYS

The objective of this process is to identify the past performance of the Consultant submitting a proposal package. This is accomplished by sending survey forms to past customers. The customers should return the forms directly to the Consultant. The Consultant is to include all surveys in their proposal package.

Sending the Survey

The surveys shall be sent to all clients for whom the Consultant has identified under Tab 2. Surveys should correlate to all projects identified under Tab 2.

If more surveys are included then Procurement will only use those identified under Tab 2.

1. The Consultant shall complete the following information for each customer that a survey will be sent

CLIENT NAME	Name of the company that the work was performed for (i.e. Hillsborough County).
FIRST NAME	First name of the person who will answer customer satisfaction questions.
LAST NAME	Last name of the person who will answer customer satisfaction questions.
PHONE NUMBER	Current phone number for the reference (including area code).
EMAIL ADDRESS	Current email address for the reference.
PROJECT NAME	Name of the project (Feasibility and Planning Study for Regional Intermodal Station), Etc.
COST OF SERVICES	Cost of services (\$200,000)
DATE COMPLETE	Date when the services were completed. (i.e. 9/31/2015)

2. The Consultant is responsible for verifying that their information is accurate prior to submission for references.

3. The survey must contain different services/projects. You cannot have multiple people evaluating the same job. However, one person may evaluate several different jobs.

4. The past projects can be either completed or on-going.

5. The past client/owner must evaluate and complete the survey.

Preparing the Surveys

1. The Consultant is responsible for sending out a performance survey to the clients that have been identified under Tab 3. The survey can be found on the next page.
2. The Consultant should enter the past clients' contact information, and project information on each survey form for each reference. The Consultant should also enter their name as the Consultant being surveyed.
3. The Consultant is responsible for ensuring all references/surveys are included in their submittal under Tab 6
4. Polk County Procurement may contact the reference for additional information or to clarify survey data. If the reference cannot be contacted, there will be no credit given for that reference.

Survey Questionnaire – Polk County

RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)

To: _____ (Name of Person completing survey)

_____ (Name of Client Company/Consultant)

Phone Number: _____ Email: _____

Total Annual Budget of Entity _____

Subject: Past Performance Survey of Similar work:

Project name: _____

Name of Vendor being surveyed: _____

Cost of Services: Original Cost: _____ Ending Cost: _____

Contract Start Date: _____ Contract End Date: _____

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	
3	Quality of workmanship	(1-10)	
4	Professionalism and ability to manage	(1-10)	
5	Close out process	(1-10)	
6	Ability to communicate with Client's staff	(1-10)	
7	Ability to resolve issues promptly	(1-10)	
8	Ability to follow protocol	(1-10)	
9	Ability to maintain proper documentation	(1-10)	
10	Appropriate application of technology	(1-10)	
11	Overall Client satisfaction and comfort level in hiring	(1-10)	
12	Ability to offer solid recommendations	(1-10)	
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	

Printed Name of Evaluator _____

Signature of Evaluator: _____

Please fax or email the completed survey to: _____

Affidavit Certification Immigration Laws

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONSULTANT WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 A(E) {SECTION 274A(E) OF THE IMMIGRATION AND NATIONALITY ACT ("INA")}.

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONSULTANT OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(E) OF THE INA. **SUCH VIOLATION OF THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN 274A(E) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.**

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

Company Name: _____

Signature: _____

Title: _____

Date: _____

State of: _____

County of: _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 20__, by _____ (*name*) as _____ (*title of officer*) of _____ (*entity name*), on behalf of the company, who ☐ is personally known to me or ☐ has produced _____ as identification.

Notary Public Signature: _____

Printed Name of Notary Public: _____

Notary Commission Number and Expiration: _____

(AFFIX NOTARY SEAL)

EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION

(Florida Statutes, Section 448.095)

PROJECT NAME: RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)

The undersigned, as an authorized officer of the contractor identified below (the “**Contractor**”), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the “**County**”), by and on behalf of the Contractor in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Contractor and the County on or about the date hereof, whereby the Contractor will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the “**Contract**”), as follows:

1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

2. Pursuant to Section 448.095(5), Florida Statutes, the Contractor, and any subcontractor under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Contractor or subcontractor. The Contractor acknowledges and agrees that (i) the County and the Contractor may not enter into the Contract, and the Contractor may not enter into any subcontracts thereunder, unless each party to the Contract, and each party to any subcontracts thereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security’s E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of the Contract, and the County may treat a failure to comply as a material breach of the Contract.

3. By entering into the Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

Executed this _____ day of _____, 20__.

ATTEST:

By: _____
PRINTED NAME: _____
Its: _____

CONTRACTOR:

By: _____
PRINTED NAME: _____
Its: _____

October 30, 2025

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

ADDENDUM #1

RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization

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

Contained within this addendum: Questions/answers and document added to the FTP Site.

To obtain a copy of **Pre-Proposal Meeting - TPO Presentation** please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is procurevendor and the password is solicitation. After you have logged in to the FTP site, double click on the file folder “RFP 25-686, RFP Attachments”, select “Open” or “Save As” to download the proposal document. If you need assistance accessing this website due to ADA or any other reason, please email Tabatha Shirah at tabathashirah@polk-county.net.

Tabatha Shirah

Tabatha Shirah

Sr. Procurement Analyst

Procurement Division

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

Signature: _____

Printed Name: _____

Title: _____

Company: _____

RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization

Addendum #1

Question 1: Has a contract budget/funding level been established?

Answer 1: \$500,000 for Fiscal Year 2025-2026

Question 2: The RFP notes documentation for DBE subconsultants but not a target participation percentage. Will this contract have a DBE participation percentage target?

Answer 2: Please refer to Tab 7 – DBE Utilization and the documents referenced on the FTP site. See answer to Question 5 below for percentage target.

Question 3: Who has been identified as the Review Committee for the proposal and if different for interviews/presentation?

Answer 3: Selection Committee for this RFP:

1. Ryan Kordek, Polk TPO
2. Cindy Mitchell, Polk TPO
3. Stephanie Madden, City of Lakeland Commissioner
4. Chuck Barmby, City of Lakeland
5. Nicole McCleary, Citrus Connection

Question 4: Have dates for shortlisting, interview/presentation and selection been set?

Answer 4: Dates have been finalized and posted on the RFP webpage; however they are subject to change. Link: <https://www.polk-county.net/bid-form/rfp-25-686/>

Question 5: In reference to Tab 7 of the evaluation criteria, which DBE certifying agencies are acceptable to the TPO considering the recent changes to the FDOT DBE Program? Please confirm if the 11.31% DBE goal noted on Attachment H is correct.

Answer 5: Yes, as of this time, the information in Attachment H is correct; The TPO Staff are monitoring proposed changes to the Federal Rule 49 CFR Parts 23 and 26 [Docket no. DOT-OST-2025-0897]. Staff will continue to watch for any changes and keep parties informed as further information becomes available.

Question 6: In reference to the Tab 4 of the evaluation criteria, what documentation is the TPO specifically looking for to show specialized qualifications of proposed staff?

Answer 6: No specific documentation is required. Vendors should refer to the bullet point under Tab 4, page 9, for the description of requirements regarding the listed regulatory agencies and their ability to work with TPO staff to fulfill the scope of services.

**RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk
Transportation Planning Organization**

Addendum #1

Questions 7: In reference to the Tab 3 of the evaluation criteria, can you clarify what the TPO is looking for in terms of project size (bullet 2, b.)?

Answer 7: At the mandatory Pre-Proposal Meeting held on October 29, 2025, TPO Director Ryan Kordek provided examples of similar-sized studies. Please see the “**Pre-Proposal Meeting - TPO Presentation**” now available on the FTP site. Slide 7 lists the referenced studies.

Questions 8: In reference to Tab 8 of the evaluation criteria, should Attachment I: FDOT AI Policy 010-325-065 be signed by an authorized officer?

Answer 8: Yes, we would request that Attachment I: FDOT AI Policy 010-325-065 be signed by an authorized officer or representative of the company.

Question 9: Is there specific criteria for the size of the organizational chart, can it be 11x17?

Answer 9: No specific size requirements apply to organizational charts included in hard copy submittals.

Question 10: Will a link be provided for the Meeting that Mr. Kordek was referring to for firms to review?

Answer 10: Yes, please see link for the Agenda Packet for the TPO Technical Advisory Committee on August 25, 2025. Link:
<https://polkcountyfl.legistar.com/Calendar.aspx>.

November 12, 2025

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

ADDENDUM #2

RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization

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

Contained within this addendum: Questions and answers.

Tabatha Shirah

Sr. Procurement Analyst

Procurement Division

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

Signature: _____

Printed Name: _____

Title: _____

Company: _____

RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization

Addendum #2

- Q1:** Can the TPO provide details of I-4 expansion plans, including any other projects that may impact station placement?
- A1:** Any expansion plans would be held by FDOT. There are no immediate plans (either in the SIS Cost-Feasible Plan or the TPO's Adopted Long-Range Transportation Plan (LRTP)) by FDOT to widen I-4 in Polk County - Hillsborough County Line and US 27.
- Q2:** Is it assumed that Polk County would own the station, or should we assume the rail operator would own it?
- A2:** It should be assumed the rail operator would ultimately own the stop location.
- Q3:** Are there any pre-identified candidate station locations that should be considered?
- A3:** As referenced in the pre-bid meeting, the stop locations that were considered as part of the 2009/10 American Recovery and Reinvestment Act (ARRA) project should be considered (at least initially) as part of this project.



Passenger Rail Station Study



1 | Executive Summary

HDR ENGINEERING, INC.

Address

4830 W Kennedy Blvd, Suite 400
Tampa, FL 33609

Contact Information

Stefanie McQueen, AICP | 813.422.4688 |
stefanie.mcqueen@hdrinc.com

Number of Years in Business

118 years (founded in 1917)

Number of Full Time Employees

13,200

[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by FEI/EIN Number](#)

THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION



Florida

dbpr

Department of Business
& Professional Regulation

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AB&T Delinquent Invoice & Activity

LICENSEE DETAILS

Licenses Information

Name:	HDR ENGINEERING, INC. (Primary Name)
Main Address:	1917 S. 67TH STREET OMAHA Nebraska 68106
County:	OUT OF STATE

Licenses Information

Licenses Type:	Engineering Business Registry
Rank:	Registry
Licenses Number:	4213
Status:	Current
Licenses Date:	08/16/1985
Expires:	

11:14:22 AM 10/31/2025


Florida Department of Transportation
 605 Suwannee Street
 Tallahassee, FL 32399-0450

RON DESANTIS JARED W. PERDUE, P.E.
 GOVERNOR SECRETARY

October 01, 2025

Steve Ferrell, Senior Vice President
HDR ENGINEERING, INC.
315 E Robinson Street
Suite 400
Orlando, FL 32801
steve.ferrell@hdrinc.com

Dear Mr. Ferrell:

The Florida Department of Transportation has reviewed your application for prequalification package and determined that the data submitted is adequate to technically prequalify your firm for the following professional services types of work per Rule 14-75, F.A.C.:

2.0 - Project Development & Environmental (PD&E) Studies

- 3.1 - Minor Highway Design
- 3.2 - Major Highway Design
- 3.3 - Controlled Access Highway Design
- 4.1.1 - Miscellaneous Structures
 - 4.1.1.1 - Minor Bridge Design
 - 4.2.1 - Major Bridge Design - Concrete
 - 4.2.2 - Major Bridge Design - Steel
 - 4.2.3 - Major Bridge Design - Segmental
 - 4.3.1 - Complex Bridge Design - Concrete
 - 4.3.2 - Complex Bridge Design - Steel
 - 4.4 - Movable Span Bridge Design
- 5.1 - Conventional Bridge Inspection
- 5.2 - Movable Bridge Inspection
- 5.3 - Complex Bridge Inspection
- 5.4 - Bridge Load Rating
- 6.1 - Traffic Engineering Studies
 - 6.2 - Traffic Signal Timing
 - 6.3.1 - Intelligent Transportation Systems A - Traffic Transportation Systems A
 - 6.3.2 - Intelligent Transportation Systems B - Traffic Transportation Systems B
 - 6.3.3 - Intelligent Transportation Systems C - Traffic Transportation Systems C
 - 6.3.4 - Intelligent Transportation Systems D - Traffic Transportation Systems D

- 7.1 - Signing, Pavement Marking and Channelization
- 7.2 - Lighting
- 7.3 - Signalization
-
- 9.1 - Soil Exploration
- 9.2 - Geotechnical Classification Lab Testing
- 9.4.1 - Standard Foundation Studies
-
- 10.1 - Roadway Construction Engineering Inspection
-
- 11.0 - Engineering Contract Administration and Management
-
- 13.3 - Policy Planning
- 13.4 - Systems Planning
- 13.5 - Subarea/Corridor Planning
- 13.6 - Land Planning/Engineering
- 13.7 - Transportation Statistics
-
- 15.0 - Landscape Architect
-
- 21.0 - Acquisition, Negotiation, Closing, and Order of Taking
-
- 24.0 - Acquisition Relocation Assistance
-
- 25.0 - Right of Way Clearing and Leasing

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. The overhead audit has been accepted, and your firm may pursue projects in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2026, for contracting purposes.

Approved Rates						
Home Overhead	Field Overhead	Facilities Capital Cost of Money (FCCM)	Premium Overtime	Home Direct Expense	Field Direct Expense	Published Fee Schedule
161.23%	128.51%	0.540%	Reimbursed	5.46%	4.84%	No

*Rent and utilities excluded from field office rate. These costs will be directly reimbursed on contracts that require the consultant to provide field office.

Per Title 23, U.S. Code 112, there are restrictions on sharing indirect cost rates. Refer to Code for additional information.

Should you have any questions, please feel free to contact me by email at FDOT.PSPregualification@dot.state.fl.us.

Sincerely,

Philip Pitts
Professional Services Qualification Administrator
PP/NE

2 | Approach to Project

Polk County's rapid growth is outpacing its transportation infrastructure. By 2050, key corridors like I-4 and US 27 are projected to exceed capacity, with roadways in Northeast Polk seeing an expected 67% increase in traffic volumes. The time to plan for alternative mobility options, especially high-speed and intercity passenger rail, is now.

HDR Engineering, Inc. (HDR), in partnership with Patel, Greene and Associates, LLC (PGA), Quest Corporation of America, Inc. (Quest), and Gresham Smith, proposes a forward-thinking, planning process to position Polk County for future passenger rail investment. Our team blends national rail planning expertise with deep local knowledge, offering strategic insight and a passion for land use and transportation solutions that meet community needs and desires.

We've developed an approach to conducting the Polk TPO I-4 Intermodal Passenger Rail Station Feasibility and Planning Study that is rooted in deep technical expertise, local insight, and a commitment to delivering meaningful outcomes. Through an objective site analysis and needs-driven conceptual planning, we aim to identify feasible high-speed or intercity passenger rail station locations in Polk County along I-4 that prioritize safety, enhance connectivity, and elevate quality of life across Polk County.

FOUR-PHASE PLANNING FRAMEWORK

Our proposed approach follows a four-phase planning process that includes tasks outlined in the RFP (**blue bold | ●**) as well as additional recommended activities (**green bold | 🍊**) to conduct a comprehensive and thorough study.

 PHASE 1: Context, Conditions & Site Identification	 PHASE 2: Preliminary Sites Analysis & Evaluation	 PHASE 3: Preferred Sites Concept Development	 PHASE 4: Implementation Planning
Months 1-4	Months 3-7	Months 8-12	Months 13-15
• Literature & Document Review • Case Studies • Land Use & Transportation Context Assessment • Economic Development Analysis • Station Location Criteria • User & Station Area Needs Assessment • Identification of Viable Candidate Station Locations • Evaluation Framework	• Access Evaluation • Infrastructure & Land Development Needs (Preliminary Costs) • Land-Use Planning & Transit Oriented Development (TOD) Readiness • Preliminary Sites Evaluation Matrix	• Selection of Preferred Sites • Passenger Rail Market & Catchment Analysis • Conceptual Planning • Benefit-Cost Analysis • Refined Cost Estimates • Preferred Sites Evaluation Matrix	• Implementation Plan • Executive Summary
 Continuous Engagement & Outreach			
• Branding & Messaging Workshop • Public Survey • Website/Toolbox • Stakeholder Summit (Context Findings/Survey Results)	• Stakeholder Summit (Preliminary Sites Evaluation Findings) • Online Outreach/Pop Up Events	• Stakeholder Summit (Preferred Sites Concepts & Evaluation Findings) • Online Outreach/Pop Up Events	• Presentations (Implementation Plan & Study Results) • Online Outreach/Pop Up Events

Phase 1 - Context, Conditions & Site Identification

During the first phase of work (Months 1-4), HDR will review previous planning efforts, collect data, assess local conditions, key destinations, and user needs, and establish criteria for site identification and an evaluation framework. Public outreach and engagement during this phase will focus on establishing a brand and messaging for the study, conducting a public survey and hosting stakeholder summits or meetings to understand community needs, and developing outreach materials.

- **Literature & Document Review.** We will review existing transportation and land use studies, plans, and policies to understand Polk County's transportation vision and plans for improvements. This includes the Florida High Speed Rail Project Development & Environment (PD&E) Study (2009); the Polk County SunRail Expansion PD&E Study (ongoing); the Sunshine Corridor Transit Concept & Alternatives Review (TCAR) Study (2024) and upcoming PD&E Study; as well as county and city comprehensive plans, transportation plans, and land development codes.

 **Case Studies.** We will identify and review conditions at comparable passenger rail stations to help us understand space planning, layout, configuration, and other design considerations to inform design and facility needs for a Polk County station.

 **Land Use & Transportation Context Assessment.** We will collect GIS data related to parcel ownership, existing and future land use, environmental resources and constraints, transportation facilities, utilities and other key infrastructure along the I-4 corridor. Our team will develop a web-based GIS platform to allow the internal team easy access to this data throughout the study.

- **Economic Development Analysis.** HDR will identify the county's major employers, key destinations, and other drivers for passenger rail travel to and from Polk County to understand development potential and need for multimodal connections at a future station. We will consider needs and plans for other passenger rail service in Florida and an analysis of commute patterns, employment trends, and long-distance travel.

 **Station Location Criteria.** We will develop station location criteria to guide potential site selection and

inform the conceptual station planning in Phase 3. The criteria would be based on parcel or lot size, right-of-way availability, property ownership, potential for development or redevelopment, site access, utility and infrastructure service, safety, and operational considerations.

 **User and Station Area Needs Assessment.** The economic analysis findings and station location criteria will be used to inform an assessment of user and station area needs. These findings will also be informed by results of a public survey and stakeholder input.

- **Identification of Viable Candidate Station Locations.** The HDR team will perform a GIS-based desktop analysis using parcel info, land use, conservation/preservation, roadway, and infrastructure facilities (water, sewer, utilities) to identify 6-10 preliminary station sites within ½ mile of the I-4 corridor.

 **Evaluation Framework.** Based on feedback and assessments received during this phase, we will identify a set of metrics to evaluate the preliminary station sites in Phase 2. The evaluation could also be based on community priorities and more than one station development typology could be considered (e.g., suitability for a more suburban/rural development that is focused on park-and-ride access, or a more urban, mixed use station area with multimodal access).

Phase 2 - Preliminary Sites Analysis & Evaluation

During the second phase (Months 3-7), the HDR team will focus on a high-level technical analysis and evaluation of the candidate sites identified in Phase 1 to understand feasibility and identify any fatal flaws. The team will continue to coordinate with stakeholders to present findings from the evaluation process and gather their feedback.

- **Access Evaluation.** The HDR team will complete an evaluation of each site's proximity to major roads and interstate interchanges, existing transit service and multimodal networks, utilities, and other infrastructure. We will review each site's access, safety concerns and operational impacts that may occur from station development.

- **Infrastructure and Land Development Needs (Preliminary Costs).** To understand the suitability, feasibility, and high-level costs for station site development, the HDR team will analyze property ownership, existing utility infrastructure and connections in the areas around each site. We will identify potential environmental constraints and other issues that may affect future development or redevelopment around the station. For each site, we will prepare a high-level cost estimates for site development and infrastructure.
- **Land-Use Planning and Transit Oriented Development (TOD) Readiness.** We will assess the future land use policies and regulations for each of the preliminary sites to evaluate development readiness, with a focus on mixed-use or TOD potential.

 **Preliminary Sites Evaluation Matrix.** The findings from each of the Phase 2 analyses will be consolidated into an evaluation matrix.

Phase 3 – Preferred Sites Concept Development

Narrowing down the options and developing realistic concept plans that can be visualized by the stakeholders and decision-makers will occur in the third phase of work (Months 8-12). After identifying preferred sites, we will conduct additional technical analysis and a final evaluation matrix to summarize findings of the conceptual planning process.

 **Selection of Preferred Sites.** Using the preliminary site evaluation and input from the key stakeholders, HDR will meet at the beginning of Phase 3 with TPO staff to select three preferred sites to advance into conceptual planning.

- **Passenger Rail Market and Catchment Analysis.** Understanding the ridership potential for a station in Polk County is dependent on a variety of factors. The HDR team will develop a methodology for the analysis that considers overlaps in the catchment areas of each preferred site. Using existing travel patterns, we can estimate the number of potential trips that shift to passenger rail service from other modes, as well as understand the number of new trips that could occur due to a change in demand and any variations between the three sites. .

- **Conceptual Planning.** The HDR team will develop station site conceptual plans for each of the preferred sites that considers safe multimodal access, utility connections, and a context sensitive development pattern. HDR will analyze the build out potential and create plan-view illustrations and 3D renderings for each of the three preferred sites.
- **Benefit-Cost Analysis.** Using criteria from existing rail grant programs or other appropriate sources, HDR will prepare a high-level benefit-cost estimate for each of the preferred sites. This could also include a cost and time savings comparison of driving/parking versus parking/passenger rail ticket.

 **Refined Cost Estimates.** Based on the results of the concept development, our team will update the initial high-level cost estimates for each of the preferred site concepts.

 **Preferred Sites Evaluation Matrix.** The team will also consolidate the findings from the market analysis, benefit-cost analysis, and refined cost estimates in an updated matrix. These findings will be reviewed with stakeholders for their feedback.

Phase 4 – Implementation Planning

Once the conceptual plans and the final evaluation matrix are completed, the HDR team will move into Phase 4 (Months 13-15) to review with the key stakeholders and get final guidance on recommendations to advance implementation.

- **Implementation Plan.** As the planning for intercity rail service continues along the I-4 corridor, our team of experts will develop an outline of “next steps” to advance the project through funding identification, grant support, agency coordination and preliminary design. Recommendations in our implementation plan will clearly identify the actions needed to advance the planning.

 **Executive Summary.** To conclude the study, we will consolidate the key findings from each of the previous phases into a brief, highly illustrative summary report.

Continuous Engagement & Outreach

Throughout the study, we will prioritize community input and public awareness through grassroots engagement strategies,

high-quality messaging and content. A tailored outreach and engagement plan will be developed to identify local needs, address concerns, and build support for high-speed rail in Polk County. Collaboration with partner agencies will help alignment with regional priorities and initiatives. Proactive education and clear messaging will help mitigate potential conflicts and misunderstandings.

Public Engagement Strategy. HDR will establish a comprehensive engagement framework to guide outreach efforts throughout the study. Key activities could include:

-  **Branding & Messaging Workshop.** At project initiation, HDR will lead an in-person workshop with Polk TPO staff to define study branding, tailor messaging for stakeholder groups, and outline an outreach schedule.
-  **Public Survey.** Conducted during Phase 1, we will widely promote an online survey to gather input from residents, visitors, and businesses on mobility needs and perceptions of passenger rail.
-  **Stakeholder Summits/Presentations.** We will engage agency partners, developers, landowners, and employers, such as FDOT, Florida Polytechnic University, Citrus Connection, chambers of commerce, religious groups, and economic councils to hold collaborative discussions on needs, opportunities, and study findings. These stakeholder workshops or board presentations will be structured to make decisions and seek consensus to advance the planning process.
-  **Website & Engagement Toolkit.** We will develop a suite of outreach materials, including print, digital, and multimedia content, to support engagement throughout the study. Our team offers expertise in bilingual outreach and media production and visualization experts who can develop easy to understand 3D graphics and inclusive communication for Polk County's diverse and growing population.
-  **Online Outreach/Pop-Up Events.** Targeted public outreach either online or at in-person lunch events, pop-ups such as Downtown Lakeland's First Friday event, social media posts, fact sheets, and news releases will occur throughout the study to keep stakeholders aware of the study progress and share information.

PROJECT MANAGEMENT & SCHEDULE

Maintaining the project schedule and budget is essential to the success of this study. HDR will set realistic goals with consistent, two-way communication to meet client expectations. At project initiation, HDR will develop a detailed schedule outlining key milestones and stakeholder engagement dates. As detailed in our phased approach, we propose a 15-month schedule to complete all study tasks and activities. This will allow for sufficient review times and incorporate time for any scheduling conflicts that may occur throughout the year.

A kickoff workshop and monthly coordination calls with Polk TPO staff will be used to identify potential schedule risks and opportunities for adjustment. Meeting notes and action items will be documented and shared with all team members to maintain transparency and accountability.

As shown in our organizational chart, our approach to project success is built into our team structure, with strategic advisors and task leaders identified to provide support to the Project Manager, client, and the rest of the HDR team. As Project Manager, Stefanie McQueen will serve as the primary point of contact for the HDR team, managing team availability and project workload. We will incorporate HDR's Quality Management System (QMS), along with proprietary budget and scheduling tools, to support effective project tracking and delivery.

Our Organization Creates a Foundation for Success



3 | Experience, Expertise, Personnel & Technical Resources

The HDR team has ample capacity to support the Polk County High Speed Passenger Rail Station Study. We're committed to provide qualified and knowledgeable staff while maintaining the utmost flexibility as a result of unforeseen project changes, and to monitor all tasks being performed for quality and budgetary constraints. With this in mind, our team members were carefully selected not only for their expertise, but also for their availability to work on the project for its duration. Our team will follow well established and time proven procedures to manage each task and are available to begin work upon Notice-to-Proceed. This contract will not overburden nor alter current staff assignments.

Additionally, our subconsultants are also available to support any work assignments, confirming we possess the capacity to respond promptly and effectively. We maintain strong lines of communication and a collaborative working relationship with all subconsultant partners, enabling efficient deployment of their specialized expertise. This robust framework gives us the ability to mobilize the right resources at the right time to meet the demands of any project schedule required by this contract.

Availability of key staff, along with their office and home locations is indicated on the following chart. The remaining pages in this tab highlight relevant project experience, and organizational work chart, resumes of key staff, and an overview of our subconsultant partners' experience.

KEY STAFF AVAILABILITY AND OFFICE/HOME LOCATIONS

Firm	Key Staff Names	Office Location	Home Location	Percent Availability
HDR	Stefanie McQueen	Tampa, FL	Tampa, FL	60%
	Ana Quero	Raleigh, NC	Raleigh, NC	40%
	Ana Lynn Smith	Philadelphia, PA	Philadelphia, PA	10%
	Ben Ellis	Orlando, FL	Orlando, FL	25%
	Brad Thoburn	Jacksonville, FL	Jacksonville, FL	10%
	Bridget Hennessey	Irvine, CA	Irvine, CA	10%
	Dennis Ekk	Tallahassee, FL	Tallahassee, FL	50%
	Ezri Ruiz	Orlando, FL	Orlando, FL	60%
	Henry Branscome	Orlando, FL	Titusville, FL	35%
	Jason Starr	Everett, WA	Everett, WA	35%
	Jeff Arms	Orlando, FL	Orlando, FL	15%
	John Simmons	New York, NY	New Rochelle, NY	40%
	Kevin Keller	Kansas City, MO	Kansas City, MO	10%

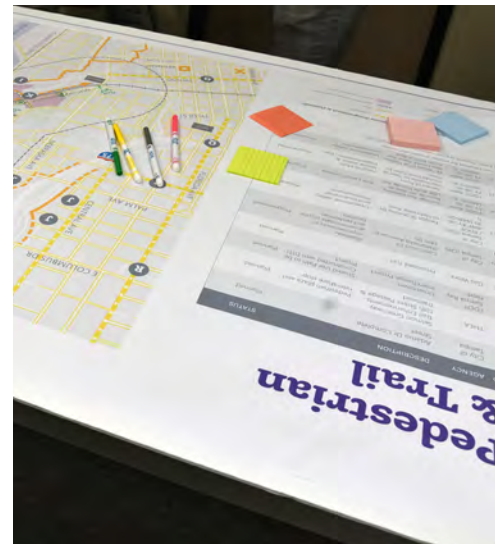
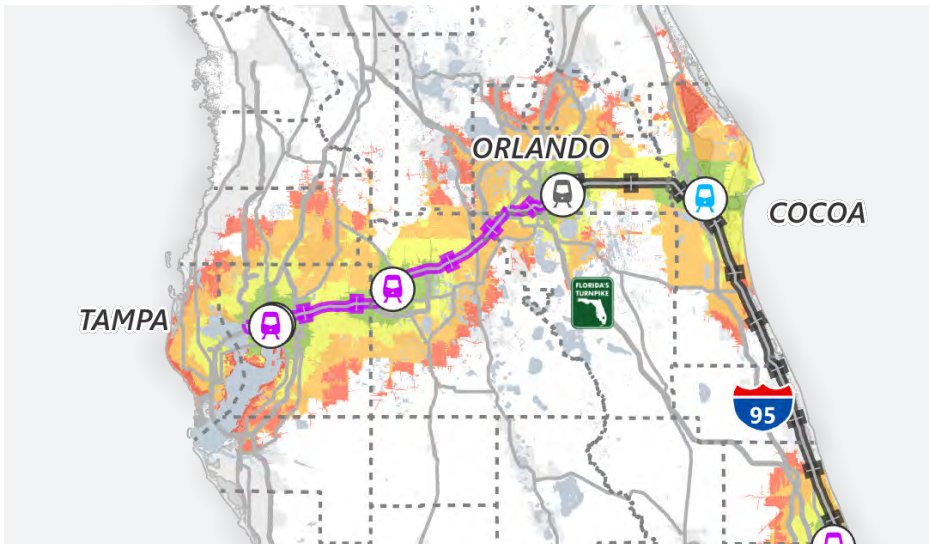
KEY STAFF AVAILABILITY AND OFFICE/HOME LOCATIONS CONT.

Firm	Key Staff Names	Office Location	Home Location	Percent Availability
HDR	Laura Everitt	Tampa, FL	Tampa, FL	15%
	Lauren Brooks	Tampa, FL	Tampa, FL	15%
	Levi Hannon	Tallahassee, FL	Tallahassee, FL	25%
	Matt Van Hattem	Portland, OR	Portland, OR	65%
	Megan Ferguson	Portland, OR	Portland, OR	25%
	Michele Brennan	Orlando, FL	Orlando, FL	10%
	Michelle Zehnder	Tampa, FL	Tampa, FL	50%
	Mike Rose	Houston, TX	Houston, TX	25%
	Nathan Macek	Washington, D.C.	Washington, D.C.	15%
	Oliver Kuehne	Portland, OR	Portland, OR	40%
	Peter Ogonowski	Orlando, FL	Orlando, FL	10%
	Stephano Miranda	Atlanta, GA	Atlanta, GA	35%
	Stephen Alianiello	Orlando, FL	Orlando, FL	55%
	Steve Schukraft	Tampa, FL	Tampa, FL	30%
	Tyler Swafford	Orlando, FL	Orlando, FL	65%
GS	Andrew Williams	Tampa, FL	Tampa, FL	80%
PGA	Gabriel Gonzalez, Jr	Temple Terrace, FL	Riverview, FL	65%
	Katie Habgood	Tampa, FL	Tampa, FL	65%
	Lucas Cruse	Temple Terrace, FL	St Pete, FL	60%
	Peyton McLeod	Tampa, FL	Tampa, FL	50%
QCA	Chris Ward	Orlando, FL	Orlando, FL	50%
	Lori Buck	Tampa, FL	Tampa, FL	60%
	Stephanie Claytor	Lakeland, FL	Lakeland, FL	100%

HDR Engineering, Inc. (HDR) | Gresham Smith (GS) | Patel, Greene and Associates, LLC (PGA) | Quest Corporation of America, Inc. (QCA)

Tampa Brightline Station Study

TAMPA, FL



PROJECT INFORMATION

HDR'S ROLE: Prime
SIZE: Station Area Planning
COST: \$152,705 (original and actual)
START DATE: February 2025 (scheduled and actual)
END DATE: Ongoing (December 2025)

REFERENCE INFORMATION

CLIENT: Hillsborough CountyTPO
NAME: Sarah Caper, AICP
ADDRESS: 601 E Kennedy Blvd, 18th Floor, Tampa, FL 33602
PHONE: 352-834-1355
EMAIL: capers@plancom.org

KEY STAFF INVOLVED

Stefanie McQueen	Megan Ferguson
Henry Branscome	Michelle Zehnder
Laura Everitt	Tyler Swafford
Levi Hannon	
Matt Van Hattem	

Nearing completion later this year, the Hillsborough County TPO Brightline Station Area Study lays the groundwork for a potential Brightline station in Tampa, envisioning it as a central hub for regional mobility. Focused on enhancing multimodal connectivity and accessibility for a range of potential users, HDR conducted the study to evaluate ridership potential, regional linkages, and mobility improvements that support sustainable growth and economic development.

Strategically located along Nuccio Parkway between Downtown Tampa and Ybor City, the proposed station area benefits from nearby major developments like Gasworx and Ybor Harbor, which will attract a younger, transit-oriented population. Existing and proposed transit and multimodal facilities were evaluated to understand additional needs to better connect this key location within Tampa Bay to the rest of Florida.

Public engagement was robust, with over 11,800 survey responses providing support for the station, desire for Brightline service, and insight into destinations, travel modes, and station needs and considerations for amenities. Over 80% indicated that they would use a Tampa station. Data analysis suggests that up to 947,000 annual trips could shift from personal vehicles to Brightline rail, reinforcing the station's potential impact and need for multimodal planning to set the stage for station development.

The study's Station Area Needs and Connectivity Plan outlines targeted improvements to roads, transit, bike, and pedestrian infrastructure, advancing safety, access, and regional integration. These strategies position Tampa as a vital part of Florida's future intercity rail network.

Intermodal Station Feasibility Study

COCOA, FL



PROJECT INFORMATION

HDR'S ROLE: Prime
SIZE: Station Area Planning
COST: \$329,510 (Original and Actual)
START DATE: June 2023 (scheduled and actual)
END DATE: February 2025 (scheduled) | November 2024 (actual)

REFERENCE INFORMATION

CLIENT: Space Coast TPO
NAME: Laura Carter
ROLE: Assistant Director
ADDRESS: 2725 Judge Fran Jamieson Way, Building B
 Melbourne, FL 32940
PHONE: 321.690.6890
EMAIL: laura.carter@SCTPO.com

KEY STAFF INVOLVED

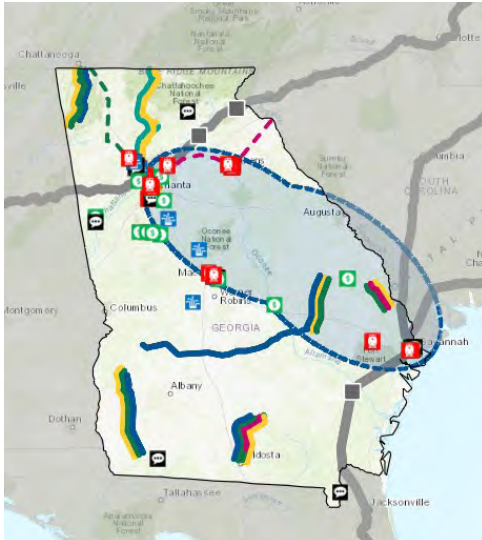
Stefanie McQueen	Michelle Zehnder
Ben Ellis	Oliver Kuehne
Ezri Ruiz	Peter Ogonowski
Henry Branscome	Stephen Alianiello
Jeff Arms	Tyler Swafford
Matt Van Hattem	
Megan Ferguson	

The Space Coast TPO initiated an Intermodal Rail Feasibility Study to further evaluate the potential for passenger rail service and a station in Cocoa, Florida. The site was previously analyzed and identified as the locally preferred location in a 2016 Passenger Rail Study. In June 2023, this study was initiated to explore ways to enhance mobility around the station, strengthen tourism and promote connections to Brevard County destinations, and support the creation of a safe, walkable mixed use area around the station. After the study was underway in March 2024, Brightline Trains announced their commitment to work with the City of Cocoa to develop the station at the preferred site near SR 501 (Clearlake Road), SR 528 and US 1.

As part of the study, HDR reviewed conditions, constraints and opportunities for the station and transit-oriented development, identified the market for passenger rail service, and analyzed multimodal access within the greater station area. HDR developed a phased development concept looking at near-term and longer-term options for creation of a mixed use station area. HDR also analyzed intermodal connections to major regional destinations, potential travel demand to the station, potential land use policy changes, and infrastructure improvements to support the station. The study's implementation sets the stage for continued actions and next steps for development of the station area.

Georgia State Rail Plan Update

STATEWIDE, GA



PROJECT INFORMATION

HDR'S ROLE: Prime

SIZE: Statewide

COST: \$1,053,223

START DATE: February 2024 (scheduled and actual)

END DATE: Ongoing (anticipated February 2026)

REFERENCE INFORMATION

CLIENT: Georgia DOT

NAME: Phillip Peevy

ADDRESS: 600 W Peachtree St,
6th Floor

Atlanta, GA 30308

PHONE: 404.631.1783

EMAIL: ppeevey@dot.ga.gov

KEY STAFF INVOLVED

Kevin Keller

Matt Van Hattem

Stephano Miranda

The Georgia Department of Transportation (GDOT) is undertaking a comprehensive update to the State Rail Plan, with HDR serving as the lead consultant. This federally compliant planning effort will guide strategic rail investments through 2050, addressing both freight and passenger rail needs across the state.

Georgia's rail network, spanning over 3,000 miles, is a critical asset for economic development and multimodal connectivity. The updated plan will define a long-range vision and actionable strategies to improve safety, efficiency, accessibility, and competitiveness. It will align with the Georgia Statewide Transportation Plan (SWTP) and Statewide Strategic Transportation Plan (SSTP), ensuring consistency with broader transportation goals.

Public engagement is a cornerstone of HDR's planning process for this update. Through tools such as the GDOT State Rail Plan 2025 Public Comment Map and virtual public meetings, stakeholders and communities will help shape priorities related to safety, service enhancements, community impacts, and freight optimization. Insights gathered will inform both the State Rail Plan and Georgia's Freight Plan, supporting targeted infrastructure investments and policy recommendations to enhance goods movement statewide.

This update will serve as a foundational resource for long-term rail planning, integrating industry trends and stakeholder input to support Georgia's transportation and economic future.

Rail Station Feasibility Study

SOUTH ORANGE COUNTY, CA



PROJECT INFORMATION

HDR'S ROLE: Prime

SIZE: Small Area Planning

COST: \$424,824

START DATE: May 2022 (scheduled and actual)

END DATE: November 2023 (scheduled and actual)

REFERENCE INFORMATION

CLIENT: Orange County Transportation Authority (OCTA)

NAME: Charles Main

ADDRESS: 550 S Main St, Orange, CA 92868

PHONE: 714.560.5904

EMAIL: cmain@octa.net

KEY STAFF INVOLVED

Matt Van Hattem

HDR conducted a Rail Station Feasibility Study in south Orange County. The study evaluated the feasibility of adding a new passenger station to the commuter rail and intercity rail system between the existing Laguna Niguel/Mission Viejo Metrolink station in Mission Viejo and the San Clemente (North Beach) station in San Clemente, approximately 10.1 miles. The study was being developed in consultation with the Southern California Regional Rail Authority (SCRRA/Metrolink) and cities located within the study area.

OCTA explored the feasibility of adding a station in South Orange County to support their vision and mission 'to create an integrated and balanced transportation system that supports the diverse travel needs and reflects the character of Orange County', and 'to develop and deliver transportation solutions to enhance the quality of life and keep Orange County moving.'

As part of the study, HDR conducted a review of prior relevant studies and an analysis of existing and future conditions. The HDR team developed goals, objectives, and a Purpose and Need statement for the potential rail station, identified a preferred station site, and performed rail operational modeling to assess impacts to network performance. A stakeholder group comprised of local jurisdictions and transportation providers guided the process through monthly project meetings. HDR worked with this group to determine the feasibility of the station through a multivariate evaluation process.

Future phases of work will include preliminary station design, environmental analysis, and preparation of a Project Definition Report to advance the station development process.

Passenger Rail Station Location Study

COLORADO SPRINGS, CO



PROJECT INFORMATION

HDR'S ROLE: Prime
SIZE: Small Area Planning
COST: \$291,000
START DATE: July 2021
END DATE: August 2023

REFERENCE INFORMATION

CLIENT: City of Colorado Springs -
 Mountain Metropolitan Transit
NAME: Brian Vitulli
ADDRESS: 1015 Transit Dr,
 Colorado Springs, CO 80903
PHONE: 503.842.3115
EMAIL: bvitulli@tillamookbus.com

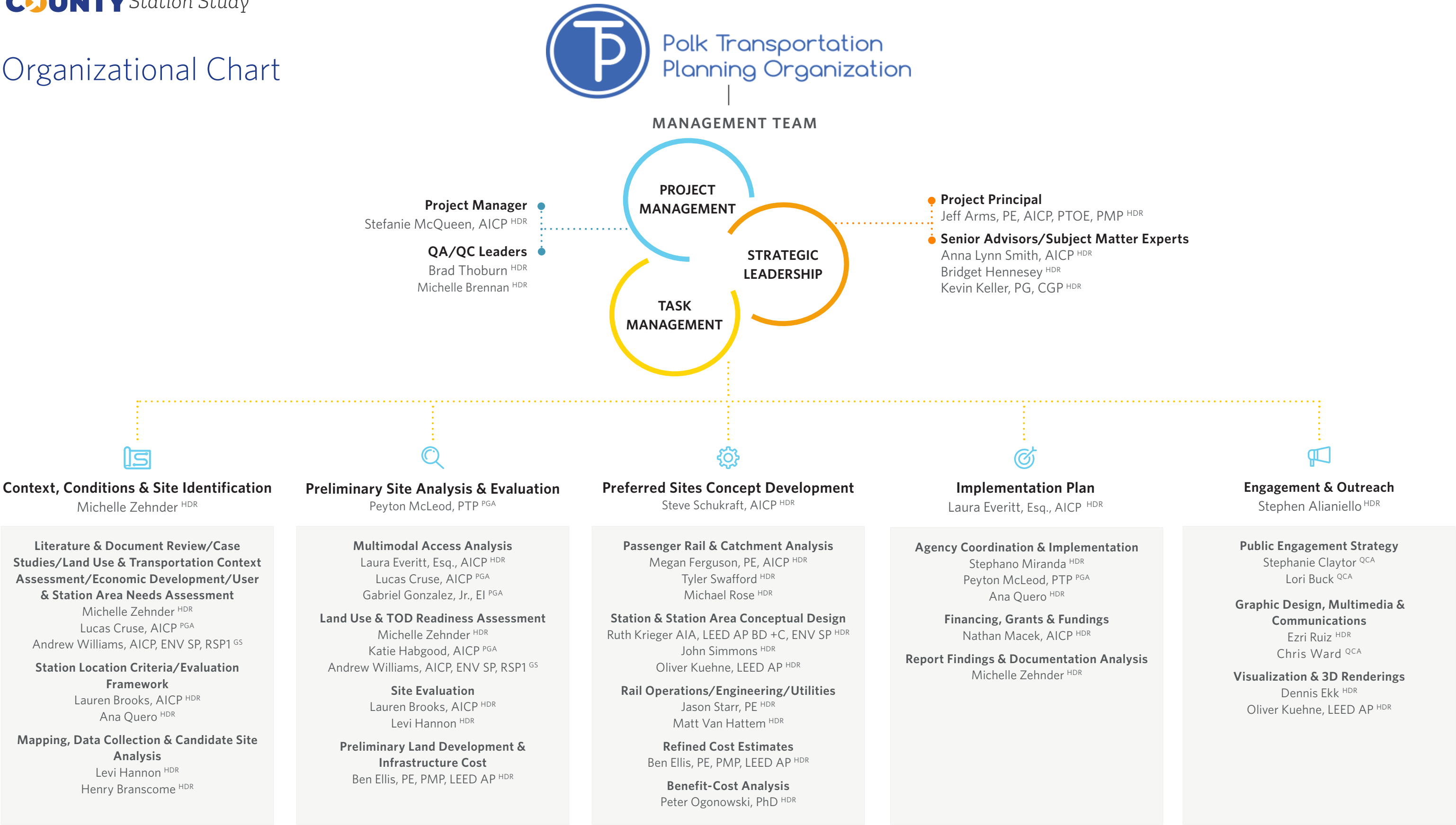
KEY STAFF INVOLVED

Matt Van Hattem

Starting in 2001, HDR led the site selection process for Mountain Metropolitan Transit and key stakeholders to identify the optimal location for a new passenger rail station in Colorado Springs, which is the center of Colorado's second-largest metropolitan area. At the time, other studies were underway to explore the reintroduction of passenger rail service to Colorado Springs, which had not operated since the early 1970s. These efforts included evaluating plans to extend Amtrak's Southwest Chief Route and advance the development of the Front Range Passenger Rail to Colorado Springs.

HDR led the technical analysis of potential sites, developed preliminary operating assumptions for the station, and coordinated closely with Class I railroads, Amtrak, and the Colorado Department of Transportation's Division of Transit and Rail. To date, 18 sites have been screened, resulting in four finalists. Each of these locations was conceptually designed including station facilities, track layout, and storage/maintenance elements to assess their respective strengths and weaknesses. The team identified a single recommended site for stakeholder review and feedback.

Organizational Chart





Stefanie McQueen, AICP

CURRENT POSITION: SENIOR PLANNER/PROJECT MANAGER

PROJECT ROLE: PROJECT MANAGER

Stefanie is a project manager and planner with professional experience in project management and several planning disciplines including land use and transportation planning, economic development, military planning, public involvement, transit, traffic modeling, and urban design. She has a diverse set of skills including: compiling and assessing land use, demographic, socioeconomic, transportation, and environmental data for planning policy and community design projects; designing and facilitating public engagement events and activities; preparing analytical and presentation maps and graphics; presenting planning proposals to community stakeholders, public officials, and peer professionals; and creating planning reports, codes and regulations.

EDUCATION

Masters, City and Regional Planning
Bachelor of Arts, History

REGISTRATIONS

American Institute of Certified Planners (AICP), No. 023652
Certified Charrette Planner, National Charrette Institute

INDUSTRY TENURE

20 years

TYPES OF PROJECTS

- Transit Oriented Development
- Transit Station and Station Area Planning
- Corridor Planning
- Multimodal Transportation Planning/Complete Streets
- Community & Regional Planning
- Urban Regeneration & Retrofit
- Codes & Guidelines
- Public Outreach

RELEVANT EXPERIENCE

Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL

Role: Project Manager
Project Size: \$329,510

Hillsborough TPO, Brightline Tampa Station Area Study, Tampa, FL

Role: Project Manager
Project Size: \$152,705

City of Tampa, Tampa Streetcar Extension & Modernization Study, Tampa, FL

Role: Project Involvement Lead
Project Size: \$2,632,438

Pinellas Suncoast Transit Authority (PSTA), South St. Petersburg Mobility Study, St. Petersburg, FL

Role: Mobility Planning & Revitalization Lead
Project Size: \$470,000

Forward Pinellas, Downtown St. Petersburg Mobility Study, St. Petersburg, FL

Role: Project Manager
Project Size: \$526,290

Hillsborough County City-County Planning Commission/Hillsborough County MPO, Brandon Corridors & Mixed Use Centers Pilot Project, Hillsborough County, FL

Role: Lead Planner
Project Size: \$304,405

Hillsborough Area Regional Transit (HART), HART TOD Pilot Project, Tampa, FL

Role: Project Involvement Lead
Project Size: \$863,059

Forward Pinellas, Advantage Pinellas: Active Transportation Plan, Pinellas County, FL

Role: Deputy Project Manager
Project Size: \$151,064

MetroPlan Orlando, Maitland Areawide Mobility Plan, Maitland, FL

Role: Senior Planner
Project Size: \$308,552

MetroPlan Orlando, Vision Zero Action Plans, Seminole County, FL

Role: Planning & Public Outreach Support Project
Size: \$1,007,645

City of Dunedin, Land Development Code Update, Dunedin, FL

Lead: HDR PM/Outreach Support
Project Size: \$73,815

Tampa-Hillsborough Expressway Authority (THEA), Bay to Bay Blvd Public Space Improvements, Tampa, FL

Role: Project Manager
Project Size: \$124,587

Tampa-Hillsborough Expressway Authority (THEA), South Selmon Expressway PD&E Study, Tampa, FL

Role: Deputy PM/Public Involvement Lead
Project Size: \$3,387,993

Pinellas County, Bridge Investment Program (BIP) Grant Application Support for Beckett Bridge, Pinellas County, FL

Role: Project Manager
Project Size: \$78,802



Ana Quero

CURRENT POSITION: SENIOR RAIL/TRANSIT PROJECT MANAGER

PROJECT ROLE: STATION LOCATION CRITERIA/EVALUATION FRAMEWORK | AGENCY COORDINATION & IMPLEMENTATION

Ana is an accomplished transportation executive with two decades of experience in rail infrastructure management, project delivery, and stakeholder coordination across public and private sectors. As Rail Administration Manager for FDOT District 4, she led multimillion-dollar rail initiatives in partnership with the South Florida Regional Transportation Authority (SFRTA), CSX, Amtrak, and the Federal Railroad Administration (FRA), advancing South Florida's transportation objectives through strategic planning and policy alignment. Ana has been instrumental in shaping statewide rail strategies through close collaboration with executive leadership at both district and state levels. She brings extensive expertise in financial management, contract negotiation, and consultant oversight, ensuring projects are completed on time, within scope, and on budget.

EDUCATION

Master of Science,
Architecture Research

Specialization in Ground
Transportation

Bachelor of Engineering,
Industrial Engineering

INDUSTRY TENURE

20 years

TYPES OF PROJECTS

- Corridor Planning
- Capital Improvement Planning
- Public Outreach
- Stakeholder Coordination
- Rail Program Management
- Multimodal Transportation Planning
- Rail Infrastructure and Capacity
- Contract Negotiations (Federal, State, and Railroads)
- Section 130 (Safety Funds) Management

RELEVANT EXPERIENCE

FDOT Central Office, Freight Logistics and Passenger Operations CSC, Statewide, FL

Role: Senior Rail/Transit Advisor
Project Size: Cost varies by task.

FDOT District 4, Rail Administration Manager, Districtwide, FL*

From 2023 - 2025.

- Directed District's rail program, overseeing capital projects, planning efforts, and multimodal coordination. This included the FDOT permit agreement for the construction of the second track along FECR/Brightline corridor.
- Managed program budgets exceeding \$100M.
- Negotiated rail agreements, operational needs, and long-term partnership frameworks along state-owned rail corridor.
- Led stakeholder coordination with SFRTA, Amtrak, CSXT, FEC, FRA, various planning organizations, and municipalities.
- Supported executive leadership at District and State level on complex, high-impact rail transit issues.

South Florida Regional Transportation Authority (SFRTA), In-House Support - Interim Project Manager for Capital Projects, Pompano Beach, FL*

From 2020 - 2022.

- Supported executive leadership, procurement operations, planning, legal/finance department to advance rail corridors improvements.

- Managed capital projects along the South Florida Rail Corridor.
- Oversaw design and CEI consulting teams.

Brightline Trains, Mobility and Business Development Director, Miami, FL*

During 2020.

- Advance multimodal connectivity initiatives by aligning ride-share and transit partnerships with Brightline's passenger experience goals.
- Evaluated and negotiated mobility-related agreements to strengthen operations value.
- Conducted data-driven assessments for first-last mile patterns to optimize multi-modal service integration.
- Collaborated across marketing, operations and strategy teams to support system-wide mobility improvements.

FDOT District 6, District Rail/Intermodal Administrator, Miami, FL*

From 2014 - 2020.

- Managed rail and intermodal projects in Miami Dade County; including permitting, construction, coordination, and corridor maintenance.
- Managed production projects and developed rail involvement strategies for complex urban highway-rail interfaces.
- Negotiated and administrated state/federal funding agreements for rail improvements.
- Managed consultant contracts, projects schedules, and implementation/construction.



Anna Lynn Smith, AICP

CURRENT POSITION: INTERCITY AND HIGH-SPEED RAIL PRACTICE GROUP LEADER

PROJECT ROLE: SENIOR ADVISOR/SUBJECT MATTER EXPERT

Anna Lynn brings extensive experience leading a wide range of transportation planning and management projects for departments of transportation, transit agencies and railroads in North America. In addition to technical leadership, many of these efforts involve working collaboratively with teams of staff, project stakeholders, and the public to receive and incorporate input as part of the project advancement process. Her broad-reaching planning and analysis skills include capital and long-range planning, transit system financial analyses, quality system development and implementation, rail engineering, station planning, service planning and operations. Most recently Anna Lynn served as Vice President Planning and Strategy for Amtrak.

EDUCATION

Master of Business Administration

Bachelor of Science, Architectural and Civil Engineering

REGISTRATIONS

American Institute of Certified Planners (AICP), No. 130629

INDUSTRY TENURE

34 years

TYPES OF PROJECTS

- Corridor Planning
- Multimodal Transportation Planning/Complete Streets
- Transit Oriented Development
- Capital Improvement Planning
- Public Outreach
- Light, Heavy, High-Speed & Intercity Rail
- Streetcar
- Station Planning

*work performed prior to HDR

RELEVANT EXPERIENCE

Rhode Island DOT, Transit Master Planning Contract, *Statewide, FL*

Role: Senior Advisor
Project Size: \$1,269,853

Southeastern Pennsylvania Transportation Authority (SEPTA), Design Guideline Development for Trolley Stations (Sub to McCormick Taylor), *Areawide, PA*

Role: Deputy Project Manager
Project Size: \$538,491 - HDR's Fee

Southeastern Pennsylvania Transportation Authority (SEPTA), Design Guideline Development for Bus Platforms and Islands (Sub to McCormick Taylor), *Areawide, PA*

Role: Deputy Project Manager
Project Size: \$125,397 - HDR's Fee

Amtrak, New York Penn Station Asset Analysis and Capital Planning, *New York, NY*

Role: Senior Advisor
Project Size: \$1,555,587

Amtrak, New York Penn Station Concept Planning, *New York, NY*

Role: Project Manager
Project Size: \$3,515,850

Amtrak, Long-Distance Network Infill Station Evaluation Criteria National effort*

Role: Vice President Planning and Strategy
Project Size: N/A, work performed as a client employee.

Amtrak, 30th Street Station District Plan *Philadelphia, PA**

Role: Vice President Planning and Strategy
Project Size: N/A, work performed as a client employee.

Amtrak Northeast Corridor (NEC) Planning Practices Northeast Corridor, *Boston, MA - Washington, DC**

Role: Vice President Planning and Strategy
Project Size: N/A, work performed as a client employee.

Mid-Ohio Regional Planning Council (MORPC) Components of a Tier 1 EIS for Chicago-Columbus-Pittsburgh Freight and Passenger Rail Corridor for Hyperloop and High-Speed Rail Technologies, *Columbus, OH**

Role: Planning Support
Project Size: N/A, work performed as a client employee.

Wilmington Area Planning Council (WILMAPCO) Newark Regional Transportation Center, *Newark, DE**

Role: Planning Support
Project Size: N/A, work performed as a client employee.



Ben Ellis, PE, PMP, LEED AP

CURRENT POSITION: FLORIDA BUILDING ENGINEERING SERVICES MANAGER

PROJECT ROLE: PRELIMINARY LAND DEVELOPMENT & INFRASTRUCTURE COST | REFINED COST ESTIMATES

Driven by quality, Ben's role as HDR's Florida BES Business Group Lead and Civil Section Manager is to build and manage teams of excellence. His nearly two decades of experience includes master stormwater and utility design, construction plan preparation, permitting, construction administration, and project coordination for healthcare projects, public infrastructure, commercial and industrial facilities, multi-phased residential developments, hospitality resorts, and federal complexes. He provides project management services from feasibility studies through engineering design, permitting, and construction.

EDUCATION

Bachelor of Science,
Civil and Environmental
Engineering

REGISTRATIONS

Professional Engineer,
Florida, No. 72469,
Issued: 01/29/2011

Project Management
Professional,
Issued: 12/31/2018

LEED Accredited
Professional

INDUSTRY TENURE

20 years

TYPES OF PROJECTS

- Site Development & Infrastructure Planning
- Site Civil Engineering
- Multimodal Transportation Planning/Complete Streets
- Community & Regional Planning
- Urban Regeneration & Retrofit
- Codes & Guidelines
- Public Outreach
- Capital Improvement Planning

RELEVANT EXPERIENCE

Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL

Role: Advisory Services
Project Size: \$329,510

City of Ft Lauderdale, Progresso Village Stormwater Improvements Final Design, Ft Lauderdale, FL

Role: Project Engineer
Project Size: \$998,599

City of Ft Lauderdale, Consultant Services for Melrose Manors Neighborhood Stormwater Improvements, Ft Lauderdale, FL

Role: Project Engineer
Project Size: Cost varies by task.

BayCare Health System, Bartow Hospital Emergency Department and ICU Expansion, Bartow, FL

Role: Project Engineer
Project Size: \$3,041,384

Virginia Brookhaven, LLC, Real Estate Inverlad Development, Orlando, FL

Role: Project Manager
Project Size: \$129,000

Sarasota County, Scalehouse Design and Engineering, Sarasota, FL

Role: Civil/Stormwater Lead

Project Size: \$1,022,054

Richland Communities, Ivanhoe Mixed Use Master Plan, Orlando, FL

Role: Project Manager
Project Size: \$126,500

Broward County Aviation Department, FLL Airport Terminal 5, Ft Lauderdale, FL

Role: Project Engineer
Project Size: \$5,063,526

GLE Scrap Metal, Concept Site Planning and Zoning, Tampa, FL

Role: Project Engineer
Project Size: \$16,700

Babcock Family Developer, LLC, Melbourne Mixed Use Preliminary Civil Engineering, Melbourne, FL

Role: Project Engineer
Project Size: \$23,500

Yard Melbourne, LLC, Melbourne Mixed Use Preliminary Civil Engineering, Melbourne, FL

Role: Project Engineer
Project Size: \$23,500



Brad Thoburn

CURRENT POSITION: TRANSPORTATION STRATEGIC PLANNING PRACTICE LEADER

PROJECT ROLE: QA/QC LEADER

Brad has more than three decades of experience including serving as a transportation executive in multimodal transportation planning, capital programs, policy development and government relations. He has led transportation planning and policy development in transit, rail, seaports, aviation and space program development. He is able to navigate community issues, political environments and government institutions to develop consensus on multi-faceted projects and issues. Brad is also a leader in efforts to integrate new technology, innovations and mobility solutions.

EDUCATION

Bachelor of Arts, Politics

INDUSTRY TENURE

35 years

TYPES OF PROJECTS

- Transit Oriented Development
- Transit Station and Station Area Planning
- Corridor Planning
- Transit Project Development and Preliminary Design
- Multimodal Transportation Planning/Complete Streets
- Community & Regional Planning
- Public Outreach

*work performed prior to HDR

RELEVANT EXPERIENCE

FDOT Central Office, Rail Strategy Action Plan, Statewide, FL

Role: Project Manager

Project Size: Cost varies by task.

Tennessee DOT, Freight and Passenger Rail Planning and Peer Assessment, Statewide, TN

Role: Project Manager

Project Size: Cost varies by task.

FDOT Central Office, Concepts and Alternatives Review Study Guidance, Statewide, FL

Role: Project Manager

Project Size: Cost varies by task.

FDOT Central Office, State Transit Strategy, Statewide, FL

Role: Policy Advisor

Project Size: Cost varies by task.

FDOT Central Office, Brightline Tampa-Orlando/Sunshine Corridor Advisory Services, Multiple Counties, FL

Role: Strategic Policy Advisor

Project Size: Cost varies by task.

FDOT District 1, SunRail Commuter Rail Expansion (Sub to PGA), Polk County, FL

Role: Funding Policy Advisor

Project Size: \$87,786 - HDR's Fee

Gainesville Metropolitan Planning Organization (GMTPO), Gainesville, FL

Role: Executive Lead

Project Size: Cost varies by task.

Space Coast TPO, 2050 Long Range Transportation Plan (LRTP), Cocoa, FL

Role: Planning and Policy Support

Project Size: \$1,131,967

FDOT District 5, Central Florida Passenger Rail Vision, Cocoa, FL

Role: Deputy Project Manager

Project Size: \$249,883

West Florida Regional Planning Council, Comprehensive Operations Analysis for ECAT's Emerald Coast (EC) Rider Transit System, Okaloosa County, FL

Role: Planning and Policy Support

Project Size: \$219,662

Okaloosa County, Transit Consultant Services, Okaloosa County, FL

Role: Principal in Charge

Project Size: Cost varies by task.

FDOT, Assistant Secretary Strategic Development, Tallahassee, FL*

Jacksonville Transportation Authority, Director of Strategic Planning, Jacksonville, FL*

FDOT, State Transportation Development Administrator, Tallahassee, FL*

City of Jacksonville, Director - Planning and Development Department, Jacksonville, FL*



Bridget Hennessey

CURRENT POSITION: STRATEGIC COMMUNICATIONS BUSINESS CLASS LEAD

PROJECT ROLE: SENIOR ADVISOR/SUBJECT MATTER EXPERT

Bridget is a highly accomplished public affairs and government relations leader with over 22 years of experience championing the priorities of organizations across multiple sectors. She has a talent for partnering with leaders across all areas and levels to foster synergy, establish organizational priorities, and build unified strategies to achieve shared goals. Adept at translating organizational objectives into high-performance, consensus-building advocacy campaigns, she is a skilled public speaker and presenter who is able to make highly engaging presentations to influence the direction of industry, regulatory, and legislative actions.

EDUCATION

Master of Public Policy,
Urban Policy

Bachelor of Arts,
Sociology

INDUSTRY TENURE

23 years

TYPES OF PROJECTS

- Corridor Planning
- Multimodal Transportation Planning/Complete Streets
- Public Outreach
- Light Rail
- Heavy Rail
- Intercity Rail

RELEVANT EXPERIENCE

Los Angeles County Metropolitan Transportation Authority, Link Union Station, Los Angeles, CA

Role: Strategic Communications Support
Project Size: \$104,496,218

Southern California Regional Rail Authority, SCORE Program Support, Areawide, CA

Role: Strategic Communications Support
Project Size: Cost varies by task.

FDOT District 2, General Planning for Public Transportation Systems, Districtwide, FL

Role: Strategic Communications Support
Project Size: Cost varies by task.

Orange County Transportation Authority, Coastal Rail Resiliency Study, Orange and San Diego Counties, CA

Role: Strategic Communications Support
Project Size: \$2,407,442

Orange County Transportation Authority, Program Management Consultant (PMC) Services for Capital Programs (Sub to Mott McDonald), Orange County, CA

Role: Strategic Communications Support
Project Size: HDR's fee varies by task.

City of San Diego, Solid Waste Rate Study, San Diego, CA

Role: Strategic Communications Support
Project Size: \$4,042,506

County of Los Angeles Department of Public Works, Proposition 218 Public Outreach Support, Los Angeles County, CA

Role: Strategic Communications Support
Project Size: \$1,046,050

City of Santa Ana, First Street Multimodal Boulevard Study, Santa Ana, CA

Role: Strategic Communications Support
Project Size: \$515,000

Metropolitan Transit System, Professional Architecture and Engineering Services, San Diego, CA

Role: Strategic Communications Support
Project Size: Cost varies by task.



Dennis Ekk

CURRENT POSITION: VISUALIZATION AND INTERACTIVE DESIGN DIRECTOR

PROJECT ROLE: PUBLIC OUTREACH - VISUALIZATION

Dennis works with HDR's data solutions cross sector to develop national initiatives around advanced visualization technologies including hardware and software, standards and practices, and delivery efficiencies for client projects for the full project life cycle. He has worked in the visualization industry, specializing in engineering and architecture, for the past two decades. His experience includes working with drones, research and development, concept work, construction animation, and managing teams on large-scale projects. He is proficient in several software platforms, including AutoCAD, Microstation, Civil 3D, 3ds Max, Vray, Photoshop, InDesign, After Effects, Premiere Pro, Media Encoder, Illustrator, Lightroom, Rail Clone, Forest Pack, Speed Tree, and Unreal Engine 5.

EDUCATION

Bachelor of Applied
Science, Civil Engineering

Civil Engineering
Technologist

INDUSTRY TENURE

25 years

TYPES OF PROJECTS

- Corridor Planning
- Multimodal
Transportation
Planning/Complete
Streets
- Safety Planning &
Vision Zero
- Transportation &
Transit Network
Modeling
- Trails, Greenway &
Blueway Planning
- Transit Oriented
Development
- Capital Improvement
Planning
- Public Outreach
- Light, Heavy, High-
Speed & Intercity Rail
- Streetcar
- Bus Rapid Transit

RELEVANT EXPERIENCE

FDOT District 4, SW 10th Street Connector Corridor Design, Broward County, FL

Role: Visualization
Project Size: \$26,657,132

FDOT District 3, SR 30 (US 98) PD&E, Okaloosa County, FL

Role: Visualization
Project Size: \$1,539,786

FDOT District 3, SR 79 (Waukesha Street) from SR 8 (I-10) to SR 10 (US 90), Holmes County, FL

Role: Visualization
Project Size: \$2,875,539

Okaloosa County, Northwest Crestview Bypass Feasibility Study, Crestview, FL

Role: Visualization
Project Size: \$1,111,197

Seminole County, Rolling Hills Area Final Design Phase I, Longwood, FL

Role: Visualization
Project Size: \$1,473,405

Los Angeles County Metropolitan Transportation Authority, Link Union Station Alternatives Analysis, Los Angeles, CA

Role: Visualization
Project Size: \$2,115,022

Los Angeles County Metropolitan Transportation Authority, Link Union Station, Los Angeles, CA

Role: Visualization
Project Size: \$104,496,218

CSX, General Engineering Consultant, Nationwide, USA

Role: Visualization
Project Size: Cost varies by task.

City of Bettendorf, Pedestrian Bridge and Trails, Bettendorf, IA

Role: Visualization
Project Size: \$1,982,875

City of Riverside, Third Street Grade Separation at BNSF Railroad PA&ED and PS&E, Riverside, CA

Role: Visualization
Project Size: \$3,177,037

City of Boulder, Folsom Corridor Study, Boulder, CO

Role: Visualization
Project Size: \$500,806

Government of the District of Columbia, Downtown Comprehensive Transportation Plan, Washington, DC

Role: Visualization
Project Size: \$582,361



Ezri Ruiz

CURRENT POSITION: GRAPHIC DESIGNER

PROJECT ROLE: GRAPHIC DESIGN, MULTIMEDIA & COMMUNICATIONS

Ezri is a highly creative strategic designer who understands the importance of a strong brand story. Their areas of expertise include layout and composition, illustration, and animation. They collaborate effectively with HDR's designers, engineers, and marketing department across a wide range of projects from concept to creation. Ezri is passionate about making materials accessible by visually articulating complex ideas through simple, clear, and beautiful design.

EDUCATION

Master of Architecture,
Architecture and Town
Planning

INDUSTRY TENURE

6 years

TYPES OF PROJECTS

- Corridor Planning
- Multimodal
Transportation
Planning/Complete
Streets
- Safety Planning &
Vision Zero
- Trails, Greenway &
Blueway Planning
- Public Outreach
- Heavy Rail

RELEVANT EXPERIENCE

Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL

Role: Graphic Designer
Project Size: \$329,510

Space Coast TPO, 2050 Long Range Transportation Plan (LRTP), Cocoa, FL

Role: Graphic Designer
Project Size: \$1,131,967

Space Coast TPO, Public Involvement Support, Areawide, FL

Role: Graphic Designer
Project Size: Cost varies by task.

Space Coast TPO, Federal Grant Identification Tool, Brevard County, FL

Role: Graphic Designer
Project Size: \$142,851

Space Coast TPO, Regional Intermodal Connections Committee, Brevard County, FL

Role: Graphic Designer
Project Size: \$85,031

Lake-Sumter MPO, 2050 Long Range Transportation Plan (LRTP), Lake and Sumter Counties, FL

Role: Graphic Design
Project Size: \$356,800

MetroPlan Orlando, Strategic Communications Consultant, Orange, Osceola, and Seminole Counties, FL

Role: Graphic Design
Project Size: Cost varies by task.

MetroPlan Orlando, Vision Zero Action Plans, Seminole County, FL

Role: Graphic Design
Project Size: \$1,007,645

FDOT Central Office, Target Zero Campaign (Sub to KHA), Statewide, FL

Role: Animator, Illustrator, Graphic Designer
Project Size: \$795,029 - HDR's Fee

FDOT Central Office, Connected and Automated Vehicles (CAV) Program GEC, Statewide, FL

Role: Graphic Designer
Project Size: Cost varies by task.

FDOT Central Office, Multimodal Transportation Data Analytics Support, Statewide, FL

Role: Graphic Designer
Project Size: Cost varies by task.

FDOT District 3, SR 30 (US 98) PD&E, Okaloosa County, FL

Role: Graphic Designer
Project Size: \$1,539,786

FDOT District 1, I-75 (SR 93) Master Plan - North Corridor, Sarasota and Manatee Counties, FL

Role: Graphic Designer
Project Size: \$1,499,130

Mass Bay Transportation Authority, Red Line/ Orange Line Infrastructure Improvement and Transformation Program, Boston, MA

Role: Graphic Designer.
Project Size: \$70,295,237



Henry Branscome

CURRENT POSITION: SENIOR GIS ANALYST

PROJECT ROLE: MAPPING, DATA COLLECTION & CANDIDATE SITE ANALYSIS

Henry is a GIS professional with extensive experience in the ESRI environment. He has assisted FDOT districts, counties, municipalities, and planning organizations throughout the state of Florida with GIS data management, map production, and photogrammetric 3D model development. Henry utilizes ESRI ArcGIS Desktop, ArcGIS Pro, QGIS, and Agisoft Metashape for projects in the transportation, transit, energy, maritime, and political sectors.

EDUCATION

Master of Arts,
Anthropology

Bachelor of Arts,
Anthropology

Graduation Certificate,
Geographic Information
Systems (GIS)

INDUSTRY TENURE

10 years

TYPES OF PROJECTS

- Corridor Planning
- Multimodal Transportation Planning/Complete Streets
- Safety Planning & Vision Zero
- Transportation & Transit Network Modeling
- Transit Oriented Development
- Capital Improvement Planning
- Public Outreach
- Light Rail
- Heavy Rail
- Intercity Rail
- High-Speed Rail

RELEVANT EXPERIENCE

Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL

Role: GIS Mapping and Analysis
Project Size: \$329,510

Hillsborough TPO, Brightline Tampa Station Area Study, Tampa, FL

Role: GIS Mapping and Analysis
Project Size: \$152,705

FDOT District 4, Brightline Phase 2 High Speed Rail Railroad Corridor Support, Districtwide, FL

Role: GIS Analyst
Project Size: \$467,719

Space Coast TPO, 2050 Long Range Transportation Plan (LRTP), Cocoa, FL

Role: GIS Analyst
Project Size: \$1,131,967

Lake-Sumter MPO, 2050 Long Range Transportation Plan (LRTP), Lake and Sumter Counties, FL

Role: Transportation Planner
Project Size: \$356,800

MetroPlan Orlando, Vision Zero Action Plans, Seminole County, Orlando, FL

Role: GIS Analyst
Project Size: \$1,007,645

MetroPlan Orlando, 2050 Capacity and Project Bundles, Orlando, FL

Role: GIS Analyst
Project Size: \$384,322

MetroPlan Orlando, GIS Technical Assistance, Orlando, FL

Role: GIS Analyst
Project Size: \$173,150

International Drive Business Improvement District, I-Drive District Transportation Strategic Plan, Orlando, FL

Role: GIS Analyst
Project Size: \$99,597

Osceola County, Sunbridge Parkway Extension PD&E Study, Osceola, FL

Role: GIS Analyst
Project Size: \$1,980,541

FDOT Central Office, Freight, Logistics and Passenger Operations Support, Statewide, FL

Role: GIS Analyst
Project Size: Cost varies by task.

FDOT Central Office, Statewide Strategic Intermodal System (SIS) Planning, Statewide, FL

Role: GIS Analyst
Project Size: Cost varies by task.

FDOT District 1, I-75 at Moccasin Wallow Road Interchange PD&E Study, Manatee County, FL

Role: GIS Analyst
Project Size: \$2,059,704

FDOT District 5, Growth Management and Grant Support, Districtwide, FL

Role: GIS Analyst
Project Size: Cost varies by task.



Jason Starr, PE

CURRENT POSITION: TRANSPORTATION PROJECT MANAGER

PROJECT ROLE: RAIL OPERATIONS/ENGINEERING/UTILITIES

Jason brings extensive transportation engineering and project management experience leading a broad range of projects for rural, urban, and interstate highways; local streets; and multimodal accommodations. He also has experience delivering plans that meet ADA guidelines and comply with FHWA requirements while working within constrained topographies and right-of-way limits. Across the U.S. Jason has assisted on concept design or review to help progress design to a realistic layout. He brings a holistic approach to managing projects from his in-depth experience supporting transportation studies and report preparation; traffic modeling; roadway analysis, design, and specifications; bidding and construction; record drawings; and permitting.

EDUCATION

Bachelor of Science, Civil Engineering

REGISTRATIONS

Professional Engineer, Florida, No. 70171, Issued: 08/13/2009

FDOT Advanced Temporary Traffic Control, No. 609781

INDUSTRY TENURE

21 years

TYPES OF PROJECTS

- Corridor Planning
- Multimodal Transportation Planning/Complete Streets
- Public Outreach
- High-Speed Rail
- Streetcar
- Bus Rapid Transit
- Innovation Intersection & Interchange Conceptual Design

RELEVANT EXPERIENCE

FDOT Central Office, Moving I-4 Forward Program - 45% Line and Grade Plans for Project 3, Polk County, FL

Role: Project Engineer
Project Size: \$3,459,100

City of Tampa, Tampa Streetcar Extension & Modernization Study, Tampa, FL

Role: Project Engineer
Project Size: \$2,632,438

Tampa-Hillsborough Expressway Authority (THEA), South Selmon Expressway PD&E Study, Tampa, FL

Role: Deputy Project Manager/Roadway Engineer
Project Size: \$3,387,993

FDOT District 1, I-75 (SR 93) Master Plan - North Corridor, Sarasota and Manatee Counties, FL

Role: Project Engineer
Project Size: \$1,499,130

FDOT District 1, I-75 at SR 681 PD&E Study, Sarasota County, FL

Role: Roadway Lead
Project Size: \$2,256,290

FDOT District 7, Traffic Operational Studies, Districtwide, FL

Role: Project Engineer
Project Size: Cost varies by task.

FDOT District 2, General Planning Consultant, Districtwide, FL

Role: Project Engineer
Project Size: Cost varies by task.

Research Triangle Regional Public Transportation, Durham-Orange Light Rail Transit Project, Durham, NC

Role: Project Engineer
Project Size: \$5,979,573

Seattle DOT, RapidRide J-Line Final Design, Seattle, WA

Role: Design Team Lead
Project Size: \$19,606,330

FDOT District 1, I-75 at SR 884 (Colonial Boulevard) Design-Build, Lee County, FL

Role: Deputy Project Manager
Project Size: \$8,443,444

FDOT District 1, I-75 at Bee Ridge Road Interchange, Sarasota County, FL

Role: Deputy Project Manager
Project Size: \$11,299,565

FDOT District 1, I-75 at Pine Ridge Road Interchange Roadway Reconstruction, Collier County, FL

Role: Deputy Project Manager
Project Size: \$2,158,371

FDOT District 1, I-75 at University Parkway Interchange, Sarasota, FL

Role: Project Engineer
Project Size: \$7,805,226

Manatee County, Transportation Engineering Consulting Services, Manatee County, FL

Role: Project Manager and EOR
Project Size: Cost varies by task.



Jeff Arms, PE, AICP, PTOE, PMP

CURRENT FIRM POSITION: AREA OPERATIONS MANAGER - FL/AL/MS/PR

PROJECT ROLE: PROJECT PRINCIPAL

Jeff has dedicated his career to planning and implementing transportation projects that improve the quality of life of communities. He is a leader in the fields of infrastructure consulting, design, planning and local government operations. He has extensive relationships with engineering, planning, and community leaders. He has the rare experience of having worked with businesses, developers, and government officials on projects at every stage and perspective, initial concept planning through construction; and has been in the role of consultant, client and regional partner.

EDUCATION

Master of Public Administration

Bachelor of Science, Civil Engineering

REGISTRATIONS

Professional Engineer, Florida, No. 56923, Issued: 02/15/2001

American Institute of Certified Planners (AICP), No. 018217

Professional Traffic Operations Engineer, No. 1216

Project Management Professional, No. 1789409

INDUSTRY TENURE

29 years

TYPES OF PROJECTS

- Multimodal Transportation Planning/Complete Streets
- Transit & Passenger Rail Station and Station Area Planning
- Community & Regional Planning

RELEVANT EXPERIENCE

Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL

Role: Principal In Charge, Public Engagement Support

Project Size: \$329,510

MetroPlan Orlando, Vision Zero Action Plans, Seminole County, FL

Role: Principal in Charge

Project Size: \$1,007,645

Space Coast TPO, 2050 Long Range Transportation Plan (LRTP), Cocoa, FL

Role: Principal in Charge

Project Size: \$1,131,967

Central Florida Expressway Authority, Lake Orange Connector Design, Lake and Orange, FL

Role: Planning Support

Project Size: \$1,131,967

International Drive Business Improvement District, I-Drive District Transportation Strategic Plan, Orlando, FL

Role: Project Manager

Project Size: \$99,597

Orange County, FTA Grant Application Support, Orange County, FL

Role: Principal In Charge

Project Size: \$358,419

City of Orlando, Downtown Connector Trail, Orlando, FL

Role: Deputy Project Manager

Project Size: \$785,401

MetroPlan Orlando, 10th Street Corridor Study, Orlando, FL

Role: Principal in Charge

Project Size: \$268,180

MetroPlan Orlando, Tracking the Trends Report Update, Orlando, FL

Role: Principal in Charge

Project Size: \$174,882

Gainesville Regional Utilities, University Avenue and 13th Street Corridor Study, Gainesville, FL

Role: Principal In Charge

Project Size: Cost varies by task.

FDOT District 5, East Coast Greenway Feasibility Study (New Smyrna Beach Segment), New Smyrna Beach, FL

Role: Quality Officer

Project Size: \$487,913

FDOT District 5, SR 50 Coast to Coast Feasibility Study, Lake County, FL

Role: Planning Support

Project Size: \$261,344

Florida's Turnpike Enterprise, Northern Turnpike Extension Owner's Representative, Citrus, Levy, Marion and Sumter Counties, FL

Role: Program Manager

Project Size: Cost varies by task.

Hillsborough County, Gibsonton Area Network Analysis Study, Hillsborough County, FL

Role: Project Manager

Project Size: \$84,848



John Simmons

CURRENT POSITION: SENIOR DESIGN COORDINATOR

PROJECT ROLE: STATION & STATION AREA CONCEPTUAL DESIGN

John is a Senior Design Coordinator who combines an architecture foundation from the University of Virginia with a recent MBA from Baruch College, enabling him to align user centered station design with operational, financial and phasing considerations. He has supported multidisciplinary teams on complex transit and terminal programs for clients such as Amtrak, Virginia Rail Express, the Metropolitan Washington Airports Authority and major city aviation and transit agencies. His work focuses on clear passenger circulation, intuitive wayfinding, intermodal connectivity, ADA compliance, safety, placemaking and site integration with surrounding land uses. John's approach is highly collaborative, engaging stakeholders and technical specialists to translate data driven insights into concise concept alternatives, test-fit layouts and visualizations that support informed decisions.

EDUCATION

Master of Business
Administration

Bachelors, Architecture

INDUSTRY TENURE

9 years

TYPES OF PROJECTS

- Transit Oriented Development
- Heavy Rail
- Intercity Rail
- Bus Rapid Transit

RELEVANT EXPERIENCE

North Platte Regional Airport, North Platte Passenger Terminal Design, North Platte, NE

Role: Senior Design Coordinator
Project Size: \$3,357,928

Memphis Area Transit Authority, Operations and Maintenance Facility Preliminary Engineering, Memphis, TN

Role: Senior Design Coordinator
Project Size: \$1,077,033

North Carolina DOT, Lexington Train Station Area Improvements, Lexington, NC

Role: Senior Design Coordinator
Project Size: Cost varies by task.

Northern Arizona Intergovernmental Public Transportation Authority, Mountain Line Downtown Connection Center Improvements, Flagstaff, AZ

Role: Senior Design Coordinator
Project Size: \$1,780,846

Amtrak, Accessibility Improvements for Dowagiac Station, Dowagiac, MI

Role: Senior Design Coordinator
Project Size: \$1,193,331

Amtrak, Accessibility Improvements for Niles Station, Niles, MI

Role: Senior Design Coordinator
Project Size: \$1,449,582

Broward County Aviation Department, Fort Lauderdale Airport Terminal 5 Improvements, Fort Lauderdale, FL

Role: Senior Design Coordinator
Project Size: \$5,063,526

City of Philadelphia Aviation Division, Philadelphia International Airport Restroom Renovations, Philadelphia, PA

Role: Senior Design Coordinator
Project Size: \$9,369,019

Virginia Rail Express, General Engineering Consultant, Statewide, VA

Role: Senior Design Coordinator
Project Size: Cost varies by task.

New York City School Construction Authority, Full Program Accessibility, New York, NY

Role: Senior Design Coordinator
Project Size: \$931,814

Metropolitan Washington Airports Authority, DCA National Hall Improvements, Arlington County, VA

Role: Senior Design Coordinator
Project Size: \$1,446,296

City of Lakeland, Lakeland Linder Airport Terminal Improvements and Enhancements, Lakeland, FL

Role: Senior Design Coordinator
Project Size: \$106,183



Kevin Keller, PG, CGP

CURRENT POSITION: INTERMODAL PLANNING PRACTICE LEAD

PROJECT ROLE: SENIOR ADVISOR/SUBJECT MATTER EXPERT

Kevin has extensive program management skills in the supervision and management of environmental and engineering programs through a unique combination of previous positions in the government industry and consulting fields. He has experience in the transportation industry working for federal, state, and commercial clients throughout North America. Kevin is responsible for environmental regulatory compliance agency negotiations, property transaction assessments, facility investigations, alternative remedial designs, site remediation, and closure of regulated sites in the US, Canada, and Mexico. He has been involved in the engineering design and evaluation of new highway and rail alignments, logistics planning, and fleet management. Kevin has managed public benefits analyses economic development studies and industrial development studies for transportation clients. He managed the implementation of environmental management programs, Environmental Assessment (EA), and Environmental Impact Statement (EIS) development and evaluation for proposed expansions, emergency response programs, and strategic resource management programs for the transportation sector. Kevin is Vice President of the Engineering Services Functional Group of the American Railway Engineering and Maintenance-of-Way Association (AREMA) and is Vice President of the American Railway Development Association (ARDA).

EDUCATION

Masters, Geology/
Hydrology

Bachelors, Geology

REGISTRATIONS

Registered Professional
Geologist, Tennessee,
No.1334,
Issued: 02/26/1990

Certified Professional
Geologist, Indiana,
No. 1030,
Issued: 12/07/1990

INDUSTRY TENURE

43 years

TYPES OF PROJECTS

- Transit & Passenger Rail System Planning
- Freight Rail & Logistics Planning
- Transit Oriented Development
- Multimodal Transportation Planning/Complete Streets
- Transit & Passenger Rail Station and Station Area Planning
- Passenger Rail Funding

RELEVANT EXPERIENCE

Georgia DOT, State Rail Plan Update, Statewide, GA

Role: Deputy Project Manager
Project Size: \$1,053,223

FDOT Central Office, Freight, Logistics and Passenger Operations Support, Statewide, FL

Role: Senior Advisor
Project Size: Cost varies by task.

Washington DOT, Step 1 FRA CID Program for the Amtrak Cascades Corridor, Statewide, WA

Role: Senior Advisor
Project Size: \$574,987

Louisiana Department of Transportation and Development, Project/Program Management Support for Inter-City Rail Program, Statewide, LA

Role: Deputy Project Manager
Project Size: Cost varies by task.

City of Bowling Green, Bowling Green Passenger Rail CID Phase 1, Bowling Green, KY

Role: Senior Advisor
Project Size: \$135,000

Alaska Railroad Corporation, 2025 Whittier Terminal Master Plan, Whittier, AK

Role: Senior Advisor
Project Size: \$135,000

San Juan County, Consulting Services for Planning/Feasibility Study for the Four Corners Freight Rail Project, San Juan County, NM

Role: Project Manager
Project Size: \$1,692,554

Texas DOT Rail Division, FRA Corridor ID Grant Support, Statewide, TX

Role: Project Manager
Project Size: \$288,656

Hawaii DOT, Three-Year Roadmap for Federal Discretionary Grant Programs for HDOT Harbors, Honolulu, HI

Role: Principal in Charge
Project Size: Cost varies by task.

CSX, Facilities Improvement Project, New Orleans, LA

Role: Senior Advisor
Project Size: \$1,245,669



Laura Everitt, Esq., AICP

CURRENT FIRM POSITION: SOUTHWEST FLORIDA OFFICE PRINCIPAL

PROJECT ROLE: MULTIMODAL ACCESS ANALYSIS | IMPLEMENTATION PLANNING LEAD

Laura brings nearly two decades of experience with transit planning projects throughout the Southeast and Midwest. Throughout her career, Laura has worked with transit agencies, large and small, to deliver a wide range of projects from transit development plans (TDPs) to multimodal corridor studies. She has experience integrating transportation options – from car, bus, bicycles and pedestrians, including mobility on demand options. Laura is a former President of the American Planning Association (APA), Florida Chapter, and currently serves as Vice Chair of the APA's Chapter Presidents Council.

EDUCATION

Juris Doctor, Law
Masters, Urban & Environmental Planning
Bachelor of Arts, Environmental Science

REGISTRATIONS

American Institute of Certified Planners (AICP), No. 20011
LEED Green Associate

INDUSTRY TENURE

23 years

TYPES OF PROJECTS

- Transit Project Development
- Long Range Transportation Planning
- Transit Development Planning
- Transit Operational Analysis
- Capital Improvement Planning
- Public Outreach

**work performed prior to HDR*

RELEVANT EXPERIENCE

Hillsborough TPO, Brightline Tampa Station Area Study, Tampa, FL

Role: Principal in Charge
Project Size: \$152,705

Pinellas Suncoast Transit Authority (PSTA), South St. Petersburg Mobility Study, St. Petersburg, FL

Role: Planning Support
Project Size: \$470,000

Mississippi DOT, Statewide Transit Plan and Intercity Bus Study Update, Statewide, MS

Role: Planning Support
Project Size: \$1,004,493

Broward County, Transit Development Plan 2024-2033, Broward County, FL*

Role: Project Manager
Project Size: ~ \$350,000

Sarasota County Area Transit, Zero Emissions Bus Transition Plan, Sarasota County, FL*

Role: Project Manager
Project Size: ~ \$90,000

StarMetro, Transit Development Plan, Tallahassee, FL*

Role: Project Manager
Project Size: ~ \$125,000

Hillsborough TPO, HART Bus Stop Inventory and Dashboard, Hillsborough County, FL*

Role: Project Manager
Project Size: ~ \$70,000

FDOT District 5, Park and Ride Master Plan, Districtwide, FL*

Role: Project Manager
Project Size: ~ \$150,000

Broward MPO, SR 7 Multimodal Improvements Corridor Study, Broward County*

Role: Project Manager
Project Size: ~ \$150,000

Central Florida Regional Transit Authority (LYNX), Vision 2030, Orange, Osceola, and Seminole County, FL*

Role: Deputy Project Manager
Project Size: ~ \$125,000

FDOT District 1, Commuter Services, Districtwide, FL*

Role: Project Manager
Project Size: Cost varies by task.

Tampa Bay Area Regional Transit Authority (TBARTA), SMART Connect Regional Premium Transit Corridor Evaluation, Sarasota and Manatee Counties*

Role: Project Manager
Project Size: ~ \$1,000,000

Manatee County Area Transit, General Planning Consultant Services, Manatee County, FL*

Role: Project Manager
Project Size: ~ \$75,000

Palm Tran, Transit Development Plan, Palm Beach County, FL*

Role: Project Manager
Project Size: ~ \$125,000



Lauren Brooks, AICP

CURRENT POSITION: SENIOR TRANSPORTATION PROJECT MANAGER

PROJECT ROLE: STATION LOCATION CRITERIA / EVALUATION FRAMEWORK |
SITE EVALUATION

Lauren is a planning professional with extensive experience in transportation, environmental, and community planning. She supports FDOT districts, MPOs, and local agencies in developing transportation projects, plans, and studies. As recognized expert in Florida's Efficient Transportation Decision Making (ETDM) Process, Lauren has been involved since its inception and is highly proficient in all aspects of program implementation. She also leads PD&E studies, corridor and subarea plans, and multimodal studies focused on pedestrian, bicycle, and transit systems. Lauren's core responsibilities span task management, public engagement, agency coordination, visioning, GIS mapping and analysis, and data-driven research.

EDUCATION

Master of Science, Urban
& Regional Planning

Bachelor of Science,
Environmental Sciences

REGISTRATIONS

American Institute of
Certified Planners (AICP),
No. 146047

INDUSTRY TENURE

25 years

TYPES OF PROJECTS

- Long Range Transportation Planning
- Transit Oriented Development
- Transit Project Development
- Freight Rail & Logistics Planning
- Safety Planning & Vision Zero
- Multimodal Transportation Planning/Complete Streets
- Public Outreach

*work performed prior to
HDR

RELEVANT EXPERIENCE

Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL

Role: QC Review
Project Size: \$329,510

Hillsborough TPO, Brightline Tampa Station Area Study, Tampa, FL

Role: QC Review
Project Size: \$152,705

Space Coast TPO, 2050 Long Range Transportation Plan (LRTP), Cocoa, FL

Role: GIS Analyst
Project Size: \$1,131,967

FDOT District 1, EMO PD&E and Planning Project Management Support, Statewide, FL

Role: Project Manager
Project Size: Cost varies by task.

Westshore Alliance, Special Services District Non-Ad Valorem Assessment Roll Processing, Tampa, FL

Role: Project Manager
Project Size: \$12,022

Pinellas County, FY 2025 Bridge Investment Program (BIP) Grant Application Preparation and Other Grant/Funding Support for Dunedin Causeway Main Bridge, Dunedin, FL

Role: Planning Support
Project Size: \$140,651

Pinellas Suncoast Transit Authority (PSTA), South St. Petersburg Mobility Study, St. Petersburg, FL

Role: Planning Support
Project Size: \$470,000

FDOT Central Office, Office of Environmental Management Manual Updates, Statewide, FL

Role: Planning Support
Project Size: \$241,066

Hillsborough TPO, General Transportation Planning Consultant Services, Hillsborough County, FL*

Role: Project Manager
Project Size: N/A, work performed with prior employer.

FDOT District 1, Sarasota/Manatee US 41 Corridor Mobility and Safety Study, Sarasota and Manatee, FL*

Role: Public Engagement FDOT Project Manager
Project Size: N/A, work performed with prior employer.

FDOT District 6, Districtwide ETDM Consultant, Districtwide, FL*

Role: ETDM Program Task Manager
Project Size: Cost varies by task.

FDOT District 4, Districtwide PD&E/ETDM Consultant, Districtwide, FL*

Role: Senior Planner - ETDM Support
Project Size: Cost varies by task.



Levi Hannon

CURRENT POSITION: GIS MANAGER

PROJECT ROLE: MAPPING, DATA COLLECTION & CANDIDATE SITE ANALYSIS |
SITE EVALUATION

Levi is a GIS Manager who brings experience in all aspects of information technology, data management, and GIS analysis in large scale engineering projects. At HDR, Levi provides leadership and management to the Florida geospatial program. He is passionate about cartography and is always looking for ways to advance client deliverables to cleaner, more informative products. In his daily tasks, he uses ESRI ArcGIS desktop and Pro software, ESRI ArcGIS Online applications and development software, and Adobe Creative Cloud applications.

EDUCATION

Master of Business
Administration

Bachelor of Science,
Environmental Sciences

INDUSTRY TENURE

13 years

TYPES OF PROJECTS

- Corridor Planning
- Multimodal
Transportation
Planning/Complete
Streets
- Safety Planning &
Vision Zero
- Transportation &
Transit Network
Modeling
- Trails, Greenway &
Blueway Planning
- Transit Oriented
Development
- Capital Improvement
Planning
- Public Outreach
- Light Rail
- Heavy Rail
- Intercity Rail
- High-Speed Rail
- Streetcar
- Bus Rapid Transit

RELEVANT EXPERIENCE

Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL

Role: GIS Mapping and Analysis
Project Size: \$329,510

Hillsborough TPO, Brightline Tampa Station Area Study, Tampa, FL

Role: GIS Mapping and Analysis
Project Size: \$152,705

Pinellas Suncoast Transit Authority (PSTA), South St. Petersburg Mobility Study, St. Petersburg, FL

Role: Senior GIS Analyst
Project Size: \$470,000

Forward Pinellas, Downtown St. Petersburg Mobility Study, St. Petersburg, FL

Role: Senior GIS Analyst
Project Size: \$526,290

FDOT District 5, Central Florida Passenger Rail Vision, Cocoa, FL

Role: Senior GIS Analyst
Project Size: \$249,883

FDOT District 5, Freight and Logistics CSC, Districtwide, FL

Role: Senior GIS Analyst
Project Size: Cost varies by task.

FDOT District 5, PD&E CSC, Districtwide, FL

Role: Deputy Project Manager
Project Size: \$249,883

FDOT Central Office, Freight Logistics and Passenger Operations CSC, Statewide, FL

Role: Senior GIS Analyst
Project Size: Cost varies by task.

FDOT Central Office, Multimodal Transportation Data Analytics Support, Statewide, FL

Role: Senior GIS Analyst
Project Size: Cost varies by task.

FDOT Central Office, Southbank Rail-Highway Crossing Study, Jacksonville, FL

Role: GIS Analyst
Project Size: \$4,499,965

FDOT Central Office, Statewide Strategic Intermodal System (SIS) Planning, Statewide, FL

Role: GIS Analyst
Project Size: Cost varies by task.

FDOT Central Office, Connected and Automated Vehicles (CAV) Program GEC, Statewide, FL

Role: GIS Analyst
Project Size: Cost varies by task.

FDOT Central Office, Shared-Use Nonmotorized (SUN) Trail Program, Statewide, FL

Role: GIS Support
Project Size: Cost varies by task.

Mississippi DOT, Statewide Transit Plan and Intercity Bus Study Update, Statewide, MS

Role: GIS Support
Project Size: \$1,004,493



Matt Van Hattem

CURRENT POSITION: SENIOR RAILWAY PLANNER

PROJECT ROLE: RAIL OPERATIONS/ENGINEERING/UTILITIES

Matt works nationally as a project task lead and railway operations analyst and planner. His areas of focus include rail operations, service design, planning, multimodal connectivity, and outreach and coordination between railroads, government, regulators, and the public. Matt also supports railroad operations simulation modeling projects that support planning for future freight and passenger rail projects. He works closely with Class I freight railroads, passenger and commuter railroads, port authorities, and state transportation agencies, shaping their transportation needs into strategic plans, operational analyses, and feasibility studies, as well as grant applications that have awarded HDR clients more than \$200 million in funding.

EDUCATION

Bachelor of Arts, English
Language and Literature

INDUSTRY TENURE

34 years

TYPES OF PROJECTS

- Corridor Planning
- Transportation & Transit Network Modeling
- Light Rail
- Heavy Rail
- Intercity Rail
- High-Speed Rail

RELEVANT EXPERIENCE

Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL

Role: Task Manager
Project Size: \$329,510

Hillsborough TPO, Brightline Tampa Station Area Study, Tampa, FL

Role: Senior Planner
Project Size: \$152,705

Georgia DOT, State Rail Plan Update, Statewide, GA

Role: Senior Planner
Project Size: \$1,053,223

Orange County Transportation Authority, South Orange County (OC) Rail Station Feasibility Study, Orange County, CA

Role: Senior Planner
Project Size: \$424,824

City of Colorado Springs - Mountain Metropolitan Transit, Passenger Rail Station Location Study, Colorado Springs, CO

Role: Senior Planner
Project Size: \$291,000

FDOT Central Office, Freight, Logistics and Passenger Operations Support, Statewide, FL

Role: Senior Planner
Project Size: Cost varies by task.

FDOT District 5, Central Florida Passenger Rail Vision, Districtwide, FL

Role: Senior Planner
Project Size: \$249,883

Tennessee DOT, State Rail Plan Update, Statewide, TN

Role: Senior Planner
Project Size: \$479,000

Community Planning Association of Southwest Idaho (COMPASS), High-Capacity Transit Corridor PEL, Areawide, ID

Role: Senior Planner
Project Size: \$837,133

Front Range Passenger Rail District, RCE Grant Proposal, Denver, CO

Role: Senior Planner
Project Size: \$284,225

Alaska Railroad Corporation, Grant Writing Assistance, Statewide, AK

Role: Senior Planner
Project Size: Cost varies by task.

Southern California Regional Rail Authority, SCORE Program Support, Areawide, CA

Role: Senior Planner
Project Size: Cost varies by task.

City of Charlotte, Red Line Commuter Rail Design, Charlotte, NC

Role: Senior Planner
Project Size: \$5,319,943

Texas DOT, State Rail Plan Update, Statewide, TX

Role: Senior Planner
Project Size: \$725,321



Megan Ferguson, PE, AICP

CURRENT POSITION: OREGON TRANSPORTATION PLANNING BUSINESS CLASS LEAD
PROJECT ROLE: PASSENGER RAIL AND CATCHMENT ANALYSIS

Megan has a passion for transformative community projects and is a strong advocate for mobility. She is skilled in leading large- and small-scale planning studies including complete street and corridor feasibility studies, regional transportation needs assessments, local safety studies, and neighborhood traffic calming studies. She has led several concurrent Vision Zero Safety Action Plans in Central Florida through a collaborative efforts with MPOS, counties, and local municipalities. She has extensive experience facilitating public outreach and leading winning grant applications including both implementation and planning grants. She also has experience in traffic analysis, project cost development, and project development/environment studies.

EDUCATION

Master of Science,
Civil Engineering -
Transportation

Bachelor of Science, Civil
Engineering

REGISTRATIONS

Professional Engineer,
Florida, No. 90839,
Issued: 02/16/2021

American Institute of
Certified Planners (AICP),
No. 34370

INDUSTRY TENURE

8 years

TYPES OF PROJECTS

- Corridor Planning
- Multimodal
Transportation
Planning/Complete
Streets
- Safety Planning &
Vision Zero
- Transit Oriented
Development
- High-Speed Rail

RELEVANT EXPERIENCE

Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL

Role: Deputy Project Manager and Catchment
Analysis
Project Size: \$329,510

Hillsborough TPO, Brightline Tampa Station Area Study, Tampa, FL

Role: Context Assessment & Catchment Analysis
Project Size: \$152,705

FDOT District 4, SW 10th Street Connector Corridor Design, Broward County, FL

Role: Traffic Engineer
Project Size: \$26,657,132

MetroPlan Orlando, 2050 Capacity and Project Bundles, Orlando, FL

Role: Deputy Project Manager
Project Size: \$384,322

MetroPlan Orlando, Vision Zero Action Plans, Seminole County, Orlando, FL

Role: Project Manager
Project Size: \$1,007,645

MetroPlan Orlando, Tracking the Trends Report Update, Orlando, FL

Role: Project Manager
Project Size: \$174,882

MetroPlan Orlando, GIS Technical Assistance Orlando, FL

Role: Project Manager
Project Size: \$173,150

MetroPlan Orlando, Belle Isle Feasibility Study, Orlando, FL

Role: Project Manager
Project Size: \$149,928

Space Coast TPO, Federal Grant Identification Tool, Brevard County, FL

Role: Deputy Project Manager
Project Size: \$142,851

Space Coast TPO, Regional Intermodal Connections Committee, Brevard County, FL

Role: Project Manager
Project Size: \$85,031

FDOT District 5, LPGA Boulevard Interchange PD&E Study, Orlando, FL

Role: Deputy Project Manager
Project Size: \$3,274,603

Orange County, International Drive Transit Feasibility and Alternative Technology Assessment, Orlando, FL

Role: Traffic Analysis
Project Size: \$1,553,062

Gainesville Regional Utilities, SS4A Implementation Grant for University Avenue, Gainesville, FL

Role: Project Manager
Project Size: \$47,817

Gainesville Regional Utilities, University Avenue and 13th Street Corridor Study, Gainesville, FL

Role: Project Manager
Project Size: Cost varies by task.



Michele Brennan

CURRENT POSITION: STRATEGIC COMMUNICATIONS EAST REGION LEAD

PROJECT ROLE: QA/QC LEADER

Michele has more than three decades of experience developing programs that demonstrate the power of messaging and the importance of community engagement. Her experience includes leading public involvement programs, creating education and marketing campaigns, facilitation trainings, and building public relations strategy. Michele is a consensus builder that leverages the power of partnerships through engaging residents, businesses, key stakeholder groups, and elected officials. She has a passion for connecting people to projects and finding inclusive, creative ways to close the gap on complex topics.

EDUCATION

Master of Arts, Public Administration

Bachelor of Arts, Sociology

INDUSTRY TENURE

33 years

TYPES OF PROJECTS

- Safety Planning & Vision Zero
- Public Outreach
- Intercity Rail

RELEVANT EXPERIENCE

FDOT Central Office, Target Zero Campaign (Sub to KHA), Statewide, FL

Role: Animator, Illustrator, Graphic Designer
Project Size: \$795,029 - HDR's Fee

Florida's Turnpike Enterprise, General Engineering Management Consultant, Statewide, FL

Role: Strategic Communications Support
Project Size: Cost varies by task.

Florida's Turnpike Enterprise, Northern Turnpike Extension Owner's Representative, Citrus, Levy, Marion and Sumter Counties, FL

Role: Strategic Communications Support
Project Size: Cost varies by task.

FDOT District 5, General Planning Consultant, Districtwide, FL

Role: Public Engagement Lead
Project Size: Cost varies by task.

Florida Water Environment Association, Professional Branding and Communication Consulting Services, Statewide, FL

Role: Strategic Communications Support
Project Size: Cost varies by task.

City of Tampa, Strategic Communications for PURE Project, Tampa, FL

Role: Strategic Communications Support
Project Size: Cost varies by task.

Orange County, International Drive Transit Feasibility and Alternative Technology Assessment, Orlando, FL

Role: Strategic Communications Support
Project Size: \$1,553,062

Manatee County, Stormwater Utility Rate Analysis, Manatee County, FL

Role: Public Involvement
Project Size: \$455,798

Broward MPO, Speak Up Broward Phase 2, Broward County, FL

Role: Strategic Communications Support
Project Size: \$1,279,280

MetroPlan Orlando, Public Participation Plan Stakeholder Outreach, Orlando, FL

Role: Public Involvement
Project Size: Cost varies by task.

Pennsylvania Turnpike Commission, Virtual Public Engagement, Statewide, FL

Role: Strategic Communications Support
Project Size: \$3,107,013



Michelle Zehnder

CURRENT FIRM POSITION: SENIOR PLANNER

PROJECT ROLE: CONTEXT, CONDITIONS & SITE IDENTIFICATION LEAD | LITERATURE & DOCUMENT REVIEW / CASE STUDIES / LAND USE & TRANSPORTATION CONTEXT ASSESSMENT / ECONOMIC DEVELOPMENT / USER & STATION AREA NEEDS ASSESSMENT | LAND USE & TOD READINESS ASSESSMENT | REPORT FINDINGS & DOCUMENTATION ANALYSIS

Michelle focuses on land use, transportation, and transit planning, as well as urban design and public involvement projects. She works closely with the project team to coordinate and develop strategies for projects, compile research on relevant planning topics, create presentations and reports, and advance public and client relationships. Prior to joining HDR, Michelle was a graphic designer in the architecture and planning industry. She has vast knowledge as both a designer and a project manager.

EDUCATION

Master of Science, Urban Planning and Policy

Bachelor of Arts, Graphic Design

INDUSTRY TENURE

8 years

TYPES OF PROJECTS

- Multimodal Transportation Planning/Complete Streets
- Transit Oriented Development
- Public Outreach
- Intercity Rail
- Streetcar

RELEVANT EXPERIENCE

Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL

Role: Senior Planner
Project Size: \$329,510

Hillsborough TPO, Brightline Tampa Station Area Study, Tampa, FL

Role: Senior Planner and Graphics Support
Project Size: \$152,705

City of Tampa, Tampa Streetcar Extension & Modernization Study, Tampa, FL

Role: Senior Planner
Project Size: \$2,632,438

Hillsborough Area Regional Transit (HART), HART TOD Pilot Project, Tampa, FL

Role: Senior Planner
Project Size: \$863,059

Tampa-Hillsborough Expressway Authority (THEA), South Selmon Expressway PD&E Study, Tampa, FL

Role: Senior Planner
Project Size: \$3,387,993

Forward Pinellas, Downtown St. Petersburg Mobility Study, St. Petersburg, FL

Role: Planning and Graphic Design Support
Project Size: \$526,290

City of Clearwater, Clearwater 2045 Comprehensive Plan Update, Clearwater, FL

Role: Planning and Graphic Design Support
Project Size: \$236,324

Pasco County, Pasco 2050 Comprehensive Plan Update, Pasco County, FL

Role: Planning and Graphic Design Support
Project Size: \$433,940

FDOT District 5, Freight and Logistics CSC, Districtwide, FL

Role: Senior Planner
Project Size: Cost varies by task.

FDOT Central Office, Freight, Logistics and Passenger Operations Support, Statewide, FL

Role: Senior Planner
Project Size: Cost varies by task.

FDOT Central Office, Statewide Strategic Intermodal System (SIS) Planning, Statewide, FL

Role: Planning and Graphic Design Support
Project Size: Cost varies by task.

FDOT Central Office, Shared-Use Nonmotorized (SUN) Trail Program, Statewide, FL

Role: Planning and Graphic Design Support
Project Size: Cost varies by task.

FDOT Central Office, Connected and Automated Vehicles (CAV) Program GEC, Statewide, FL

Role: Senior Planner
Project Size: Cost varies by task.



Michael Rose

CURRENT POSITION: SENIOR TRANSPORTATION PLANNER

PROJECT ROLE: PASSENGER RAIL MARKET AND CATCHMENT ANALYSIS; SITE EVALUATION

Michael has 35 years of experience in the transit and transportation industry serving as a public agency planner and consultant on a variety of transportation projects throughout the United States. He has been involved in service development and evaluation efforts for many transit agencies. Michael has expertise in several travel demand modeling software platforms and experience evaluating, improving, and applying travel demand models for transit and highway projects. He has performed demand analysis for passengers, autos, and freight using models from many state transportation departments and regional planning organizations.

EDUCATION

Bachelor of Science,
Electrical and Computer
Engineering

INDUSTRY TENURE

35 years

TYPES OF PROJECTS

- Corridor Planning
- Multimodal
Transportation
Planning/Complete
Streets
- Transportation &
Transit Network
Modeling
- Light Rail
- Intercity Rail
- Bus Rapid Transit

RELEVANT EXPERIENCE

FDOT Central Office, Statewide Strategic Intermodal System (SIS) Planning, Statewide, FL

Role: Senior Planner
Project Size: Cost varies by task.

FDOT Central Office, Connected and Automated Vehicles (CAV) Program GEC, Statewide, FL

Role: Senior Planner
Project Size: Cost varies by task.

FDOT Central Office, Transit and Intermodal Support, Statewide, FL

Role: Senior Planner
Project Size: Cost varies by task.

FDOT District 5, Space Coast Super-Regional Freight Study, Areawide, FL

Role: Senior Planner
Project Size: \$250,119

Greater Orlando Aviation Authority, MCO Congestion Management Study, Orlando, FL

Role: Senior Planner
Project Size: \$396,109

Orange County, International Drive Transit Feasibility and Alternative Technology Assessment, Orlando, FL

Role: Senior Planner
Project Size: \$1,553,062

Emerald Coast Regional Council, Florida-Alabama TPO LRTP, Areawide, FL

Role: Senior Planner
Project Size: \$349,920

Okaloosa County, SR 30 (US 98) Connector Road, Okaloosa County, FL

Role: Senior Planner
Project Size: \$1,106,522

City of Irvine, Great Park Aerial Transit Ridership Forecasting Model, Irvine, CA

Role: Senior Planner
Project Size: \$165,000

City of Sioux Falls, Sioux Falls MPO 2050 LRTP Model Calibration and Land Use Updates, Sioux Falls, SD

Role: Senior Planner
Project Size: \$127,385

Austin Transit Partnership, Program Development and Management, Austin, TX

Role: Senior Planner
Project Size: Cost varies by task.

Fort Worth Transportation Authority, TEXRail Ridership Study, Fort Worth, TX

Role: Senior Planner
Project Size: \$51,268

Arizona DOT, Intercity Rail Analysis, Phoenix and Tucson, AZ

Role: Senior Planner
Project Size: \$891,890

Houston METRO, General Planning Consultant, Houston, TX

Role: Senior Planner
Project Size: Cost varies by task.



Nathan Macek, AICP

CURRENT POSITION: INFRASTRUCTURE FINANCE DIRECTOR

PROJECT ROLE: FINANCING, GRANTS AND FUNDINGS

Nathan has more than two decades of experience applying innovative approaches to budgetary challenges faced by public agencies. He assists infrastructure owners in evaluating funding options and developing strategies to secure grants and other funding. He has developed financial models to evaluate funding, alternative delivery and financing for rail, transit and highway projects around the globe.

EDUCATION

Masters, Regional Planning

Bachelor of Arts, Political Economy

REGISTRATIONS

American Institute of Certified Planners (AICP), No. 019578

INDUSTRY TENURE

26 years

TYPES OF PROJECTS

- Benefit-Cost Analysis
- Passenger Rail Funding & Finance
- Transit & Passenger Rail Station and Station Area Planning
- Transit Oriented Development
- Transit Project Development
- Grant Writing
- Capital Improvement Planning
- Public Outreach

RELEVANT EXPERIENCE

MARTA, Financial Planning Service, Atlanta, GA

Role: Deputy Project Manager
Project Size: \$486,600

Santa Clara Valley Transportation Authority, Finance Strategy Consulting Services, Santa Clara, CA

Role: Project Manager
Project Size: \$269,975

MTA Construction and Development, New York Penn Station Reconstruction and Expansion Program Management, New York, NY

Role: Finance Support
Project Size: \$10,439,272

Virginia DOT, CFO Programmatic Support, Statewide, VA

Role: Project Manager
Project Size: Cost varies by task.

Alaska Department of Transportation and Public Facilities, Seward Highway Improvements, Seward to Anchorage, AK

Role: Project Manager
Project Size: \$9,672,316

Capital Metro Transportation Authority, Project Management for Project Connect, Austin, TX

Role: Finance Support
Project Size: Cost varies by task.

Alaska Municipal League, Grant Writing Support, Statewide, AK

Role: Grant Writing Support
Project Size: \$200,000

Ohio DOT, Bridge Investment Program Large Bridge Application for the Summit SR8 Bridge, Akron, OH

Role: Project Manager
Project Size: \$69,874

FDOT District 5, General Planning Consultant, Districtwide, FL

Role: Grant Writing Support
Project Size: Cost varies by task.

Sacramento Area Council of Governments, Financial Planning Support, Sacramento, CA

Role: Financial Support
Project Size: \$700,000

Capital Area MPO and Durham-Chapel Hill-Carrboro MPO, Rail Infrastructure Strategy for the Triangle Region, Raleigh, Durham, Cary, Chapel Hill, NC

Role: Financial and Grant Writing Support
Project Size: \$107,179

Pinellas County, Bridge Investment Program (BIP) Grant Application Support for Beckett Bridge, Pinellas County, FL

Role: Grant and Funding Support
Project Size: \$78,802

City of Richmond, Capital Improvement Plan and Federal Grant Assessment, Richmond, VA

Role: Principal in Charge
Project Size: \$407,203



Oliver Kuehne, LEED AP

CURRENT POSITION: SENIOR PLANNER/URBAN DESIGNER

PROJECT ROLE: STATION & STATION AREA CONCEPTUAL DESIGN | VISUALIZATION & 3D RENDERINGS

Trained in architecture, Oliver is comfortable working at a wide range of scales, from design concepts for light-rail stations and bus malls to streetscape design of multi-modal corridors, to master plans for intermodal transit centers, transit-oriented neighborhoods or downtowns, and to city-wide land use and transportation plans. He views streets as public spaces where people drive, bike, walk, and access buses and trains. At every scale, he focuses on creating vibrant places that integrate a range of uses and transportation options and provides creative solutions for the physical design of roadways, bicycle/pedestrian facilities, and transit-oriented development. He is skilled at preparing compelling graphics to represent and support those solutions.

EDUCATION

Master of Architecture,
Architecture and Town
Planning

REGISTRATIONS

LEED Accredited
Professional,
Issued: 10/30/2006

INDUSTRY TENURE

29 years

TYPES OF PROJECTS

- Corridor Planning
- Multimodal
Transportation
Planning/Complete
Streets
- Trails, Greenway &
Blueway Planning
- Transit Oriented
Development
- Public Outreach
- Light, Heavy, Intercity,
High-Speed Rail
- Streetcar
- Bus Rapid Transit
- Urban Design
- Design Guidelines/
Standards
- Mobility Hubs

RELEVANT EXPERIENCE

Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL

Role: Planning and Urban Design
Project Size: \$329,510

Lynx, SR 50 BRT Station Area Analysis, Orlando, FL

Role: Planning and Urban Design
Project Size: \$367,612

Pinellas Suncoast Transit Authority (PSTA), South St. Petersburg Mobility Study, St. Petersburg, FL

Role: Planning Support
Project Size: \$470,000

Port Tampa Bay, General Engineering Consultant, Tampa, FL

Role: Planning and Urban Design
Project Size: Cost varies by task.

City of Tempe, Transportation Master Plan, Tempe, AZ

Role: Active Transportation Lead
Project Size: \$749,909

Los Angeles County Metropolitan Transportation Authority, Link Union Station, Los Angeles, CA

Role: Planning and Urban Design
Project Size: \$104,496,218

VIA Metropolitan Transit, Mobility Hub Study, San Antonio, TX

Role: Planning and Urban Design
Project Size: \$495,247

Santa Cruz County Regional Transportation, Santa Cruz Branch Rail Line (SCBRL) Electric Passenger Rail Transit & Trail Project, Santa Cruz County, CA

Role: Urban Design and Visualization
Project Size: \$7,703,548

Sound Transit, Rainier Valley Safety Master Plan, Seattle, WA

Role: Planning and Urban Design
Project Size: Coast varies by task.

City of Surprise, Transit Feasibility Study, Surprise, AZ

Role: Planning and Urban Design
Project Size: \$267,194

North Central Texas Council of Governments, Collin County Transit Study, Collin County, TX

Role: Planning and Urban Design
Project Size: \$689,695

Oregon DOT, Outer Powell Transportation Safety Project, Portland, OR

Role: Planning and Urban Design
Project Size: \$27,997,784



Peter Ogonowski, PhD

CURRENT POSITION: PRINCIPAL ECONOMIST

PROJECT ROLE: BENEFIT-COST ANALYSIS

Peter is a principal economist with more than two decades of experience specializing in economic and financial feasibility (Benefit-Cost Analysis), economic impacts, and macroeconomic analyses related to transportation infrastructure projects domestically and internationally. He has also been an active member of the Transportation Research Board, particularly the Transportation and Economic Development Committee (ADD10) and has also taught economics at the college/university level.

EDUCATION

PhD, Business

Master of Arts,
Economics

Bachelor of Arts,
Economics, Urban &
Economic Geography, and
Criminology

INDUSTRY TENURE

26 years

TYPES OF PROJECTS

- Intercity Rail
- High-Speed Rail

RELEVANT EXPERIENCE

Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL

Role: Grant Writing Assistance

Project Size: \$329,510

Space Coast TPO, Federal Grant Identification Tool, Brevard County, FL

Role: Economist

Project Size: \$142,851

MetroPlan Orlando, Tracking the Trends Report Update, Orlando, FL

Role: Economist

Project Size: \$174,882

Pinellas County, FY 2025 Bridge Investment Program (BIP) Grant Application Preparation and Other Grant/Funding Support for Dunedin Causeway Main Bridge, Dunedin, FL

Role: Grant and Funding Support

Project Size: \$140,651

Pinellas County, Bridge Investment Program (BIP) Grant Application Support for Beckett Bridge, Pinellas County, FL

Role: Grant and Funding Support

Project Size: \$78,802

FDOT Central Office, Statewide Strategic Intermodal System (SIS) Planning, Statewide, FL

Role: Economist

Project Size: Cost varies by task.

FDOT Central Office, Electric Vehicle Consultant Contract, Statewide, FL

Role: Economist

Project Size: Cost varies by task

FDOT Central Office, Innovative Multimodal Project Funding Strategy, Statewide, FL

Role: Economist

Project Size: Cost varies by task.

FDOT Central Office, Freight, Logistics and Passenger Operations Support, Statewide, FL

Role: Economist

Project Size: Cost varies by task.

FDOT District 5, Freight and Logistics CSC, Districtwide, FL

Role: Economist

Project Size: Cost varies by task.

Escambia County, FHWA Grant Support (Sub to Silsby), Escambia County, FL

Role: Economist

Project Size: \$26,685- HDR's Fee

West Florida Regional Planning Council, Comprehensive Operations Analysis, Escambia County, FL

Role: Economist

Project Size: \$161,658

West Florida Regional Planning Council, COA and TDP Update, Panama City, FL

Role: Economist

Project Size: \$297,484

Greater Orlando Aviation Authority, MCO Congestion Management Study, Orlando, FL

Role: Economist

Project Size: \$396,109



Stephano Miranda

CURRENT POSITION: SENIOR TRANSPORTATION PLANNER

PROJECT ROLE: AGENCY COORDINATION AND IMPLEMENTATION

Stephano is a planning professional with more than a decade of experience in federal, environmental, and transportation sectors. His expertise includes grant management, program management, legislative affairs, strategic planning and communications. Through his work with state, federal, and local agencies, Stephano has developed significant experience in project prioritization, funding strategies, and stakeholder coordination. He has developed a comprehensive understanding of regulatory requirements and policy development throughout his career.

EDUCATION

Master of Science, Urban and Regional Planning

Bachelor of Science, Political Science and International Affairs

INDUSTRY TENURE

12 years

TYPES OF PROJECTS

- Multimodal Transportation Planning/Complete Streets
- Safety Planning & Vision Zero
- Public Outreach
- Intercity Rail
- High-Speed Rail
- Capital Improvement Planning
- Program Management
- Strategic Planning
- Systems Planning
- Corridor ID Applications

RELEVANT EXPERIENCE

Georgia DOT, State Rail Plan Update, Statewide, GA

Role: Internal Manager
Project Size: \$1,053,223

FDOT Central Office, Freight Logistics and Passenger Operations CSC, Statewide, FL

Role: Task Manager
Project Size: Cost varies by task.

FDOT Central Office, Professional Services (Planning) Contract, Statewide, FL

Role: Senior Planner
Project Size: Cost varies by task.

FDOT Central Office, Statewide Strategic Intermodal System (SIS) Planning, Statewide, FL

Role: Senior Planner
Project Size: Cost varies by task.

FDOT District 4, Brightline Phase 2 High Speed Rail Railroad Corridor Support, Districtwide, FL

Role: Senior Planner
Project Size: \$467,719

FDOT District 5, Public Surveys for I-Drive Transit Feasibility and Alternative Technology Assessment Initiative (Sub to AECOM), Orange and Volusia Counties, FL

Role: Senior Planner
Project Size: \$4,056,682 - HDR's Fee

Tennessee DOT, State Rail Plan Update, Statewide, TN

Role: Senior Planner
Project Size: \$479,000

Alaska Railroad Corporation, Port Whittier Terminal Master Plan, Statewide, AK

Role: Senior Planner
Project Size: Cost varies by task.

CSX Transportation, Georgia Rail Program Grant, Statewide, GA

Role: Project Manager
Project Size: \$60,000



Stephen Alianiello

CURRENT POSITION: SENIOR STRATEGIC COMMUNICATIONS COORDINATOR

PROJECT ROLE: ENGAGEMENT AND OUTREACH LEAD

With over a decade of experience managing marketing and communications projects, providing clients with outreach and engagement strategies as well as fostering multi-modal solutions, Stephen has developed trusted relationships with the Florida Department of Transportation (FDOT), local governments, transit agencies, local planning agencies, and prominent businesses throughout Florida. Stephen is passionate about providing the projects he serves with measurable results that improve quality of life.

EDUCATION

Master of Business Administration
Bachelor of Science, Management
Social Marketing in Transportation Certificate

INDUSTRY TENURE

15 years

TYPES OF PROJECTS

- Corridor Planning
- Multimodal Transportation Planning/Complete Streets
- Safety Planning & Vision Zero
- Trails, Greenway & Blueway Planning
- Public Outreach
- Heavy Rail

RELEVANT EXPERIENCE

Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL

Role: Public Involvement Lead
Project Size: \$329,510

Mississippi DOT, Statewide Transit Plan and Intercity Bus Study Update, Statewide, MS

Role: Public Engagement Task Lead
Project Size: \$1,004,493

Space Coast TPO, 2050 Long Range Transportation Plan (LRTP), Brevard County, FL

Role: Public Involvement Lead
Project Size: \$1,131,967

Space Coast TPO, Public Involvement Support, Brevard County, FL

Role: Project Manager
Project Size: Cost varies by task.

Space Coast TPO, Regional Intermodal Connections Committee, Brevard County, FL

Role: Public Involvement Lead
Project Size: \$85,031

MetroPlan Orlando, Strategic Communications Consultant, Orange, Osceola, and Seminole Counties, FL

Role: Project Manager
Project Size: Cost varies by task.

MetroPlan Orlando, Vision Zero Action Plans, Seminole County, FL

Role: Public Involvement Lead
Project Size: \$1,007,645

Orange County, ADA Transition Plan, Orange County, FL

Role: Public Involvement Task Lead
Public Involvement: \$199,748

Seminole County, Rolling Hills Area Final Design Phase I, Longwood, FL

Role: Public Involvement
Project Size: \$1,473,405

FDOT District 5, I-75 PD&E from SR 200 to CR 234, Marion County, FL

Role: Communications Coordinator
Project Size: \$18,343,797

FDOT District 4, SW 10th Street Connector Corridor Design, Broward County, FL

Role: Communications Coordinator
Project Size: \$26,657,132

FDOT District 1, I-75 (SR 93) Master Plan - North Corridor, Sarasota and Manatee Counties, FL

Role: Graphic Designer
Project Size: \$1,499,130

FDOT Central Office, Target Zero Campaign (Sub to KHA), Statewide, FL

Role: Task lead
Project Size: \$795,029 - HDR's Fee

Florida's Turnpike Enterprise, Northern Turnpike Extension Owner's Representative, Citrus, Levy, Marion and Sumter Counties, FL

Role: Public Involvement
Project Size: Cost varies by task.



Steve Schukraft, AICP

CURRENT POSITION: PLANNING SECTION MANAGER

PROJECT ROLE: CONCEPT DEVELOPMENT

Steve is an accomplished planner with a four decades of experience helping clients solve complex planning challenges. Recently, he's managed a range of mobility planning, transit project development, and transit-oriented development projects for clients in Florida and across the United States. He has led various public workshops and charrettes across the region, including recent engagement with stakeholders along the existing and proposed alignment for the Tampa Streetcar.

EDUCATION

Masters of Arts, City Planning

Graduate Study in Architecture

Bachelor of Arts, Political Science

REGISTRATIONS

American Institute of Certified Planners (AICP), No. 015562

INDUSTRY TENURE

40 years

TYPES OF PROJECTS

- Transit Oriented Development
- Station & Station Area Planning
- Corridor Planning
- Transit Project Development & Preliminary Design
- Multimodal Transportation Planning/Complete Streets
- Community & Regional Planning
- Urban Regeneration & Retrofit

RELEVANT EXPERIENCE

City of Tampa, Tampa Streetcar Extension & Modernization Study, Tampa, FL

Role: Project Manager
Project Size: \$2,632,438

City of Tampa, Multimodal Urban Planning, Tampa, FL

Role: Project Manager
Project Size: \$180,000

Pinellas Suncoast Transit Authority (PSTA), South St. Petersburg Mobility Study, St. Petersburg, FL

Role: Project Manager
Project Size: \$470,000

Pinellas Suncoast Transit Authority (PSTA), SunRunner Bus Rapid Transit Project and Construction Management, St. Petersburg, FL

Role: Transit Planner
Project Size: \$470,000

Hillsborough Area Regional Transit (HART), HART TOD Pilot Project, Tampa, FL

Role: Project Manager
Project Size: \$863,059

Hillsborough County City-County Planning Commission/Hillsborough County MPO, Brandon Corridors & Mixed Use Centers Pilot Project, Hillsborough County, FL

Role: Project Manager
Project Size: \$304,405

Forward Pinellas, Downtown St. Petersburg Mobility Study, St. Petersburg, FL

Role: Senior Advisor
Project Size: \$526,290

Forward Pinellas, 18th Ave Complete Streets Study, St. Petersburg, FL

Role: Principal in Charge
Project Size: \$95,000

City of Clearwater, Comprehensive Planning Services, Clearwater, FL

Role: Project Manager
Project Size: Cost varies by task.

Dallas Area Rapid Transit (DART), General Planning Consultant, Dallas, TX

Role: Senior Transit Planner
Project Size: Cost varies by task.

Development Authorities Support Office, Hail Regional Plan, Hail, Saudi Arabia

Role: Senior Planner
Project Size: \$33,764,564

Development Authorities Support Office, Aseer Regional Development Plan, Aseer, Saudi Arabia

Role: Senior Planner
Project Size: \$56,428,669

RAK Transport Authority (RAKTA), Aseer Transportation & Mobility Plan, Ras Al Khaimah, United Arab Emirates

Role: Senior Planner
Project Size: \$1,604,000



Tyler Swafford

CURRENT POSITION: TRANSPORTATION PLANNER 1

PROJECT ROLE: PASSENGER RAIL AND CATCHMENT ANALYSIS

Tyler leverages his planning expertise to support multidisciplinary projects. He utilizes ArcGIS Pro, Adobe Creative Suite, and Microsoft Suite to contribute to tasks that involve traffic data analysis, graphic design, and public outreach. His strong technical skills allow him to communicate ideas to a wide variety of audiences.

EDUCATION

Bachelor of Arts, Urban & Regional Planning

Certificate, Geographic Information Science

INDUSTRY TENURE

2 years

TYPES OF PROJECTS

- Corridor Planning
- Multimodal Transportation Planning/Complete Streets
- Safety Planning & Vision Zero
- Transportation & Transit Network Modeling
- Trails, Greenway & Blueway Planning
- Transit Oriented Development
- Capital Improvement Planning
- Public Outreach
- High-Speed Rail
- Comprehensive Planning

RELEVANT EXPERIENCE

Space Coast TPO, Intermodal Station Feasibility Study, Cocoa, FL

Role: Catchment Analysis
Project Size: \$329,510

Hillsborough TPO, Brightline Tampa Station Area Study, Tampa, FL

Role: Catchment Analysis
Project Size: \$152,705

Space Coast TPO, 2050 Long Range Transportation Plan (LRTP), Cocoa, FL

Role: Transportation Planner
Project Size: \$1,131,967

MetroPlan Orlando, Vision Zero Action Plans, Seminole County, Orlando, FL

Role: Transportation Planner
Project Size: \$1,007,645

MetroPlan Orlando, 2050 Capacity and Project Bundles, Orlando, FL

Role: Transportation Planner
Project Size: \$384,322

MetroPlan Orlando, Travel Demand Model Review and Technical Support, Orlando, FL

Role: Transportation Planner
Project Size: \$18,214

Lake-Sumter MPO, 2050 Long Range Transportation Plan (LRTP), Lake and Sumter Counties, FL

Role: Transportation Planner
Project Size: \$356,800

Lake-Sumter MPO, Transportation Improvement Program Refresh, Lake and Sumter Counties, FL

Role: Transportation Planner
Project Size: \$149,020

Orange County, Shingle Creek Trail Phase 4 Alignment Study, Hiawasse and Pine Hills, FL

Role: Transportation Planner
Project Cost: \$249,463

Orange County, ADA Transition Plan Update, Orlando, FL

Role: Transportation Planner
Project Size: \$199,748

FDOT District 5, Freight and Logistics CSC, Districtwide, FL

Role: Transportation Planner
Project Size: Cost varies by task.

FDOT District 5, PD&E CSC, Districtwide, FL

Role: Transportation Planner
Project Size: \$249,883

FDOT Central Office, Electric Vehicle Consultant Contract, Statewide, FL

Role: Transportation Planner
Project Size: Cost varies by task.

Emerald Coast Regional Council, Transit Development and Strategic Plan Updates, Areawide, FL

Role: Transportation Planner
Project Size: \$22,160

Gresham Smith

PUBLIC OUTREACH SERVICES

Gresham Smith has a long-standing presence in Florida and the broader planning community throughout the Southeast, and they frequently collaborate in a multidisciplinary framework to deliver community-centered infrastructure and planning policy. They have an established track record of working with municipalities and regional agencies across Central Florida to envision and deliver transportation, utility, and community improvement projects in the Tampa Bay, Orlando, and Lakeland-Winter Haven areas.

The local Gresham Smith planning team includes Andrew Williams, AICP, ENV SP, who is a native Lakelander and lifelong resident of Polk County. He brings both a vested interest in and deep understanding of the community's dynamics. Andrew's credibility and experience will be critical to developing thorough, community-driven insights and analysis, as well as driving an engagement program that integrates data insights and best practices to identify the best solutions moving forward to accommodate high-speed rail in Polk County.

Gresham Smith will add local knowledge to the HDR team's engagement approach to reflect a commitment to integrating and honoring community sentiment in the decision-making

process for planning and design projects. This includes balancing active listening with education around tradeoffs between different options and scenarios. It also includes a commitment to engaging with people from all walks of life and at various stages of involvement to develop as complete a picture as possible of a collective and shared community vision. Tailored outreach strategies that align with and enhance other elements of our planning processes. They strategically combine digital platforms, social media, stakeholder workshops, tactical pop-up events, and in-person meetings to reach diverse audiences and encourage meaningful participation.

Gresham Smith has successfully supported public outreach efforts for FDOT Districts 5, 7, and Central Office, regional MPOs, and various city and county agencies across the Southeast through clear communication, inclusive engagement, and the integration of community feedback into final recommendations. Members of their team and their work in community engagement have been recognized by the American Planning Association and the National Association of Counties.



June 24, 2025

Jody Baswell, State Transportation Leader
GRESHAM SMITH
3615 Bromley Grand
Suite 320
Tampa, FL 33607

Dear Mr. Baswell:

The Florida Department of Transportation has reviewed your application for prequalification package and determined that the data submitted is adequate to technically prequalify your firm for the following professional services types of work per Rule 14-75, F.A.C.:

2.0 - Project Development & Environmental (PD&E) Studies

- 3.1 - Minor Highway Design
- 3.2 - Major Highway Design
- 3.3 - Controlled Access Highway Design

- 4.1.1 - Miscellaneous Structures
- 4.1.2 - Minor Bridge Design
- 4.2.2 - Major Bridge Design - Steel
- 5.1 - Conventional Bridge Inspection
- 5.3 - Complex Bridge Inspection
- 5.4 - Bridge Load Rating
- 6.1 - Traffic Engineering Studies
- 6.2 - Traffic Signal Timing
- 6.3.1 - Intelligent Transportation Systems Analysis and Design
- 6.3.2 - Intelligent Transportation Systems Implementation
- 6.3.3 - Intelligent Transportation Traffic Engineering Systems Communications
- 6.3.4 - Intelligent Transportation Systems Software Development

- 7.1 - Signing, Pavement Marking and Channelization
- 7.2 - Lighting
- 7.3 - Signalization

- 10.1 - Roadway Construction Engineering Inspection

1

- 13.3 - Policy Planning
- 13.4 - Systems Planning
- 13.5 - Subarea/Corridor Planning
- 13.6 - Land Planning/Engineering

- 14.0 - Architect

- 15.0 - Landscape Architect

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. The overhead audit has been accepted, and your firm may pursue projects in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2026, for contracting purposes.

Approved Rates

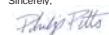
Home Overhead	Field Overhead	Facilities Capital Cost of Money (FCCM)	Premium Overtime	Home Direct Expense	Field Direct Expense	Published Fee Schedule
171.83%	138.84%	1.467%	Reimbursed	3.70%	8.29%	No

*Rent and utilities excluded from field office rate. These costs will be directly reimbursed on contracts that require the consultant to provide field office.

Per Title 23, U.S. Code 112, there are restrictions on sharing indirect cost rates. Refer to Code for additional information.

Should you have any questions, please feel free to contact me by email at FDOT.PSPrequalification@dot.state.fl.us.

Sincerely,



Philip Pitts
Professional Services Qualification Administrator
PPYIG

2



Andrew Williams, AICP, ENV SP, RSP1

Transportation Planner

Office Location: Gresham Smith Tampa

Home Location: Lakeland, Florida

Andrew has worked in a variety of public and private sector positions ranging from policy analysis, comprehensive planning, municipal infrastructure development, and special district management.

Having led public outreach meetings and stakeholder design workshops with world renown planners and urban designers, Andrew has been a voice for sustainability and digital integration into every day planning practices and policies. Andrews seeks to maximize digital outreach and data analysis while maintaining personal connections with the communities he serves. A skilled specialist in GIS, Andrew supports large-scale mapping efforts and complicated data analysis to inform planning and decision-making.

Years of Experience

9

Education

Master of Urban and Regional Planning, University of Colorado

Memberships/Affiliations

American Planning Association

Accreditations/Certifications

American Institute of Certified Planners (#33544)

Envision Sustainability Professional

Road Safety Professional 1

Relevant Projects

City of Dallas - Bike Plan Update 2022, SA-1 & SA-2, Dallas, TX | *Project Planner*

Andrew supported the City of Dallas for the 2025 Dallas Bike Plan by coordinating interactive public engagement events and performing technical analyses to inform feasible and equitable network and policy recommendations. The Bike Plan evaluated existing facilities, analyzed connectivity and safety conditions, and developed updated design guidance consistent with national best practices. The plan creates a citywide framework for a comfortable, all-ages bicycle network, identifying priority corridors for implementation, and outlines strategies for integrating the updated plan into the City's design standards, policy documents, and future capital programs. (Project Fee: \$700,000)

City of Boulder – Alpine-Balsam Area Plan | *Project Planner*

Andrew conducted technical analyses, cofacilitated community workshops, and prepared presentations to City Council for the AlpineBalsam Area Plan. His work supported adoption of a redevelopment framework for the former Boulder Community Hospital site, envisioning a resilient civic campus that consolidates municipal offices, expands affordable and workforce housing, and introduces multimodal connections, green infrastructure, and flood mitigation systems to strengthen long-term community livability. (Project Fee: \$600,000)

Clifton Larson Allen – Rampart Range Metropolitan District | *Public Manager*

Oversaw district administration, budgeting, capital construction, and compliance with state and local service plans for multiple Title 32 special districts supporting urban development in the City of Lone Tree, Colorado. Facilitated collaboration among developers, the City, the Regional Transportation District (RTD), and other partners to finance, implement, and maintain transportation and infrastructure improvements, which included operations at three RTD light rail stations.. (Project Fee: \$300,000/yr)

City of Grand Prairie - Bike Master Plan, Grand Prairie, TX | *Project Planner*

Andrew is assisting the creation of a community driven Bike Master Plan outlining the growth and development of the City of Grand Prairies bike network over the next 20+ years. The plan was driven by community and stakeholder engagement and will result in proposed changes to the cities design manuals, education and enforcement, and funding strategies to deliver a safe and accessible bike network. (Project Fee: \$300,000)

FDOT District 5 – Safety Studies OnCall Contract | *Project Planner*

Provides public engagement support for safety education initiatives across Central Florida. Andrew is a certified helmet fitter, WalkWise ambassador, and Roadway Safety Professional. He regularly leads community safety events and coordinates with local organizations to promote pedestrian and cyclist awareness. (Project Fee: \$1M/yr)

Patel, Greene and Associates, LLC

ACCESS AND MULTIMODAL PLANNING SERVICES

Patel, Greene and Associates, LLC (PGA) was founded in Polk County and has a long history of working on multidisciplinary projects with the County, with municipalities located along the I-4 corridor, and with FDOT District One.

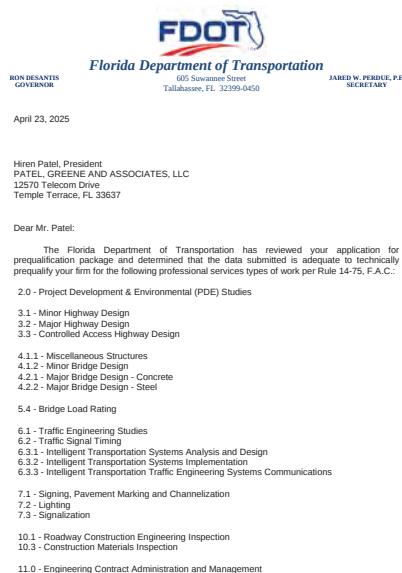
Through his in-house staff augmentation role with the FDOT District One, PGA's Peyton McLeod has been heavily involved with rail planning initiatives in Polk County, including both the Transit Concept & Alternatives Review (TCAR) study and the ongoing Project Development & Environmental (PD&E) study for the proposed Polk County SunRail Extension. As related to public transit connectivity with potential stations, Peyton also brings a strong working relationship with Citrus Connection's planning staff. Peyton's work with the Polk TPO itself spans more than two decades, dating to the bicycle, pedestrian, and transit elements of the 2030 Long Range Transportation Plan (LRTP).

PGA's Lucas Cruse brings national experience with developing plans for multimodal access and land development surrounding high-capacity transit stations in the contexts of both suburban commuter hubs and downtown cores. As staff for the Santa Fe MPO, he led the analysis used to support selecting station locations for the New Mexico Rail Runner Express commuter rail system. In a prior consultant role, he

led the development of concept plans for multimodal access and circulation improvements at multiple Washington DC Metrorail stations.

Multimodal access/connectivity is the centerpiece of PGA's planning practice. Safe and convenient access to Polk County's future high-speed rail station(s) by all modes of travel will be an important element in overall viability and ridership potential. Based on past experience preparing multimodal access to transit studies for Florida agencies including Hillsborough County, the City of Orlando, and the Pinellas Suncoast Transit Authority, PGA envisions several key considerations for use in evaluating candidate station locations:

- Infrastructure needed to access the site
- Land use mix and potential for development, specifically any land use regulation changes needed to support Transit-Oriented Development (TOD)
- Safety & connectivity of bicycle/pedestrian facilities (Bicycle/Pedestrian Levels of Traffic Stress, roadway crossing safety, and directness of access pathways)
- Integration with local public transit via route modifications and transfers
- Local community input



- 13.3 - Policy Planning
- 13.4 - Systems Planning
- 13.5 - Subarea/Corridor Planning
- 13.6 - Land Planning/Engineering

15.0 - Landscape Architect

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. The overhead audit has been accepted, and your firm may pursue projects in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2026, for contracting purposes.

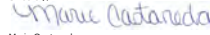
Approved Rates					
Home Overhead	Field Overhead	Facilities Capital Cost of Money (FCCM)	Premium Overtime	Home Direct Expense	Field Direct Expense
166.38%	138.30%	0.945%	Reimbursed	0.79%	3.19%*

*Rent and utilities excluded from field office rate. These costs will be directly reimbursed on contracts that require the consultant to provide field office.

Per Title 23, U.S. Code 112, there are restrictions on sharing indirect cost rates. Refer to Code for additional information.

Should you have any questions, please feel free to contact me by email at marie.castaneda@dot.state.fl.us or by phone at 850-414-4597.

Sincerely,


Marie Castaneda
Professional Services Qualification Administrator
MCicbrik



Education

B.S., Civil Engineering, University of South Florida, 2018

Registrations/Licenses

Engineering Intern, Florida,
1100021936, 08/13/2018

Work Experience

Patel, Greene and Associates
2022 - Present

Landis Evans and Partners
2017 - 2022

Contact

12570 Telecom Dr
Temple Terrace, FL 33637
813.978.3100
gabriel.gonzalez@patelgreene.com

GABRIEL GONZALEZ, JR., EI

Planner



Gabriel is a Planner with Patel Greene and Associates (PGA). He has eight years of experience with his background including trail, multimodal, sidewalk, and projects. Gabriel's specific experience includes crash analysis, coordination with internal and external stakeholders, modeling, data analysis, conceptual plans, public involvement, and roadway design.

Experience

City of Lakeland Pedestrian Feasibility Study, Lakeland, FL, City of Lakeland, **Planner:**

Gabriel conducted a feasibility study to evaluate multiple alternative pedestrian crossings to replace the overpass over Bonnet Springs Blvd. This study included the development of nine alternatives, an evaluation matrix, a demographics evaluation, and crash history analysis. **Cost:** \$49.6k

SR 570B (Central Polk Pkwy) from SR 35 (US 17) to SR 60, Polk County, FL, **Florida's Turnpike Enterprise, Task Lead–Public Involvement:**

PGA was the prime consultant for this pilot project designing plans for a new alignment of Central Polk Pkwy as a fully integrated 3D model. The scope also includes completing interchange design at US 17, the design of toll gantries, and the design of the new at-grade intersection at SR 60. PGA led the roadway, drainage, structures, and environmental efforts. Gabriel facilitated public outreach activities. This effort included identifying affected communities, establishing key contacts with neighborhood leaders, and developing notifications for public meetings. **Cost:** \$10.6M

SR 600 (US 92) RRR from W of Jersey Rd to W of SR 555, Polk County, FL, **FDOT District One, Task Lead–Public Involvement:**

This project provided designs to extend the service life of the existing roadway, improve safety, and correct deficiencies. Improvements included closing the median opening 1000 ft northeast of the intersection of US 92 and Lynchburg Rd, milling and resurfacing existing pavement and outside shoulders, construction of inside paved shoulders, and minor drainage improvements. Gabriel led public involvement efforts by directing the notification and outreach strategy, maintaining stakeholder databases, developing outreach materials, and conducting public meetings. **Cost:** \$422k

City of Winter Park Transportation Master Plan Update, Winter Park, FL, **City of Winter Park, Planner:**

PGA is the prime consultant assisting the City of Winter Park with updating its Transportation Master Plan. Building on the previous update, PGA was tasked with consolidating all available existing conditions data, current and future projects and with identifying potential projects to complete gaps in the City's transportation network. Gabriel has conducted GIS analyses using ArcMap, including the development of the existing condition basemaps, bicycle and pedestrian Level of Traffic Stress analyses, motor vehicle level of service calculations, pedestrian latent demand calculations, and motor vehicle and vulnerable user crash analysis. **Cost:** \$250k



KATIE HABGOOD, AICP

Chief Planner



Katie is a Chief Planner with Patel, Greene and Associates (PGA). Her 21 years of professional practice has involved a range of planning products at all scales of geography, from focused corridor studies to multi-county Long Range Transportation Plans. She is an adept communicator, enjoying face-to-face time with clients and a project's audience and stakeholders. Her project experience includes bicycle and pedestrian feasibility and master planning, context-based solutions, long range transportation plans, congestion management processes, equity analysis, project prioritization plans, and meaningful public engagement. She is passionate about making communities safer for everyone, particularly those traveling on foot, bicycle, or via transit.

Education

Graduate Certificate, Smart City Technology, University of South Florida, Ongoing

M.A., Urban & Regional Planning, University of Florida, 2005

B.A., Communications, University of Florida, 2001

Certifications

American Institute of Certified Planners (AICP) #151311, 2012

Work Experience

Patel, Greene and Associates
2023 - Present

Pritchett Steinbeck Group
2021 - 2023

Jacobs Engineering
2011 - 2021

Knoxville Regional TPO
2005 - 2011

University of Florida
2004 - 2005

Contact

14499 N Dale Mabry Hwy
Suite 200
Tampa, FL 33618
813.946.8955
katie.habgood@patelgreene.com

*Experience prior to joining PGA

Experience

Polk County Comprehensive Plan, Polk County, FL, Task Leader: During the Polk County Comprehensive Plan periodic update, PGA was tasked with updating the Transportation Element. Katie led the effort for the PGA team which included creating a new map series based on updated socioeconomic and growth management data, collaborating with other agencies in the County like FDOT and the MPO, attending public outreach events, and developing modernized transportation planning policy to complement the County's goals and ambitions for future development. She incorporated progressive policy framework that codifies community involvement, education, and intergovernmental coordination. **Cost:** \$36.7k

School Ave Multi-Use Recreational Trail MURT Feasibility Study, Sarasota County, FL, City of Sarasota, Project Manager: The City is seeking to document the feasibility and complete conceptual design of the School Ave MURT from Webber Ave to Datura St, identified in the City's Capital Improvement Plan as well as Sarasota in Motion. This project is a proposed connection to an existing MURT that ends at Webber St. The continuation of this MURT runs parallel to School Ave diverting vulnerable users from US 41, a major, high crash arterial, to an off-road MURT. This project is intended to provide a low-stress parallel route to US 41 giving an advantage to residents making local trip by bicycle, walking, or rolling. The trail would also serve active transportation trips to the Westfield Mall, Arlington Park, Sarasota High School, among other destinations. The study includes extensive stakeholder engagement: two rounds of public meetings, a Visual Preference Survey, concept design visualizations, and opportunities to engage online. **Cost:** \$200k

General Planning Contract, Pasco County, FL, Pasco County Board of Commissioners, Task Leader: This general planning contract serves as an extension of Pasco County by providing general planning services, including economic analysis, public engagement, urban design, multimodal transportation planning, land use planning, and planning grants. **Cost:** \$346k

***General Planning Consultant – Congestion Management Process, Hillsborough County, FL, Hillsborough County MPO, Task Leader & Transportation Planner:** The congestion management process led to a performance report to identify the study area, transportation system, available data sources, performance measures, and a monitoring strategy to address congestion throughout the MPO study area boundary. Once the congestion management process was defined, Katie assisted in measuring the performance of the goals identified in the plan and creating the annual State of the System report. **Cost:** \$200k



LUCAS CRUSE, AICP

Chief Planner



Lucas Cruse is the Context-Based Solutions Group Leader with Patel, Greene and Associates (PGA). For over 21 years, he has managed multimodal transportation planning and design projects, with a specialization in proactively improving safety and comfort for people walking and bicycling. His wide range of experience includes multimodal roadway and trail design, context-based solutions policies and implementation, MPO management, research and training, land use planning, and geospatial analysis. Lucas was St. Petersburg's bike-ped coordinator for more than seven years, where he successfully implemented numerous studies, projects, and programs.

Education

M.A., Urban and Regional Planning, University of Illinois at Urbana-Champaign, 2003

B.S., Civil Engineering, University of Illinois at Urbana-Champaign, 2001

Certifications

American Institute of Certified Planners (AICP) #022965, 2008

Work Experience

Patel, Greene and Associates
2022 - Present

City of St. Petersburg
2015 - 2022

USF-CUTR
2013 - 2014

Toole Design Group
2009 - 2012

City of Santa Fe, NM
2007 - 2009

Otak
2004 - 2006

National Park Transportation Scholar
2003 - 2004

Contact

12570 Telecom Dr
Temple Terrace, FL 33637
813.978.3100
lucas.cruse@patelgreene.com

Experience

Lake Hancock Trails Master Plan, Polk County, FL, Polk County, Project Manager: Lucas led the team, establishing the vision of a connected network of trails surrounding Lake Hancock. The LAP-funded, master plan included conceptual designs and the specifications for elements such as access points, amenities, and interpretive signage that maximize the investment and ensure the trails will serve as broad community assets. Building upon stakeholder engagement, the Master Plan details actionable steps to complete the network by leveraging available funding sources and partner opportunities. **Cost:** \$249k

Central Polk Pkwy Trail Alignment Study, Polk County, FL, Chief Planner: The future Central Polk Pkwy (CPP) limited access highway will include a trail along the west side. Lucas led the study to identify the preferred alignment for a new trail that would connect the north end of that future CPP trail to the other planned Polk County trails in the vicinity. This study establishes conceptual design details and planning-level cost estimates to be used for future trail land acquisition, funds programming, and design. Primary considerations included property ownership, minimizing conflicts with utilities and wetlands, identifying the safest means of crossing US 17 (including renderings of pedestrian overpass designs) and developing access points for maintenance and public trailheads. **Cost:** \$49.7k

Priority Transportation Project Application, City of Bartow, FL, Polk Transportation Planning Organization (TPO), Senior Planner: Lucas prepared an application for the City of Bartow to receive state and federal funds to advance the creation of an overpass where the Fort Fraser Trail crosses SR 60. The separated crossing will connect the SUN Trail Network to Downtown Bartow and complete a link in the larger Peace River Greenway corridor. **Cost:** \$5k

Trailways Master Plan, Manatee County, FL, Manatee County Board of Commissioners, Senior Planner: Lucas led the creation of design guidance for future trails with an emphasis on fitting the context. The content will be used as the basis for trail design scopes that fit the expected users and types of trips on each corridor for Manatee County. **Cost:** \$139.9k

Bicycle & Pedestrian Master Plan, Indian River County, FL, Indian River County MPO, Chief Planner: This plan is a strategic approach based on safety, accessibility, and equity to invest in a robust bicycle and pedestrian transportation network to serve residents and visitors. Lucas led stakeholder interviews, developed policy recommendations, identified project needs, and presented the recommendations to the MPO Committees and Board for feedback. **Cost:** \$160k



PEYTON MCLEOD, PTP

Chief Planner



Peyton McLeod is an Associate and the Planning Group Director with Patel, Greene and Associates (PGA). He has spent the last 22 years coordinating and managing multimodal transportation planning projects, including numerous corridor and PD&E studies for FDOT and regional transportation planning agencies. His wide range of experience includes multimodal level of service analyses, nonmotorized trip prediction techniques, Roadway Safety Audits, transportation facilities and conditions mapping, national transportation safety studies, multimodal facility demand analyses, and evaluations of transit systems.

Education

B.A., Geography, Stetson University, 2001

Certifications

Professional Transportation Planner, 720, 03/26/2020

Work Experience

Patel, Greene and Associates
2019 - Present

Landis Evans & Partners
2003 - 2019

Contact

14499 N Dale Mabry Hwy
Suite 200
Tampa, FL 33618
813.946.8955
peyton.mcleod@patelgreene.com

Experience

General Engineering Consultant, FDOT District One, Congestion Management Multimodal Planner: PGA is the prime consultant for this contract serving as an extension to District One for a variety of services, including transportation design, scoping and RFP development, staff augmentation, and plans reviews. Peyton is the technical lead for the Congestion Management Multimodal Planning (C3MP) Initiative, coordinating and leading joint transit meetings between transit agencies and MPOs, and reviewing and approving transit development plans and associated annual progress reports. He also develops scopes of service for special transit projects, provides technical assistance for special transit projects managed by the District, and serves as a transit liaison between modal development and other District departments (planning studio, PD&E, design, construction). Peyton also conducts monthly multimodal visioning meetings with District leadership and builds relationships with external modal (freight, aviation, rail) partners. **Cost:** \$30M

General Planning Contract, Manatee County, FL, Manatee County Board of Commissioners, Contract Manager: This contract provides multimodal transportation services to move Manatee County projects from conceptual phase to completion phase. Specific responsibilities on the contract include traffic study and project review, multimodal transportation studies, public engagement, and grant applications. **Cost:** \$185k

3rd St NW Priority Transportation Project and Transportation Alternatives Program Applications, Polk County, FL, City of Winter Haven, Senior Planner: The City of Winter Haven is seeking grant funding for a context-based solutions project on 3rd St NW that will connect the City's Downtown with numerous popular cultural attractions. The proposed project is intended to improve multimodal comfort, safety, and access through elements such as wider sidewalks, new pedestrian crossings, aesthetic enhancements, and traffic calming. Peyton completed grant applications to be submitted by the City to both the Polk TPO and the FDOT. To support the applications, Peyton outlined existing conditions and proposed improvements, documented project linkages and connectivity enhancements, quantified multimodal mobility improvements, prepared typical section graphics, described community benefits, and conducted a benefit-cost analysis. **Cost:** \$5k per Application

Greenways Master Plan, Hillsborough County, FL, Senior Planner: Peyton reviewed the development of design guidelines for a planned network of greenways. With an emphasis on human-scaled urban design, the guidelines incorporate biophilic design elements that fit each context. Peyton also reviewed the framework for a unified system of branded wayfinding signs and planning-level cost estimates for greenway corridors based on the type of trail. **Cost:** \$39.9k

Quest Corporation of America, Inc.

PUBLIC OUTREACH/COMMUNITY INVOLVEMENT SERVICES

Founded in 1995, Quest Corporation of America, Inc. (Quest) is a trusted community engagement firm known for its outstanding service to public-sector clients throughout Florida. Quest provides full-service communications and public outreach services while incorporating award-winning multimedia, creative design and innovative technology.

With more than 140 associates statewide, including 28 in Polk, Osceola, and Hillsborough counties, Quest offers unmatched depth in serving the Polk Transportation Planning Organization's public engagement needs. Our key team member on this project, Stephanie Claytor, has lived and worked in Lakeland since 2016 and she is bilingual. She knows the county's stakeholders well, due to her coverage of hundreds of news stories in the area as a television reporter for Spectrum Bay News 9. She is skilled at identifying where large, diverse groups of people congregate, such as soccer games at Lake Parker, or youth football games at Douglas Cook Park, or the Lakeland Downtown Farmers Curb Market. These venues are the perfect place to conduct surveys and disseminate information regarding projects.

Quest has spearheaded public engagement on hundreds of projects from long-range transportation plans and feasibility studies to PD&E, design, and construction phase projects. Currently, Quest provides communications support for FDOT District One's Public Involvement districtwide contract. They assist the department in developing public engagement strategies, facilitating public meetings, video creation, and providing social media content and graphic design.

Quest team members are also leading public engagement strategy for the CFX Southport Connector Expressway PD&E Study, helping to build community trust by visiting community groups on their own turf, sharing project information and listening to their ideas. They prioritize early and ongoing coordination to inform and involve all relevant parties throughout the project. While supporting this study in Osceola and Polk counties, Quest staff coordinated more than 50 community group presentations and participated in community events, connecting with more than 1,500 people.



FDOT
Florida Department of Transportation
605 Suwannee Street
Tallahassee, FL 32399-0450

RON DESANTIS
GOVERNOR

JARED W. PERDUE, P.E.
SECRETARY

This Office has completed a review of the audit report information submitted by Quest Corporation of America, Inc. for the period ending December 31, 2024. The rates we have accepted are listed below. This approval allows the Consultant to pursue contracts in excess of the \$500,000 threshold. **This firm is not a Professional Services Firm as defined by Rule Chapter 14-75.**

REVIEW OF AUDIT REPORT			
CONSULTANT NAME	Quest Corporation of America, Inc.	F/T Ended	12/31/24
CPA'S NAME	Tertius, Walsh, Gonsky & Rodriguez, P.A.	DATE OF RECEIPT	1/18/25
REPORT STATUS	ACCEPTED	OT PREMIUM	NO
COST BASED RATES	OVERHEAD	DIRECT EXPENSE	Relate Actual Expenses
	Home	Field	
	124.88%	108.64%	NO
	16.87%	4.38%	
	FCCM	Published Fee Schedule	
	0.834%	NO	

** This firm can only be used to perform non-professional services. If your services fall into one of FDOT's standard work types for professional services as defined in Rule 14-75, F.A.C., you must be pre-qualified as a professional services firm. Please reach out to the State Professional Services Engineer or State Procurement Manager for additional questions.

FID # 59-3335186

Jon Cook
Procurement Office
Florida Department of Transportation
(850) 414-4369
Jon.Cook@fdot.state.fl.us

Please note that Florida has a broad public records law and that all correspondence, including e-mail, may be subject to disclosure. However, indirect Cost Rate information is protected by Title 23 U.S. Code 112.

Chris Ward
Graphic Designer
Orlando, FL
(Availability 50%)



Experience – 12 Years

Mr. Ward is a highly creative and talented graphic designer specializing in multimedia design. With exceptional collaborative and interpersonal skills, he is a team player passionate about creating innovative marketing strategies and campaigns and skilled at brand development. He is accustomed to performing in deadline-driven environments and working within budget requirements. Mr. Ward's range of technical expertise includes designing web, print, and advertising deliverables. He also specializes in creating newsletters, flyers, fact sheets, direct-to-mail advertisements, informational and way-finding signage, large format print, logo design, and photography. He is experienced in Adobe suite software including Illustrator, Photoshop, and InDesign, and works in both Apple's OSX + Windows operating systems. Supporting Quest's marketing department, Mr. Ward designs prime pursuit proposals, social media, and other marketing collaterals.

RELEVANT EXPERIENCE

Florida Department of Transportation (FDOT) Central Office, Chief Engineering Consultant Services Target Zero Brand Awareness and Safety Campaigns

Statewide, FL (2024-present)

Mr. Ward develops Tips Tuesday for social media and provides various graphic design support. In support of FDOT Central Office's \$799,000 Target Zero Brand Awareness and Safety Campaign, Quest was tasked to create and execute an overall Target Zero brand awareness campaign to change the behaviors among drivers, bicyclists, and pedestrians that lead to serious or fatal injury crashes. Quest's communications plan focuses on paid, earned, shared, and owned media (PESO). Quest recruited for, coordinated, and facilitated focus groups and collaborated with the University of South Florida's College of Public Health's Center for Urban Transportation Research (CUTR) to analyze results and formulate campaign strategies and content recommendations.

Florida Department of Transportation, District Five, Office of Safety, Technical Support and Public Outreach Support Strategic Communications, Project Manager

Orange, Osceola, Seminole, Lake, Volusia, Flagler, Sumter, and Marion Counties, FL (2024-present)

Mr. Ward supported this \$2.4 million project with the development of Safety Central, the District Safety Office's newsletter. Quest has developed a comprehensive approach that integrates safety, transportation, land use, economic development, engineering, education, enforcement, information intelligence, insight into communities, innovation, investments, and policies. Quest supports coordination with safety, transportation and community partners, including working with each region's Community Traffic Safety Teams for each county. The Quest team provides graphic design and multimedia support, including developing the district's safety e-newsletter – in a flipbook format – and visually documenting the implementation of innovative safety technologies using drones and high-definition videos. Quest staff supports program messaging at community and safety events and helps to coordinate with officials, the media, customers, and stakeholders across the community spectrum.

Florida Department of Transportation (FDOT) District One, Public Involvement

Charlotte, Collier, De Soto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, Okeechobee, Polk, and Sarasota Counties, FL (2023 – present)

For this \$1.5 million FDOT contract, Mr. Ward provides graphic support for documents on best practices for engagement and communication using the FDOT Compass. He leads the creation of graphics and visual materials for the toolkit, including charts, diagrams, and a PowerPoint presentation that illustrates engagement strategies and recommendations for project managers and public practitioners. The Gulfstream Roundabout project in Sarasota served as the example project, spanning planning, PD&E, design, and construction phases.

EDUCATION

- Bachelor of Arts, Digital Media, University of Central Florida

AWARDS

- Visionary Award, Quest, 2019

Lori Buck
Public Engagement
Tampa, FL
(Availability 60%)



Experience – 23 Years

Lori Buck is a veteran communications professional with experience in community engagement, public involvement, media relations, and marketing. Ms. Buck has served the Florida Department of Transportation and municipal agencies for more than 23 years on various Planning, Feasibility, PD&E, Design, Construction, Safety, and Design/Build projects. Ms. Buck understands the nuances involved in developing strategic partnerships with agencies and stakeholders, including appointed and elected officials. She is a master at identifying communities and coordinating efforts to gather input. Ms. Buck has coordinated and facilitated dozens of hybrid (in-person/virtual) public meetings/hearings as well as coordinating community conversation events and grass roots efforts. She also has experience with developing WikiMapping (crowdsourcing map) sites, 3D meeting rooms, virtual breakout rooms, and developing and managing in-person and online surveys.

RELEVANT PROJECT EXPERIENCE

Florida Department of Transportation (FDOT) District Seven, Tampa Bay Next, Owners Representative

Citrus, Hernando, Hillsborough, Pasco and Pinellas Counties, FL (2017 – 2024)

Ms. Buck played a key role in community outreach and marketing for the more than \$1.4 billion Tampa Bay Next program, a regional multimodal infrastructure initiative. She coordinated and facilitated public meetings, hearings, small group meetings, and industry forums, as well as community working groups, focus groups, and stakeholder interviews, ensuring broad and inclusive participation. She engaged with neighborhood associations, community leaders, faith-based organizations, and chambers of commerce across five counties. As a community outreach specialist, she organized over 323 presentations, staffed more than 132 community events, and facilitated over 10 public meetings and two public hearings. Ms. Buck also developed surveys, newsletters, fact sheets, social media content, presentations, and collaborated on graphic design for logos, websites, program maps, marketing flyers, and infographics. Additionally, she supported the Tampa Interstate Study Supplemental Environmental Impact Statement for workshops and hearings.

Florida Department of Transportation District One, Bradenton-Palmetto Connector Alternative Corridor Evaluation (ACE) Study *Manatee County, FL (2023 – 2024)*

Ms. Buck led public involvement efforts for the \$3 million Bradenton-Palmetto Connector Alternative Corridor Evaluation (ACE) study, which explored potential alternatives to connect the cities of Bradenton and Palmetto across the Manatee River. Ms. Buck was responsible for crafting comprehensive outreach communication strategies, coordinating with local municipal agencies, and overseeing the planning and facilitation of stakeholder meetings. She also planned and facilitated in-person and virtual public meetings and a public hearing to ensure community input. She created presentations, collateral materials, and graphics while identifying and staffing community outreach events for in-person engagement. Ms. Buck led this complex and high-visibility project by identifying and engaging key stakeholders, including major employers, neighborhood associations, community leaders, faith-based organizations, and business groups. Ms. Buck prepared and documented responses to public inquiries.

Florida Department of Transportation District One, Districtwide Public Involvement Services

Bartow, FL (2020 – Present)

Ms. Buck manages and supports District One's Districtwide \$1.5 million public involvement services contract. The contract supports District One's Public Involvement team serving 12 counties and includes developing and assisting in executing the District's Communications Plan, supporting press conferences, groundbreaking ceremonies, maintaining swflroads.com, developing the expanded safety and legislative District websites, ribbon cuttings and groundbreaking events, video and drone support, multimedia services, PD&E and design public meetings, and social media. It also includes developing graphics and content for social media.

EDUCATION

- Bachelor of Arts, Communications, University of South Florida

Stephanie Claytor

Public Engagement (Bilingual)

Lakeland, FL

(Availability 100%)



Experience – 20 Years

Stephanie Claytor has served as a communications, public relations, marketing, and community outreach professional for nearly 20 years. A Lakeland resident for the past decade, Ms. Claytor contributes to the Polk County community with her expertise in journalism, media relations, event planning, and social media marketing. A bilingual, multicultural communications professional, Ms. Claytor is a Communications Manager with a proven record of excellence in storytelling, public outreach, and digital communications. She also was named the Florida Associated Press Best Large TV Market Multimedia Reporter in 2019.

RELEVANT PROJECT EXPERIENCE

Florida Department of Transportation (FDOT) District One, Public Involvement / Communications

Districtwide, Polk County, FL (2025)

Ms. Claytor provides communications support for FDOT District One's \$1.5 million Public Involvement contract. She assists in developing and implementing communications plans, which entails strategic community outreach, media relations, multimedia deliverables, and social media marketing.

Central Florida Expressway Southport Connector Expressway PD&E Study, Public Involvement/Communications

Kissimmee, FL (2025)

Contributing to Quest's \$5 million Central Florida Expressway (CFX) Five Year Work Plan Public Information contract, Ms. Claytor assisted with the setup and facilitation of the public hearing for the Central Florida Expressway Southport Connector Expressway PD&E Study at Liberty High School. The study explores a proposed toll road that would connect Poinciana to the Florida Turnpike.

Collier County Metropolitan Planning Organization, Public Involvement/Communications

Naples, FL (2025)

Ms. Claytor supported Collier County's Metropolitan Planning Organization's 2050 Long Range Transportation Plan, a \$821,169 two-year contract. Ms. Claytor provided Spanish translations for public engagement through social media.

PREVIOUS RELEVANT EXPERIENCE

Spectrum Bay News 9, Polk County Bureau Television Reporter

Lakeland, FL (2016 - 2020)

Stephanie Claytor conducted interviews, captured video and wrote more than a 1,000 news stories related to Polk County while serving as on-camera talent. Ms. Claytor maintained relationships with dozens of Polk County elected officials and municipal leaders. She monitored media coverage and produced news stories in Spanish. She grew her Facebook page following to more than 3,400 people.

AdventHealth, Freelance Communications Specialist

Lakeland, FL (2025)

Stephanie Claytor wrote press releases and content for the AdventHealth website, covering new providers, strokes and heart disease, new artificial intelligence technology, and patient success stories. Ms. Claytor collaborated with hospital leadership to provide media training, gather information, draft leadership quotes, and develop communications that furthered the brand's healthcare mission.

Digital Journalist, Self-Employed

Lakeland, FL (2021-2025)

Stephanie Claytor pitched articles to editors and wrote for a variety of publications, including Business Insider, LKLDNow, The Florida Courier, Parents.com, AARP and AAA. She consistently received pitch approval for her articles and maintained a content calendar.

EDUCATION

- Syracuse University, Bachelor of Arts, Broadcast Journalism, International Relations, and Spanish

PROFESSIONAL DEVELOPMENT

- FDOT Public Engagement Resource Guide and the FDOT PD&E Manual for Public Involvement
- Florida Local Technical Assistance Program (FLTAP) Basics of Strategic Communication Planning course
- Florida Local Technical Assistance Program (FLTAP) Effective Communication with Elected Officials and Stakeholders course.

4 | Interactions with TPO & Regulatory Agency Staff

Building off our past work and frequent collaboration, our team is well-suited to lead the significant coordination efforts required for this study. We have strong relationships with the regulatory agencies, the Polk TPO, and other partner organizations on similar studies and projects. The chart below highlights some of our teams' experience with regulatory agencies, planning organizations, and key stakeholders.

RECENT EXPERIENCE WITH REGULATORY AND PARTNER AGENCIES

Agencies, Organizations & Key Stakeholders	HDR	PGA	Quest	GS	Recent/Current Projects or Contracts
Federal Transit Administration (FTA)	★			★	Regulatory Impact Analysis (RIA) for FTA's Office of Civil Rights
Federal Railroad Administration (FRA)	★			★	Midwest and Southeast Regional Rail Studies
Federal Highway Administration (FHWA)	★			★	National Scenic Byways Program Technical Assistance Highway and/or Bridge Design and Engineering Services IDIQ
FDOT Central Office	★	★	★	★	Brightline Tampa-Orlando/Sunshine Corridor Advisory Services FRA Corridor ID Grant Applications for FDOT Moving I-4 Forward Program Support
FDOT District 1	★	★	★	★	General Engineering Consultant PLEMO Feasibility Studies Districtwide Public Involvement Services SunRail Commuter Rail Expansion
FDOT District 5	★	★	★	★	General Planning Consultant Central Florida Passenger Rail Vision
FDOT District 7	★	★	★	★	General Engineering Consultant City of Tampa Streetcar Extension
Florida Department of Environmental Protection (DEP)	★	★		★	
Central Florida Expressway Authority	★		★		Southport Connector Expressway PD&E Study Wekiva Parkway Lake Orange Connector Design Five Year Work Plan Public Information
Polk County	★	★			Professional Engineering Services SR 570B (Central Polk Pkwy) from SR 35 (US 17) to SR 60
Polk County Municipalities	★	★			Polk County Comprehensive Plan Lake Hancock Trails Master Plan Central Polk Pkwy Trail Alignment Study City of Lakeland Five Points CSX Line Pedestrian Feasibility Study
Major Polk County Employers				★	
Polk TPO		★			
Hillsborough TPO	★	★		★	Brightline Tampa Station Area Study
MetroPlan Orlando	★	★			General Planning Consultant Strategic Communications Consultant
Space Coast TPO	★				Cocoa Intermodal Station Feasibility
Amtrak	★				New York Penn Station Concept Planning Springfield Union Station
Brightline	★				
SunRail	★	★			
Citrus Connection		★	★		

KEY ★ Firm has experience acting as a consultant performing work for the agency. ★ Firm has experience collaborating with the agency.

HDR Engineering, Inc. (HDR) | Gresham Smith (GS) | Patel, Greene and Associates, LLC (PGA) | Quest Corporation of America, Inc. (QCA)

5 | Timely Completion of Projects

HDR is committed to deliver this project on time and on budget. Based on our current and projected workload over the next year, our team has the ability to complete the scope of services described in our approach. The following table highlights several key projects that our key staff are currently working on or that will begin in the next 12 months.

Stefanie McQueen will serve as the HDR team's project manager, providing day-to-day guidance and oversight

of the team's technical work, engagement activities, communications, and production. She will delegate work appropriately to core project team members and advisors ,as needed, in order to have all aspects of the scope of services handled appropriately. In addition, Stefanie will be the primary client contact, manage the project budget and schedule, and serve as lead facilitator for project staff meetings, management team work sessions, stakeholder workshops, project briefings, and presentations.

OVERVIEW OF THE HDR TEAM'S CURRENT WORKLOAD

Client, Project/Contract Name	Project Cost/ Contract Amount	% Complete
GDOT, State Rail Plan	\$1,053,223	90%
TDOT, State Rail Plan	\$479,000	75%
FDOT Central Office, Freight, Logistics and Passenger Operations Support	Cost varies by task.	15%
FDOT Central Office, Public Transit On Call	Cost varies by task.	As needed.
FDOT Central Office, Florida Rail Plan Implementation	Cost varies by task.	75%
FDOT Central Office, Target Zero Safety Campaign – Expanded Strategic Communications Consulting Services	\$795,028	91%
Hillsborough TPO, Tampa Brightline Station Area Study	\$152,705	95%
PSTA, South St. Pete Mobility Study	\$470,00	75%
MetroPlan Orlando, Strategic Communications Consultant	Cost varies by task.	As needed.
Space Coast TPO, Public Involvement Support	Cost varies by task.	70%
City of Tampa, Streetcar Extension Project Development & Preliminary Design	\$6,000,000	5%
Hillsborough County, South Traffic Analysis	\$93,318	85%
Pinellas County, East Lake PD&E Study	\$385,000	5%
Osceola County, Sunbridge Parkway Extension PD&E Study	\$1,980,541	90%



Survey Questionnaire – Polk County

RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)

To: Sarah Caper, AICP (Name of Person completing survey)

Hillsborough TPO (Name of Client Company/Consultant)

Phone Number: 352.834.1355 Email: capers@plancom.org

Total Annual Budget of Entity approx. \$3.6M per UPWP FY

Subject: Past Performance Survey of Similar work:

Project name: Brightline Tampa Station Area Study

Name of Vendor being surveyed: HDR Engineering, Inc.

Cost of Services: Original Cost: \$152,705 Ending Cost: \$152,705

Contract Start Date: January 30, 2025 Contract End Date: anticipated January 2026

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	9
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	N/A
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	N/A
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	N/A
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Sarah Caper

Signature of Evaluator: *Sarah Caper*

Please fax or email the completed survey to: Stefanie McQueen (stefanie.mcqueen@hdrinc.com)



Survey Questionnaire – Polk County

RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)

To: Laura Carter (Name of Person completing survey)

Space Coast TPO (Name of Client Company/Consultant)

Phone Number: 321.690.6890

Email: laura.carter@SCTPO.com

Total Annual Budget of Entity \$ 4.1M

Subject: Past Performance Survey of Similar work:

Project name: Intermodal Station Feasibility Study

Name of Vendor being surveyed: HDR Engineering, Inc.

Cost of Services: Original Cost: \$329,510

Ending Cost: \$329,510

Contract Start Date: June 5, 2023

Contract End Date: February 2025 (anticipated) November 2024 (if not anticipated)

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Laura Carter

Signature of Evaluator: Laura Carter

Please fax or email the completed survey to: Stefanie McQueen (stefanie.mcqueen@hdrinc.com)



Survey Questionnaire – Polk County

RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)

To: Phillip M. Peevy (Name of Person completing survey)

Georgia Department of Transportation (GDOT) (Name of Client Company/Consultant)

Phone Number: 404.631.1783 Email: PPeevy@dot.ga.gov

Total Annual Budget of Entity 2025 Amended budget per Governor's Budget Report: \$3,675,401,476

Subject: Past Performance Survey of Similar work:

Project name: State Rail Plan Update

Name of Vendor being surveyed: HDR Engineering, Inc.

Cost of Services: Original Cost: \$1,053,223 Ending Cost: N/A (project still ongoing)

Contract Start Date: 02/20/2024 Contract End Date: N/A (project still ongoing)

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Phillip M. Peevy

Signature of Evaluator: Phillip M. Peevy

Please fax or email the completed survey to: Sara.Compton@hdrinc.com



Survey Questionnaire – Polk County

RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)

To: Charles Main (Name of Person completing survey)

Orange County Transportation Authority (Name of Client Company/Consultant)

Phone Number: 714.560.5904 Email: cmain@octa.net

Total Annual Budget of Entity FY 2025-26, \$1.7 billion

Subject: Past Performance Survey of Similar work:

Project name: South Orange County (OC) Rail Station Feasibility Study

Name of Vendor being surveyed: HDR Engineering, Inc.

Cost of Services: Original Cost: \$424,824 Ending Cost: \$424,824

Contract Start Date: 05/02/22 Contract End Date: 11/09/2023

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Charles Main

Signature of Evaluator: 

Please fax or email the completed survey to: Sara.Compton@hdrinc.com



Survey Questionnaire – Polk County

RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)

To: Brian Vitulli, General Manager Tillamook Transit (Name of Person completing survey)

Former Transportation Supervisor/Project Manager
City of Colorado Springs - Mountain Metropolitan Transit (Name of Client Company/Consultant)

Phone Number: 503-842-3115 Email: bvitulli@tillamookbus.com

Total Annual Budget of Entity City of Colorado Springs \$941M (2025)
Mountain Metropolitan Transit \$26M (2025)

Subject: Past Performance Survey of Similar work:

Project name: Colorado Springs - Passenger Rail Station Location Study

Name of Vendor being surveyed: HDR Engineering, Inc.

Cost of Services: Original Cost: \$291,000 Ending Cost: \$291,000

Contract Start Date: 7/7/2021 Contract End Date: 8/31/2023

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Brian Vitulli

Signature of Evaluator: Brian A. Vitulli

Please fax or email the completed survey to: Sara.Compton@hdrinc.com

Prime Contractor: HDR Engineering, Inc.

Address/Phone Number: 4830 West Kennedy Blvd, Suite 400 Tampa, FL 33609-2548 | 813.282.2300

Procurement Number: RFP 25-686

49 CFR Part 26.11 The list is intended to be a listing of all firms that are participating, or attempting to participate, on DOT-assisted contracts. The list must include all firms that bid on prime contracts, or bid or quote subcontracts and supplies materials on DOT-assisted projects, including both DBEs and non-DBEs. This list must include all subcontractors contacting you and expressing an interest in teaming with you on a specific DOT-assisted project. Prime contractors must provide information for Numbers 1, 2, 3 and 4, and should provide any information they have available on Numbers 5, 6, and 7 for themselves, and their subcontractors.

1. Federal Tax ID Number: 47-0680568

2. Firm Name: HDR Engineering, Inc.

3. Phone: _____

4. Address: 4830 W Kennedy Blvd, Suite 400
Tampa, FL 33609

5. Year Firm Established: 1917

6. ☐ DBE
☒ Non-DBE

7. Annual Gross Receipts
☐ Less than \$1 million
☐ Between \$1 - \$5 million
☐ Between \$5 - \$10 million
☐ Between \$10 - \$15 million
☒ More than \$15 million

1. Federal Tax ID Number: 59-3335186

2. Firm Name: Quest Corporation of America, Inc.

3. Phone: 866.662.6273

4. Address: 17220 Camelot Court
Land O' Lakes, FL 34638

5. Year Firm Established: 1995

6. ☒ DBE
☐ Non-DBE

7. Annual Gross Receipts
☐ Less than \$1 million
☐ Between \$1 - \$5 million
☒ Between \$5 - \$10 million
☐ Between \$10 - \$15 million
☐ More than \$15 million

1. Federal Tax ID Number: 62-0794126

2. Firm Name: Gresham Smith

3. Phone: 813.251.6838

4. Address: 3615 Bromley Grand Ave, Suite 320
Tampa, FL 33607

5. Year Firm Established: 1967

6. ☐ DBE
☒ Non-DBE

7. Annual Gross Receipts
☐ Less than \$1 million
☐ Between \$1 - \$5 million
☐ Between \$5 - \$10 million
☐ Between \$10 - \$15 million
☒ More than \$15 million

1. Federal Tax ID Number: 45-2209743

2. Firm Name: Patel, Greene & Associates, LLC

3. Phone: 863.533.7317

4. Address: 215 E Main Street,
Bartow, FL 33830

5. Year Firm Established: 2011

6. ☐ DBE
☒ Non-DBE

7. Annual Gross Receipts
☐ Less than \$1 million
☐ Between \$1 - \$5 million
☐ Between \$5 - \$10 million
☐ Between \$10 - \$15 million
☒ More than \$15 million

AS APPLICABLE, PLEASE SUBMIT THIS FORM WITH YOUR:

BID SHEET (Invitation to Bid – ITB)
PRICE PROPOSAL (Request for Proposal – RFP)
REPLY (Invitation to Negotiate – ITN)



Attachment "H"

DBE UTILIZATION FORM

DBE UTILIZATION STATEMENT

The undersigned Proposer has satisfied the requirements of the solicitation in the following manner (please check the appropriate space):

☒ The Bidder/Offer is committed to a minimum of 11.31% % DBE utilization on this contract.

OR

☐ The Proposer (if unable to meet the DBE goal of 11.31 %) is committed to a minimum of .01% DBE utilization on this contract and submits documentation demonstrating good faith efforts.

DBE PARTICIPATION SCHEDULE

The Proposer shall provide the following information for all DBE's participating in the contract that comprises the DBE Utilization percent stated in the above DBE Utilization Statement. The Proposer shall also furnish the name and telephone number of the appropriate contact person should the TPO have any questions in relation to the information furnished herein. (Copy if necessary)

DBE IDENTIFICATION AND INFORMATION

Name and Address:

Contact Name and Telephone Number:

Participation Percentage (Of Total Contract Value):

Description of Work To Be Performed:

Ethnicity and Gender of Firm:



DBE IDENTIFICATION AND INFORMATION

Name and Address:

Quest Corporation of America, Inc.

Contact Name and Telephone Number:

Cynthia Palmer, (941) 932-7880

Participation Percentage (Of Total Contract Value):

11.31%

Description of Work To Be Performed:

public outreach services

Ethnicity and Gender of Firm:

Gender is Woman and Ethnicity is Caucasian

Vendor Name: Quest Corporation of America, Inc. .

Vendor Signature: Cynthia Palmer.



November 4, 2025

Polk County Procurement Division
330 West Church Street
Room 150
Bartow, Florida 33830

RE: Letter of Intent – Polk County TPO; I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO) (RFQ 25-686)

Dear Selection Committee Member,

Quest Corporation of America, Inc. offers this Letter of Intent to perform Public Outreach services as part of the HDR, Inc. team on the above-referenced project.

Quest Corporation of America, Inc. is DBE certified through the Florida Department of Transportation with an expiration date of December 15th, 2025, and WBE certified with the State of Florida. We appreciate the opportunity to work with you on this project.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Cynthia Palmer

Cynthia Palmer
Chief Operating and Financial Officer
Cynthia.Palmer@QCAuca.com

866.662.6273 | Corporate@QCAusa.com | QCAusa.com | 17220 Camelot Court, Land O'Lakes, FL 34638



Form

W-9

(Rev. March 2024)

Department of the Treasury

Internal Revenue Service

Request for Taxpayer

Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

HDR ENGINEERING, INC.

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor

☐ C corporation

☒ S corporation

☐ Partnership

☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions.

5 Address (number, street, and apt. or suite no.). See instructions.

1917 S 67th ST

6 City, state, and ZIP code

OMAHA NE 68106-2973

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

or

Employer identification number

47-0680568

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person

ASSISTANT TREASURER

Date

3/11/2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Cat. No. 10231X

Form **W-9** (Rev. 3-2024)



October 30, 2025

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

ADDENDUM #1

RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization

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

Contained within this addendum: Questions/answers and document added to the FTP Site.

To obtain a copy of **Pre-Proposal Meeting - TPO Presentation** please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is procurevondor and the password is solicitation. After you have logged in to the FTP site, double click on the file folder "RFP 25-686, RFP Attachments", select "Open" or "Save As" to download the proposal document. If you need assistance accessing this website due to ADA or any other reason, please email Tabatha Shirah at tabathashirah@polk-county.net.

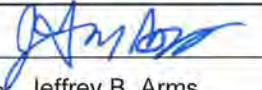
Tabatha Shirah

Tabatha Shirah

Sr. Procurement Analyst

Procurement Division

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

Signature: 

Printed Name: Jeffrey B. Arms

Title: Vice President

Company: HDR Engineering, Inc.



November 12, 2025

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

ADDENDUM #2

**RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk
Transportation Planning Organization**

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

Contained within this addendum: Questions and answers.

Tabatha Shirah

Sr. Procurement Analyst

Procurement Division

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

Signature: *Jeffrey B. Arms*

Printed Name: Jeffrey B. Arms

Title: Vice President

Company: HDR Engineering, Inc.

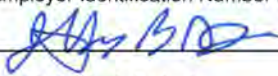


Attachment "A"

Public Entities Crimes Affidavit

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with a proposal to the Human Services Department.
2. This sworn statement submitted by HDR Engineering, Inc.
(Name of entity submitting sworn statement)
whose business address is 4830 W Kennedy Blvd, Suite 400 Tampa, FL 33609
and (if applicable) its Federal Employer Identification Number is 47-0680568
3. My name is Jeffrey B. Arms  and my relationship to the
entity named _____
(Print name of individual signing)
above is Vice President
4. I understand that a "public entity crime" as defined in paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(1)(b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1989, because of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of the affiliate. The ownership by one person of shares constituting a controlling interest in another person, or pooling of equipment of income among persons when not for fair market value under an arm's length agreement, shall be prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in paragraph 287.133(1)(e), Florida Statutes means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bids on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an entity.



Public Entities Crimes Affidavit (continued),

8. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. *(Please indicate which statement below applies).*
- ☒ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of the entity, or an affiliate of the entity have been charged with and convicted of a public entity crime after July 1, 1989.
- ☐ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime after July 1, 1989, AND *(Indicate which additional statement below applies).*
- ☐ There has been proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. *(Please attach a copy of the final order).*
- ☐ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. *(Please attach a copy of the final order).*
- ☐ The person or affiliate has not been placed on the convicted vendor list. *(Please describe an action taken by or pending with the Department of General Services).*

STATE OF Florida

COUNTY OF Orange

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 7 day of November, 2025 by Jeffrey B. Arms (name) as Vice President (title of officer) of HDR Engineering, Inc. (entity name), on behalf of the company, who ☐ is personally known to me or ☐ has produced _____ as identification.

Notary Public Signature: Linda M Chrapczynski

Printed Name of Notary Public: Linda M Chrapczynski

Notary Commission Number and Expiration: 02/13/2026

(AFFIX NOTARY SEAL)





STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

DRUG-FREE WORKPLACE PROGRAM CERTIFICATION

287.087 Preference to businesses with drug-free workplace programs. Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

(1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

(2) Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

(3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

(4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

(5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

(6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes, as stated above?

☒ YES

☐ NO

NAME OF BUSINESS: HDR Engineering, Inc.

x 



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
TRUTH IN NEGOTIATION CERTIFICATION

375-030-30
PROCUREMENT
05/14

Pursuant to Section 287.055(5)(a), Florida Statutes, for any lump-sum or cost-plus-a-fixed fee professional services contract over the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY FOUR, the Department of Transportation (Department) requires the Consultant to execute this certificate and include it with the submittal of the Technical Proposal, or as prescribed in the contract advertisement.

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Department determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Department, whichever is later.

HDR Engineering, Inc.

Name of Consultant

By: 

11/7/2025
Date



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

375-030-50
PROCUREMENT
OGC – 1/20

CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION

Information entered on this page will carry over to subsequent pages.

When completed: Print this document to PDF by choosing File, Save as, and selection PDF as the file type (excluding page 1 from printing) or Print only the pages from the sections you need for signature using the printer icon buttons.

Advertisement No./ Solicitation No	Description	Financial Project Number(s)
25-686	I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)	

VERSIONS

TECHNICAL REVIEW COMMITTEE / DOT TECHNICAL ADVISORS	
SELECTION COMMITTEE	
PUBLIC OFFICERS / EMPLOYEES	
TECHNICAL REVIEW / AWARDS COMMITTEE FOR LOW BID PROJECTS	
CONSULTANT / CONTRACTOR SERVING IN THE ROLE OF PROJECT MANAGER	
CONSULTANT / CONTRACTOR / TECHNICAL ADVISORS	



CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION
TECHNICAL REVIEW COMMITTEE/DOT TECHNICAL ADVISORS

I certify that I have no present conflict of interest on the projects identified below, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation of any consultant/contractor/vendor for selection on any contract if I have a conflict of interest or a potential conflict of interest. As set forth in Sections 112.313 and 334.193, Florida Statutes, employees of the Department may not have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or accept any obligation of any kind which is in conflict with the proper conduct of their duties in the public interest.

I recognize that employees are expected to honor the ethical obligations inherent in public service. These obligations go beyond mere legal obligations and demand from the employee a greater sensitivity to his or her conduct, as well as the public's perception of such conduct.

Employees are expected to safeguard their ability to make objective, fair, and impartial decisions, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Employees should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I will maintain the confidentiality of all information not made public by the Florida Department of Transportation ("Department") related to the procurement of the above-referenced ("Project") that I gain access to as a result of my involvement with the Project ("Procurement Information"). I understand that Procurement Information includes, but is not limited to, documents prepared by or for the Department related to procurement of the Project. I also understand that Procurement Information includes, but is not limited to, documents submitted to the Department by entities seeking an award of the Project ("Proposers"). I understand that Procurement Information may include documents submitted by Proposers related to letters of response/letters of interest, technical proposals, price proposals, financial proposals, and information shared during exempt meetings. I also understand that Procurement Information may also include documents that evaluate or review documents submitted by Proposers, and information regarding Project cost estimates. I also agree not to discuss the Project with anyone who is a member of or acting on behalf of a Proposer.

Unless so ordered by a court of competent jurisdiction or an opinion of the Office of the Florida Attorney General, I will not divulge any Procurement Information except to individuals who have executed a Conflict of Interest/Confidentiality Certification which has been approved by the Department ("Project Personnel"). I understand that a list of Project Personnel will be maintained by Department. If I am contacted by any member of the public or the media with a request for Procurement Information, I will promptly forward such request to the Department's Procurement Office. I will also maintain security and control over all documents containing Procurement Information which are in my custody.

I agree not to solicit or accept gratuities, unwarranted privileges or exemptions, favors, or anything of value from any firm under consideration for an agreement associated with the Project, and I recognize that doing so may be contrary to statutes, ordinances, and rules governing or applicable to the Department or may otherwise be a violation of the law.

I agree not to engage in bid tampering, pursuant to Section 838.22, Florida Statutes.

I realize that violation of the above mentioned statutes would be punishable in accordance with Section 112.317, Section 334.193, or Section 838.22, Florida Statutes, and could result in disciplinary action by the Department.

[illegible]

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification.

Technical Review Committee Members:

Printed Names	Signatures	Date

375-030-50
PROCUREMENT
OGC - 1/20

Technical Review Committee Members:
(Continued)

DOT Technical Advisors:

[illegible]



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

**CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION
TECHNICAL REVIEW COMMITTEE/DOT TECHNICAL ADVISORS**

375-030-50
PROCUREMENT
OGC - 1/20



CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION
SELECTION COMMITTEE

I certify that I have no present conflict of interest on the projects identified below, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation of any consultant/contractor/vendor for selection on any contract if I have a conflict of interest or a potential conflict of interest. As set forth in Sections 112.313 and 334.193, Florida Statutes, employees of the Department may not have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or accept any obligation of any kind which is in conflict with the proper conduct of their duties in the public interest.

I recognize that employees are expected to honor the ethical obligations inherent in public service. These obligations go beyond mere legal obligations and demand from the employee a greater sensitivity to his or her conduct, as well as the public's perception of such conduct.

Employees are expected to safeguard their ability to make objective, fair, and impartial decisions, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Employees should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

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I agree not to engage in bid tampering, pursuant to Section 838.22, Florida Statutes.

I realize that violation of the above mentioned statutes would be punishable in accordance with Section 112.317, Section 334.193, and Section 838.22, Florida Statutes, and could result in disciplinary action by the Department.

[illegible]

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification.

Selection Committee Members:

Date: _____

Printed Names

Signatures

375-030-50
PROCUREMENT
OGC-1/20

[illegible]

Selection Committee Members:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery. There is no handwriting or other markings on the page.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

**CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION
SELECTION COMMITTEE**

375-030-50
PROCUREMENT
OGC - 1/20



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

**CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION
PUBLIC OFFICERS/EMPLOYEES**

375-090-50
PROCUREMENT
OGC - 1/20

I certify that I have no present conflict of interest on the projects identified below, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation of any consultant/contractor/vendor for selection on any contract if I have a conflict of interest or a potential conflict of interest. As set forth in Sections 112.313 and 334.193, Florida Statutes, public officers or employees of an agency may not have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or accept any obligation of any kind which is in conflict with the proper conduct of their duties in the public interest.

I recognize that State of Florida public officers or employees of an agency are expected to honor the ethical obligations inherent in public service. These obligations go beyond mere legal obligations and demand from the public officer or agency employee a greater sensitivity to his or her conduct, as well as the public's perception of such conduct.

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Advertisement No./ Solicitation No	Description	Financial Project Number(s)
25-686	I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)	

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification.
(continued on next page)

Printed Names	Signatures	Date



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION
PUBLIC OFFICERS/EMPLOYEES

375-030-50
PROCUREMENT
OGC-3/20

375-D30-50
PROCUREMENT
OGC-1/20

[illegible][illegible]



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

375-030-50
PROCUREMENT
OGC - 1/20

**CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION
TECHNICAL REVIEW/AWARDS COMMITTEE
LOW BID PROJECTS**

I certify that I have no present conflict of interest on the projects identified below, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation of any consultant/contractor/vendor for selection on any contract if I have a conflict of interest or a potential conflict of interest. As set forth in Sections 112.313 and 334.193, Florida Statutes, employees of the Department may not have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or accept any obligation of any kind which is in conflict with the proper conduct of their duties in the public interest.

I recognize that employees are expected to honor the ethical obligations inherent in public service. These obligations go beyond mere legal obligations and demand from the employee a greater sensitivity to his or her conduct, as well as the public's perception of such conduct.

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I realize that violation of the above mentioned statutes would be punishable in accordance with Section 112.317, Section 334.193, or Section 838.22, Florida Statutes, and could result in disciplinary action by the Department.

Letting Date: _____

Contract Number(s): _____

Technical Review/Awards Committee Members:

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification.

Printed Names	Signatures	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

375-030-50
PROCUREMENT
OGC - 1/20

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification

[illegible]



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION
FOR CONSULTANT/CONTRACTOR
SERVING IN THE ROLE OF PROJECT MANAGER FOR FDOT**

375-030.50
PROCUREMENT
OGC-1/20

I certify that I have no present conflict of interest, that I have no knowledge of any conflict of interest that my firm may have, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation on any contract if I have a conflict of interest or a potential conflict of interest.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the Department, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Consultants performing work for the Department should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I will maintain the confidentiality of all information not made public by the Florida Department of Transportation ("Department") related to the procurement of the above-referenced ("Project") that I gain access to as a result of my involvement with the Project ("Procurement Information"). I understand that Procurement Information includes, but is not limited to, documents prepared by or for the Department related to procurement of the Project. I also understand that Procurement Information includes, but is not limited to, documents submitted to the Department by entities seeking an award of the Project ("Proposers"). I understand that Procurement Information may include documents submitted by Proposers related to letters of response/letters of interest, technical proposals, price proposals, financial proposals, and information shared during exempt meetings. I also understand that Procurement Information may also include documents that evaluate or review documents submitted by Proposers, and information regarding Project cost estimates. I also agree not to discuss the Project with anyone who is a member of or acting on behalf of a Proposer.

Unless so ordered by a court of competent jurisdiction or an opinion of the Office of the Florida Attorney General, I will not divulge any Procurement Information except to individuals who have executed a Conflict of Interest/Confidentiality Certification which has been approved by the Department ("Project Personnel"). I understand that a list of Project Personnel will be maintained by Department. If I am contacted by any member of the public or the media with a request for Procurement Information, I will promptly forward such request to the Department's Procurement Office. I will also maintain security and control over all documents containing Procurement Information which are in my custody.

I agree not to solicit or accept gratuities, unwarranted privileges or exemptions, favors, or anything of value from any firm under consideration for an agreement associated with the Project, and I recognize that doing so may be contrary to statutes, ordinances, and rules governing or applicable to the Department or may otherwise be a violation of the law.

I agree not to engage in bid tampering, pursuant to Section 838.22, Florida Statutes.

I realize that violation of the above mentioned standards could result in the termination of my work for the Department. I further realize that violation of the above mentioned statute would be punishable in accordance with Section 838.22, Florida Statutes.

Advertisement No./ Solicitation No	Description	Financial Project Number(s)
25-686	I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)	

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification.

Printed Names	Signatures	Date
Jeffrey B. Arms		11/19/2025

375-030-50
PROCUREMENT
OGC-1/20

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification.

[illegible]



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION
FOR CONSULTANT/CONTRACTOR/TECHNICAL ADVISORS**

375-030-50
PROCUREMENT
GCC-1/20

I certify that I have no present conflict of interest, that I have no knowledge of any conflict of interest that my firm may have, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation on any contract if I have a conflict of interest or a potential conflict of interest.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the Department, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Consultants performing work for the Department should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I will maintain the confidentiality of all information not made public by the Florida Department of Transportation ("Department") related to the procurement of the above-referenced ("Project") that I gain access to as a result of my involvement with the Project ("Procurement Information"). I understand that Procurement Information includes, but is not limited to, documents prepared by or for the Department related to procurement of the Project. I also understand that Procurement Information includes, but is not limited to, documents submitted to the Department by entities seeking an award of the Project ("Proposers"). I understand that Procurement Information may include documents submitted by Proposers related to letters of response/letters of interest, technical proposals, price proposals, financial proposals, and information shared during exempt meetings. I also understand that Procurement Information may also include documents that evaluate or review documents submitted by Proposers, and information regarding Project cost estimates. I also agree not to discuss the Project with anyone who is a member of or acting on behalf of a Proposer.

Unless so ordered by a court of competent jurisdiction or an opinion of the Office of the Florida Attorney General, I will not divulge any Procurement Information except to individuals who have executed a Conflict of Interest/Confidentiality Certification which has been approved by the Department ("Project Personnel"). I understand that a list of Project Personnel will be maintained by Department. If I am contacted by any member of the public or the media with a request for Procurement Information, I will promptly forward such request to the Department's Procurement Office. I will also maintain security and control over all documents containing Procurement Information which are in my custody.

I agree not to solicit or accept gratuities, unwarranted privileges or exemptions, favors, or anything of value from any firm under consideration for an agreement associated with the Project, and I recognize that doing so may be contrary to statutes, ordinances, and rules governing or applicable to the Department or may otherwise be a violation of the law.

I agree not to engage in bid tampering, pursuant to Section 838.22, Florida Statutes.

I realize that violation of the above mentioned standards could result in the termination of my work for the Department. I further realize that violation of the above mentioned statute would be punishable in accordance with Section 838.22, Florida Statutes..

Advertisement No. / Solicitation No	Description	Financial Project Number(s)
25-686	I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)	

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification.

Printed Names	Signatures	Date



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION
FOR CONSULTANT/CONTRACTOR/TECHNICAL ADVISORS**

375-030-50
PROCUREMENT
OGC - 1/20

Additional Page

Advertisement No./ Solicitation No	Description	Financial Project Number(s)
25-686	I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)	

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification.

Printed Names	Signatures	Date



Attachment "E"

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION-
LOWER TIER COVERED TRANSACTIONS FOR FEDERAL AID CONTRACTS**
(Compliance with 2 CFR Parts 180 and 1200)

It is certified that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Name of Consultant/Contractor: HDR Engineering, Inc.

By: Jeffrey B. Arms

Date: 11/19/2025

Title: Vice President

Instructions for Certification

Instructions for Certification - Lower Tier Participants:

(Applicable to all subcontracts, purchase orders and other lower tier transactions requiring prior FHWA approval or estimated to cost \$25,000 or more - 2 CFR Parts 180 and 1200)

- a. By signing and submitting this proposal, the prospective lower tier is providing the certification set out below.
- b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- c. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances.
- d. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).
- e. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- f. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold.
- g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (<https://www.epls.gov/>), which is compiled by the General Services Administration.
- h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- i. Except for transactions authorized under paragraph e of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES
ON FEDERAL-AID CONTRACTS**
(Compliance with 49CFR, Section 20.100 (b))

375-030-33
PROCUREMENT
01/24

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

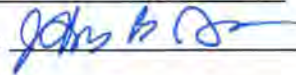
This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Name of Consultant: HDR Engineering, Inc.

By: Jeffrey B. Arms

Date: 11/07/2025

Authorized Signature: 

Title: Vice President



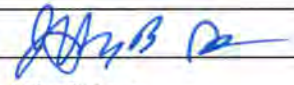
Attachment "F" (cont'd)

DISCLOSURE OF LOBBYING ACTIVITIES

Is this form applicable to your firm?

YES ☐ NO ☒

If *no*, then please complete section 4
below for "Prime"

1. Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. bid/offer/application b. initial award c. post-award	3. Report Type: a. initial filing b. material change For Material Change Only: Year: _____ Quarter: _____ Date of last report: _____ (mm/dd/yyyy)
4. Name and Address of Reporting Entity: ☒ Prime ☐ Subawardee Tier _____, if known: HDR Engineering, Inc. 4830 W Kennedy Blvd, Suite 400 Tampa, FL 33609 Congressional District, if known: 4c _____		5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: _____ _____ _____ Congressional District, if known: _____
6. Federal Department/Agency: _____ _____		7. Federal Program Name/Description: _____ _____ _____ CFDA Number, if applicable: _____
8. Federal Action Number, if known: _____		9. Award Amount, if known: \$ _____
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): _____ _____ _____		b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): _____ _____ _____
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature:  Print Name: Jeffrey B. Arms Title: Vice President Telephone No.: 407.420.4200 Date (mm/dd/yyyy): 11/07/2025
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)



INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the fullname, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.



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Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

POLICY

Effective: May 21, 2024
Office: Transportation Technology
Topic No. 010-325-065-a

ARTIFICIAL INTELLIGENCE (AI) POLICY

To support the mission and vision of the Florida Department of Transportation (Department), it is the policy of the Department to responsibly, transparently, and ethically use artificial intelligence (AI) with human accountability.

This policy applies to all Department-related activities, employees, vendors, consultants, and contractors that use, acquire, collect, or develop AI solutions. This policy applies to Machine Learning, Generative Language Models, and covers all embedded and standalone AI technologies/tools.

The use of AI for Department-related purposes must occur within the following boundaries:

- AI must supplement or complement the work that is primarily accomplished by a human.
- AI usage must engage humans throughout the process, with human involvement in reviews and decisions. Humans are fully responsible for the work and products involving AI.
- AI systems and decision-making processes must be ethical and comply with all applicable laws, rules, regulations, and policies.
- AI systems and decision-making processes must be transparent and disclose if the products are generated partially or fully by an AI tool.
- AI systems must protect people's privacy and comply with all applicable data protection regulations.
- AI systems must protect information that is exempt from public disclosure pursuant to Florida's public records laws, and must comply with all applicable data protection laws, rules, regulations, and policies.
- AI data and the output from all AI-related models must be validated by humans to ensure AI data and its output are free of personally identifiable information and to prevent copyright infringement and other legal challenges.
- To ensure the quality and the security of the Department's data and IT systems, employees, vendors, consultants, and contractors are prohibited from attempting to gain access to AI applications not approved by the Department when using Department's systems, networks, computers, phones, or other communication devices, when conducting business under contract for the Department, or when using the Department's data.

www.fdot.gov



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Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

This AI Policy will be integrated into the Department's internal manuals, guidelines and related documents governing the Department's projects, including planning, designing, construction and operation of transportation facilities, as appropriate.

DocuSigned by:

8A3D6B04E4EEA7

Jared W. Perdue, P.E., Secretary

Jeffrey B. Arms, Vice President
HDR Engineering, Inc.

www.fdot.gov



EXHIBIT "A"

**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION, PROPOSED
DEBARMENT, AND OTHER RESPONSIBILITY MATTERS**

For all awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities, the Offeror must complete and sign the following:

The Offeror certifies, to the best of its knowledge and belief, that-

- (1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- (2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (3) This certification is a material representation of fact relied upon by Polk County, a political subdivision of the State of Florida (the "County"). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the Florida Division Emergency Management, the County, and the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- (4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

SIGNATURE: _____

COMPANY NAME: HDR Engineering, Inc.

DATE 11/07/2025



EXHIBIT "B"
APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned HDR Engineering, Inc. certifies, to the best of his or her knowledge, that:
(Contractor)

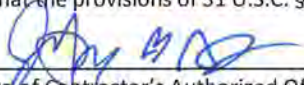
1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, HDR Engineering, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.



Signature of Contractor's Authorized Official

Jeffrey B. Arms, Vice President

Name and Title of Contractor's Authorized Official

11/07/2025

Date



Proposers Incorporation Information

(Submittal Page)

The following section should be completed by all bidders and submitted with their bid submittal:

Company Name: HDR Engineering, Inc.

DBA/Fictitious Name (if applicable): _____

TIN #: 47-0680568

Address: 4830 W Kennedy Blvd, Suite 400

City: Tampa

State: Florida

Zip Code: 33609

County: Hillsborough

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

Contact Person: Stefanie McQueen

Phone Number: 813.282.2470

Cell Phone Number: 813.422.4688

Email Address: stefanie.mcqueen@hdrinc.com

Type of Organization (select one type)

- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ Non-Profit
- ☐ Sub Chapter
- ☐ Joint Venture
- ☒ Corporation
- ☐ LLC
- ☐ LLP
- ☐ Publicly Traded
- ☐ Employee Owned

State of Incorporation: Nebraska

The Successful vendor must complete and submit this form prior to award. The Successful vendor must invoice using the company name listed above.



Affidavit Certification Immigration Laws

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONSULTANT WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 A(E) {SECTION 274A(E) OF THE IMMIGRATION AND NATIONALITY ACT ("INA")}.

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONSULTANT OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(E) OF THE INA. **SUCH VIOLATION OF THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN 274A(E) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.**

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

Company Name: HDR Engineering, Inc.

Signature: Jeffrey B. Arms

Title: Vice President

Date: 11/7/2025

State of: Florida

County of: Orange

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 7 day of November, 2025 by Jeffrey B. Arms (name) as Vice President (title of officer) of HDR Engineering, Inc. (entity name), on behalf of the company, who ☒ is personally known to me or ☐ has produced _____ as identification.

Notary Public Signature: Linda M Chrapczynski

Printed Name of Notary Public: Linda M Chrapczynski

Notary Commission Number and Expiration: 02/13/2026

(AFFIX NOTARY SEAL)





EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION

(Florida Statutes, Section 448.095)

PROJECT NAME: RFP 25-686, I-4 Intermodal Passenger Rail Station Feasibility and Planning Study – Polk Transportation Planning Organization (TPO)

The undersigned, as an authorized officer of the contractor identified below (the "**Contractor**"), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the "**County**"), by and on behalf of the Contractor in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Contractor and the County on or about the date hereof, whereby the Contractor will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the "**Contract**"), as follows:

1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

2. Pursuant to Section 448.095(5), Florida Statutes, the Contractor, and any subcontractor under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Contractor or subcontractor. The Contractor acknowledges and agrees that (i) the County and the Contractor may not enter into the Contract, and the Contractor may not enter into any subcontracts thereunder, unless each party to the Contract, and each party to any subcontracts thereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of the Contract, and the County may treat a failure to comply as a material breach of the Contract.

3. By entering into the Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

Executed this 7th day of November, 2025

ATTEST:

By: Linda M. Chrapczynski
PRINTED NAME: Linda M. Chrapczynski
Its: _____

CONTRACTOR:

By: Jeffrey B. Arms
PRINTED NAME: Jeffrey B. Arms
Its: _____

Exhibit A-iii

Polk County Transportation Planning Organization (Polk TPO)

I-4 Intermodal Passenger Rail Station Feasibility and Planning Study

SCOPE OF SERVICES

Project Background

Polk County's rapid growth is outpacing its transportation infrastructure. By 2050, traffic volumes are expected to increase and several key corridors like I-4 and US 27 are projected to exceed capacity. The Polk TPO (CLIENT) has engaged HDR Engineering, Inc. (CONSULTANT), in partnership with Patel, Greene and Associates, LLC (PGA), Quest Corporation of America, Inc. (Quest), and Gresham Smith, to conduct the I-4 Intermodal Passenger Rail Station Feasibility and Planning Study. The study will evaluate opportunities in Polk County for future passenger rail investment by identifying suitable sites for a passenger rail station that could accommodate a future passenger rail service operating between Orlando and Tampa, Florida, along the I-4 corridor.

The scope of work below outlines a comprehensive, two-tiered station site analysis, evaluation, and needs-driven conceptual planning process that will be used to identify feasible high-speed passenger rail station locations in Polk County along I-4. The study team will identify feasible station locations and develop conceptual designs that prioritize safety, enhance connectivity and access, and elevate quality of life for Polk County residents and visitors.

Scope of Work

TASK 1. PROJECT INITIATION & MANAGEMENT

Throughout the duration of the study, the CONSULTANT will maintain consistent communications with the CLIENT project manager and key team members. An initial kickoff meeting and monthly coordination calls will be used to establish team communication processes, determine project management approaches, and manage changes to project schedule.

1.1. Project Kickoff

The CONSULTANT will lead an in-person kickoff meeting with Polk TPO staff to discuss the project schedule, project management procedures including file sharing, review processes, and internal team communications, as well as initial requirements for coordination with partner agencies and key stakeholders. The CONSULTANT will prepare a project schedule that will be updated throughout the study. The CLIENT will develop a list of stakeholders and key contacts for stakeholder coordination. The CONSULTANT will prepare a meeting summary following the kickoff meeting.

Deliverable(s): Project Schedule; Kickoff Meeting Summary

1.2. Team Coordination Meetings

The CONSULTANT will attend monthly one-hour coordination meetings (up to 18) with the CLIENT. The CONSULTANT will prepare meeting agendas and summaries for each of the coordination meetings.

Deliverable(s): Meeting Agendas and Meeting Summaries with Action Items

1.3. Invoicing/Progress Reports

The CONSULTANT will prepare monthly invoicing and progress reports submitted to the CLIENT based on the percentage of scope completed. A final invoice will be provided to the CLIENT within 30 days from final acceptance of work.

Deliverable(s): Monthly Invoices & Progress Reports

TASK 2. PHASE 1: CONTEXT, CONDITIONS, NEEDS & SITE IDENTIFICATION

During the first phase of work, the CONSULTANT will review previous planning efforts, collect data, assess local conditions, identify key destinations and economic drivers, determine passenger rail user needs, and establish criteria for site identification and an evaluation framework for use during a two-tiered analysis and evaluation process that will be completed during Phase 2 and 3. The CONSULTANT will prepare draft narrative sections with findings for each task to highlight key conditions, issues, needs and opportunities for high-speed rail in Polk County. Public outreach and engagement during this phase will focus on establishing a brand and messaging for the study, developing outreach materials, conducting a public survey, and hosting an initial stakeholder summit and small-group meetings to understand community needs. The findings will be consolidated at the end of the study in the final study report and executive summary.

2.1. Literature & Document Review

HDR will review and document existing transportation and land use studies, plans, and policies to understand Polk County's transportation vision and plans for improvements. This includes the Florida High-Speed Rail Project Development & Environment (PD&E) Study (2009); the Polk County SunRail Expansion PD&E Study (ongoing); the Sunshine Corridor Transit Concept & Alternatives Review (TCAR) Study (2024) and upcoming PD&E Study; the Polk County SunRail TCAR (2023); as well as county and city comprehensive plans, transportation plans, and land development codes. The findings will be documented in a table and brief narrative that highlights the key findings from each related plan, study, or policy related to high-speed rail service in Polk County and Central Florida (6–10-page max).

Deliverable(s): Literature Review Table and Draft Section

2.2. Case Studies

The CONSULTANT will identify and review conditions at 3 comparable passenger rail stations across Florida and the U.S. to help understand space planning, layout,

configuration, and other design considerations to inform design and facility needs for a Polk County station. HDR will summarize the findings of the case studies in a draft illustrated narrative section (10-page max) or set of factsheets.

Deliverable(s): Case Studies Draft Section/Factsheets

2.3. Land Use & Transportation Context Assessment

The CONSULTANT will use readily available information and GIS mapping to collect data related to parcel ownership, existing and future land use, environmental resources and constraints, transportation facilities, transit services, utilities, and other key infrastructure along the I-4 corridor. Using the available data, HDR will develop a web-based GIS platform to provide the project team easy access to this data throughout the study. Note: The CLIENT will help the CONSULTANT to identify existing data sources. No new data sources will be developed.

Deliverable(s): Web-based GIS Data Inventory

2.4. Economic Development Analysis

HDR will identify the county's major employers, key destinations, and other drivers for passenger rail travel to, from, and through Polk County to understand development potential and need for multimodal connections at a future station. HDR will consider existing and future demands for passenger rail service in Florida and an analysis of commute patterns, employment trends, and long-distance travel. The findings from the analysis will be documented in a draft illustrated narrative section (5–10-page max).

Deliverable(s): Economic Development Analysis Draft Section

2.5. Station Location Criteria & Evaluation Framework

The CONSULTANT will develop station location criteria to guide the identification of potential sites in Task 2.7. The criteria will be based on parcel or lot size, minimum space requirements, right-of-way availability, property ownership, potential for development or redevelopment, site access, proximity to utility and infrastructure service, safety considerations, rail operations, and other measures identified by stakeholders. These criteria will be used to develop a short-list of sites and screen out sites that have any fatal flaws or do not consider other must haves established with stakeholders.

The CONSULTANT will identify a two-tiered set of quantitative and qualitative metrics to use to analyze the preliminary station sites in Phase 2 and the preferred sites in Phase 3. The evaluation will be based on community priorities and informed by the user and station area needs assessment. More than one station development typology could be considered (e.g., suitability for a more suburban/rural development that is focused on park-and-ride access, or a more urban, mixed-use station area with multimodal access).

- The Level 1 screening metrics will be used in Task 3.4 to evaluate the findings of Task 3.1 to 3.3 related to the preliminary sites identified in Task 2.7. These screening metrics will be primarily qualitative and will use a simple color-coding methodology to evaluate each of the measures (e.g., green=high; yellow=medium; red=low). The measures considered could include adjacency to interstate interchanges, parcel considerations, zoning considerations, topographic complexity, transit access, bicycle and pedestrian access, passenger vehicle access, drop-off spaces, and parking, natural and social environment, rail operations, and constructability.
- The Level 2 screening will be a more detailed analysis that relies on quantitative and qualitative criteria to assess the performance and suitability of each site. These metrics will assess each site's viability based on a variety of elements, including but not limited to, site availability, parcel size and configuration, commercial or residential displacements, consistency with local and regional plans, potential environmental issues, impact on disadvantaged populations, pedestrian and bicycle access and circulation, transit access and circulation, passenger vehicle access and circulation, zoning considerations, proximity to centers of economic activity and employment, economic development opportunities, federal funding considerations, rail platform considerations and rail operations considerations, implementation and constructability, and order of magnitude cost estimates. The Level 2 screening metrics will be primarily quantitative but also consider qualitative measures. A similar color-coding methodology like that used in Level 1 will be used to evaluate each of the measures.

The CONSULTANT will prepare a draft illustrated narrative section (3–5-page max) that outlines the station location criteria, evaluation process, and evaluation metrics.

The CONSULTANT will gather input on the preliminary station location criteria and evaluation framework at Stakeholder Summit #1 or the listening sessions (Task 2.10) and make refinements as needed.

Deliverable(s): Station Location Criteria and Evaluation Framework Table; Draft Narrative Section.

2.6. User & Station Area Needs Assessment

Based on findings from the economic development analysis and station location criteria, the CONSULTANT will assess and summarize user and station area needs. These findings will also be informed by results of the public survey and stakeholder input received during Stakeholder Summit #1 and listening sessions. HDR will prepare a draft illustrated narrative section (8–10-page max) outlining specific needs for the potential station sites and the larger station areas.

Deliverable(s): User and Station Area Needs Assessment Draft Section

2.7. Identification of Viable Candidate Station Locations

Using the criteria developed in Task 2.5, the HDR team will perform a GIS-based desktop analysis to identify potential station location sites. HDR will identify up to 10 preliminary station sites within ½ mile of the I-4 corridor. HDR will document the candidate location identification process and findings in a series of maps and a narrative summary of each site's physical description, existing land use and mobility conditions, policy and regulatory framework, proximity to major transportation corridors and infrastructure, and other geographic features or environmental constraints.

Deliverable(s): GIS Data Layer (Preliminary Sites); Preliminary Sites Map Set and Draft Section

2.8. Public Engagement Strategy, Branding & Messaging

Shortly after the study kickoff meeting, the CONSULTANT will lead an in-person workshop with the CLIENT key staff to define study branding, identify issues and audiences, tailor outreach strategies, and messaging for stakeholder groups, and outline an overall outreach schedule. Based on feedback received from the CLIENT, the CONSULTANT will establish a comprehensive engagement strategy and schedule to guide outreach efforts throughout the study. The public engagement strategy will identify a process to understand local needs, address concerns, and build support for high-speed rail in Polk County. The strategy will establish a communication and outreach plan to partner with agencies and stakeholders and conduct proactive education with clear messaging to inform the public and gather feedback on the study. The CLIENT will develop a list of key stakeholders and contact information.

Deliverable(s): Public Engagement Strategy, Branding & Messaging Memorandum; Outreach Schedule

2.9. Phase 1 Outreach

During the first phase of work, the CONSULTANT will conduct the following outreach activities to inform the public and stakeholders about the study and gather feedback.

- **Stakeholder Summit #1.** The CONSULTANT will conduct an in-person stakeholder summit. Potential stakeholders will include agency partners, developers, landowners, and employers, such as FDOT, Florida Polytechnic University, Citrus Connection, chambers of commerce, religious groups, and economic councils. The purpose of the meeting is to have a collaborative discussion on passenger rail service needs and opportunities in Polk County. The CONSULTANT will prepare a briefing document or presentation to review existing conditions, candidate site locations, and the screening and evaluation process. Input received during the meeting will be summarized into a brief meeting summary and used to inform the evaluation framework established in Task 2.5.

- **Community Events.** The CONSULTANT will host and/or participate in two (2) public outreach events, either online or in-person. The CLIENT will assist with the selection of the events, scheduling, and coordinating promotion of the events. The pop-up style events could be held at previously scheduled community events such as Downtown Lakeland's First Friday. The CONSULTANT will develop materials and content for the events including social media posts, fact sheets, or news releases.
- **Online Survey #1.** The CONSULTANT will develop and promote an online survey to gather input from residents, visitors, and businesses on mobility needs and perceptions of passenger rail and station needs to inform the site selection and evaluation framework. A paper version with a link to the online site will also be available for distribution for use at in-person events. Results from the survey will be consolidated and summarized into an illustrated narrative document (5-page max) and will be used to inform the deliverable for Task 2.6.
- **Website Content.** The CONSULTANT will develop content for a COUNTY-hosted website including a preliminary suite of outreach materials, including print, digital, and a brief (30-60 second video), to introduce the study process and support further engagement throughout the study. As identified during the strategy planning, branding, and messaging workshop, the CONSULTANT will provide translation support (Spanish/English) for materials or website content. Note: The internal web-based GIS platform created in Task 2.3 is intended for project team use. The County-hosted public website may include select read-only map views for transparency and public comprehension.

Deliverable(s): Stakeholder Summit Briefing Document/Presentation; Stakeholder Summit and Listening Session Meeting Summaries; Briefing Presentation and Meeting Materials; Pop-Up Event communication materials; Social Media Content and News Releases; Public Online Survey; Survey Results Infographics Report Section; Website Content; Introductory Video

Outreach Events: One (1) Stakeholder Summit and Two (2) Online Outreach or Pop-Up Events

TASK 3. PHASE 2: PRELIMINARY SITES ANALYSIS & EVALUATION

The focus of the second phase is on completing the Level 1 screening process with a high-level-technical analysis and evaluation of up to 10 candidate sites identified in Task 2.7. The analysis and evaluation of the preliminary sites will be used to understand feasibility and identify which sites should advance to the Level 2 screening. The findings will be developed and documented in tables and draft narrative sections that will be consolidated at the end of the study in the final study report and executive summary. The CONSULTANT will continue to coordinate with stakeholders to present findings from the analysis and gather their feedback to help inform the evaluation process.

3.1. Access & Connectivity Evaluation

The CONSULTANT will complete a multimodal access and utility connection evaluation of the candidate sites identified in Task 2.7. This evaluation will look at each site's proximity to major roads and interstate interchanges, existing transit service and multimodal networks, utilities, and other infrastructure. Findings related to each site's access, safety concerns and operational impacts that may occur from station development will be documented in a map series and an illustrated narrative draft section (20-30 pages max).

Deliverable(s): Access & Connectivity Evaluation Map Set and Draft Section

3.2. Infrastructure & Land Development Needs Assessment (Preliminary Costs)

To understand the suitability, feasibility, and order of magnitude level of costs for station site development, the CONSULTANT will analyze property ownership, existing utility infrastructure and connections, potential environmental constraints and other issues that may affect future development or redevelopment around each of the candidate sites identified in Task 2.7. Note: Estimates are order-of-magnitude planning-level figures for comparative evaluation only; they are not suitable for budgeting, programming, or procurement.

Deliverable(s): Preliminary Sites Cost Estimates Table

3.3. Land-Use Planning & Transit Oriented Development (TOD) Readiness Assessment

The CONSULTANT will assess the future land use planning policies and regulations for each of the candidate sites identified in Task 2.7 to evaluate each location's development readiness, with a focus on mixed-use or TOD potential.

Deliverable(s): Planning and TOD Readiness Evaluation Table

3.4. Preliminary Sites Evaluation

The CONSULTANT will compile the findings from the Level 1 screening analysis (Tasks 3.1 to 3.3) into a consolidated evaluation matrix. The findings of preliminary sites evaluation will be summarized in a brief, draft narrative report section (5–7-page max).

The CONSULTANT will gather input on the Level 1 screening results at Stakeholder Summit #2 or the listening sessions (Task 3.5).

Deliverable(s): Preliminary Sites Evaluation Matrix and Draft Section

3.5. Phase 2 Outreach

During the second phase of work, the CONSULTANT will conduct the following outreach:

- **Stakeholder Summit #2.** The CONSULTANT will conduct an in-person stakeholder summit to have a collaborative discussion on the results of the Level 1 screening and evaluation process. The CONSULTANT will prepare display materials or an online map comment tool to gather feedback from participants. Input received

during the meeting will be summarized into a brief meeting summary and used to inform selection of the preferred sites that will be further evaluated in the Level 2 screening process conducted in Task 4.

- **Community Events.** The CONSULTANT will host and/or participate in two (2) public outreach events, either online or in-person. The CLIENT will assist with the selection of the events, scheduling, and coordinating promotion of the events. The pop-up style events could be held at previously scheduled community events such as Downtown Lakeland's First Friday. The CONSULTANT will develop materials and content for the events including social media posts, fact sheets, or news releases.

Deliverable(s): Stakeholder Summit Briefing Document/Presentation; Stakeholder Summit and Listening Session Meeting Summaries; Briefing Presentation and Meeting Materials; Pop-Up Event communication materials; Social Media Content and News Releases.

Outreach Events: One (1) Stakeholder Summit and Two (2) Online Outreach or Pop-Up Events

TASK 4. PHASE 3: PREFERRED SITES SELECTION & CONCEPT DEVELOPMENT

Narrowing down the options and developing realistic concept plans that can be visualized by the stakeholders and decision-makers will occur as part of the Level 2 screening process. After identifying 3 preferred sites, the CONSULTANT will conduct additional technical analysis and a final evaluation matrix to summarize findings of the conceptual planning process.

4.1. Selection of Preferred Sites

Using the results of the Level 1 screening process and input received from the key stakeholders at Stakeholder Summit #2, the CONSULTANT will meet with CLIENT to select 3 preferred sites to advance into the Level 2 screening and conceptual planning process. The results of the selection process meeting will be documented in a draft illustrated narrative section (5-7 pages max).

Deliverable(s): Preferred Site Selection Draft Section

4.2. High-Speed Passenger Rail Market & Catchment Analysis

Understanding the ridership potential for a high-speed passenger rail station in Polk County is dependent on a variety of factors. The CONSULTANT will develop a methodology for the catchment analysis that considers overlaps in the catchment areas of each preferred site. Using existing travel patterns, the CONSULTANT will estimate the number of potential trips that could shift to high-speed passenger rail service from other modes, as well as understand the number of new trips that could occur due to a change in demand and any variations between the three sites. The CONSULTANT will summarize the findings of the analysis in a draft illustrated narrative section (10-15 pages max).

Deliverable(s): Preferred Sites Catchment Analysis Draft Section

4.3. Conceptual Planning

The CONSULTANT will develop conceptual plans for each of the 3 preferred sites that consider safe multimodal access, utility connections, and a context sensitive development pattern. For each of the preferred sites, the CONSULTANT will analyze the build out development potential based on existing or potential land use policies. The CONSULTANT will develop an illustrated narrative section with plan-view maps, illustrations, and 3D renderings (15-20 pages max).

Deliverable(s): Preferred Sites Concept Plan Maps and Draft Section

4.4. Benefit-Cost Analysis

Using criteria from existing rail grant programs or other appropriate sources, the CONSULTANT will prepare a high-level benefit-cost analysis for each of the 3 preferred sites. The assessment will evaluate a range of factors, including a cost and time savings comparison of driving/parking versus parking/ passenger rail ticket. The findings will be summarized in a table and brief illustrative factsheet.

Deliverable(s): Preferred Sites Benefit-Cost Analysis Table and Factsheet

4.5. Refined Cost Estimates

Based on the results of the concept development, the CONSULTANT team will update the order of magnitude level of cost estimates prepared in Task 3.2 for each of the preferred site concepts. *Note: Estimates are order-of-magnitude planning-level figures for comparative evaluation only; they are not suitable for budgeting, programming, or procurement.*

Deliverable(s): Preferred Sites Cost Estimates Table

4.6. Preferred Sites Evaluation

The CONSULTANT will compile the findings from the Level 2 screening analysis (Tasks 4.2 to 4.5) into a consolidated evaluation matrix. The findings from this evaluation will be summarized into a brief, draft narrative report section (5-7 page max).

The CONSULTANT will gather input on the Level 2 screening results at Stakeholder Summit #3 or the listening sessions (Task 4.7).

Deliverable(s): Preferred Sites Evaluation Matrix and Draft Section

4.7. Phase 3 Outreach

During the third phase of work, the CONSULTANT will conduct the following outreach:

- **Stakeholder Summit #3.** The CONSULTANT will conduct an in-person stakeholder summit to have a collaborative discussion on the results of the preferred sites evaluation and concept plans. The CONSULTANT will prepare a briefing document or presentation to review the findings and gather feedback. Input received during the

meeting will be summarized into a brief meeting summary and used to inform recommendations prepared in Phase 4 (Task 5).

- **Online Survey #2.** The CONSULTANT will develop and promote a second online survey to gather input from residents, visitors, and businesses on the preferred sites. A paper version with a link to the online site will also be available for distribution for use at in-person events. Results from the survey will be consolidated and summarized into an illustrated narrative document (5-page max) and will be used to inform the final study recommendations.
- **Community Events.** The CONSULTANT will host and/or participate in two (2) public outreach events, either online or in-person to gather feedback on the preferred sites. The CLIENT will assist with the selection of the events, scheduling, and coordinating promotion of the events. The pop-up style events could be held at previously scheduled community events such as Downtown Lakeland's First Friday. The CONSULTANT will develop materials and content for the events including social media posts, fact sheets, or news releases.

Deliverable(s): Stakeholder Summit Briefing Document/Presentation; Stakeholder Summit and Listening Session Meeting Summaries; Meeting Materials; Public Online Survey; Survey Results Infographics Report Section; Pop-Up Event communication materials.

Outreach Events: One (1) Stakeholder Summit and Two (2) Online Outreach or Pop-Up Events

TASK 5. PHASE 4: IMPLEMENTATION PLANNING

Once the conceptual plans and the final evaluation matrix are completed, the CONSULTANT will move into Phase 4 to compile the findings and initial recommendations and guidance on final recommendations to advance implementation.

5.1. Implementation Plan

The CONSULTANT will develop an outline of "next steps" to advance the project through funding identification, grant support, agency coordination, and preliminary design. Recommendations in the implementation plan will clearly identify the actions needed to advance high-speed rail planning and identify the responsible parties.

Deliverable(s): Implementation Plan Draft Section

5.2. Executive Summary & Final Report

The CONSULTANT will consolidate the draft sections with key findings from each of the previous phases and prepare a brief, highly illustrative executive summary and a complete study report that compiles the draft sections from the earlier tasks.

Deliverable(s): Draft Executive Summary and Study Report; Final Executive Summary and Final Report

5.3. Phase 4 Outreach Events

During the final phase of work, the CONSULTANT will present the findings of the study:

- **Board & Committee Final Recommendations Briefings.** The CONSULTANT will participate in one (1) in-person briefing to the Polk TPO Board, one (1) in-person briefing to the Technical Advisory Committee (TAC), and two (2) city/county partner agencies to introduce the study. The CONSULTANT will prepare a presentation and a fact sheet that summarizes the study findings and recommendations. The CLIENT may use the briefing materials for additional meetings such as the City and County staff level committee.
- **Website Content.** The CONSULTANT will develop content for a COUNTY-hosted website including a brief (30-60 second video), to summarize the key study findings and recommendations.

Deliverable(s): Final Recommendations Presentation; Study Factsheet; Website Content; Final Video

Outreach Events: Four (4) Briefings/Presentations to Boards & Committees

TASK 6. BRIEFINGS & PRESENTATIONS

As determined as part of the public engagement strategy task (Task 2.8), the CONSULTANT will participate in a series of briefings to the Polk TPO Board, Committees, local agency partners, virtual briefings, and additional small-group meetings with stakeholders.

- **Board & Committee Briefings.** The CONSULTANT will participate in two (2) in-person briefings to the Polk TPO Board, two (2) in-person briefings to the Technical Advisory Committee (TAC), and six (6) partner agencies throughout the study. The CONSULTANT will prepare a presentation and a fact sheet for use during these meetings. The CLIENT may use the briefing materials for additional meetings, such as the City and County staff level committee or additional city/county partners.
- **Virtual Briefings.** The CONSULTANT will prepare content for and participate in three (3) virtual briefings to the Transportation Advisor Network (TAN) or a live public forum on Polk County Government TV (PGTV) to provide updates throughout the study and gather feedback.
- **Listening Sessions.** The CONSULTANT will conduct up to six (6) virtual sessions with individual stakeholders or small stakeholder groups as needed. Potential stakeholders could include agency partners, developers, landowners, employers, representatives from FDOT, Brightline, Florida Polytechnic University, Citrus Connection, chambers of commerce, religious groups, and economic councils that were not able to participate in the Stakeholder Summits or other scheduled meetings.

Cost Estimates

Any opinions of probable project cost or probable construction cost provided by CONSULTANT are made on the basis of information available to CONSULTANT and on the basis of CONSULTANT's experience and qualifications, and represents its judgment as an experienced and qualified professional engineer. However, since CONSULTANT has no control over the cost of labor, materials, equipment or services furnished by others, or over the construction contractor(s) methods of determining prices, or over competitive bidding or market conditions, CONSULTANT does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost CONSULTANT prepares.

ADA Accessibility Standards

All materials prepared for the study will meet ADA accessibility standards for posting on the study website. The study will also implement Title VI / Environmental Justice screening (e.g., use of EPA EJScreen indicators and Limited English Proficiency considerations), provide LEP accommodations (Spanish translation of key materials and additional languages upon request), and ensure accessible public meetings, including ADA-compliant venues, live captions for virtual meetings, and ASL interpretation upon request.

Compensation

The not-to-exceed fee for this project is \$500,000.

Schedule

As shown in the following schedule, the project duration is anticipated at 18 months from Notice to Proceed (NTP).

Phase 1	Months 1–6	180 Days of Duration
Phase 2	Months 6–10	120 Days of Duration
Phase 3	Months 10–14	120 Days of Duration
Phase 4	Months 15–18	120 Days of Duration

A detailed schedule with key milestones (Kickoff; Stakeholder Summits #1, #2, and #3; Public Surveys #1 and #2; Draft and Final Reports) will be maintained and updated monthly.

Task/Sub-Task	2026												2027					
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1.0 Project Initiation & Management																		
1.1 Project Kickoff & 1.2 Team Coordination Meetings	KO	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
1.3 Invoicing/Progress Reports																		
2.0 Phase 1: Context, Conditions, Needs & Site Identification																		
2.1 Literature & Document Review																		
2.2 Case Studies																		
2.3 Land Use & Transportation Context Assessment																		
2.4 Economic Development Analysis																		
2.5 Station Location Criteria & Evaluation Framework																		
2.6 User & Station Area Needs Assessment																		
2.7 Identification of Viable Candidate Station Locations																		
2.8 Public Engagement Strategy, Branding & Messaging																		
2.9 Phase 1 Outreach Events (Context, Station Criteria & Evaluation Framework)																		
Stakeholder Summit #1																		
Public Survey #1																		
Website Content																		
Community Events																		
3.0 PHASE 2: Preliminary Sites Analysis & Evaluation (Level 1 Screening)																		
3.1 Access & Connectivity Evaluation																		
3.2 Infrastructure & Land Development Needs Assessment (Preliminary Costs)																		
3.3 Land-Use Planning & Transit Oriented Development (TOD) Readiness																		
3.4 Preliminary Sites Evaluation																		
3.5 Phase 2 Outreach Events (Level 1 Screening Results)																		
Stakeholder Summit #2																		
Community Events																		
4.0 PHASE 3: Preferred Sites Station Concept Development (Level 2 Screening)																		
4.1 Selection of Preferred Sites																		
4.2 High-Speed Passenger Rail Market & Catchment Analysis																		
4.3 Conceptual Planning																		
4.4 Benefit-Cost Analysis																		
4.5 Refined Cost Estimates																		
4.6 Preferred Sites Evaluation																		
4.7 Phase 3 Outreach Events (Level 2 Screening Results & Concept Plans)																		
Stakeholder Summit #3																		
Public Survey #2																		
Community Events																		
5.0 - PHASE 4: Implementation Planning																		
5.1 Implementation Plan																		
5.2 Executive Summary & Final Report																		
5.3 Phase 4 Outreach Events (Final Recommendations & Implementation Plan)																		
Board & Committee Final Recommendations Briefings																		
Website Content																		
5.0 - BRIEFINGS & PRESENTATIONS																		
Board & Committee Briefings																		
Virtual Briefings																		
Listening Sessions																		

KO - Kickoff Meeting

SS - Stakeholder Summit

BW - Branding Workshop

BP - Board or Committee Briefing/Presentation

x - Monthly Team Coordination Meeting

Polk TPO I-4 Passenger Rail Study**Fee Schedule & List of Key Personnel**

HDR Engineering, Inc.

Schedule of Rates (2026-2027)

Classifications	Direct Hourly Rates		Billing Rate	
	Low	High	Low	High
Principal	\$124	\$134	\$383	\$414
Chief Planner	\$103	\$110	\$319	\$340
Senior Planner	\$88	\$96	\$272	\$297
Project Planner/GIS Specialist	\$57	\$68	\$176	\$210
Planner/GIS Analyst	\$40	\$48	\$124	\$148
Planning Intern	\$25	\$32	\$77	\$99
Project Manager	\$80	\$110	\$247	\$340
Senior Engineer	\$90	\$98	\$278	\$303
Engineer 1	\$60	\$66	\$186	\$204
Engineer 2	\$68	\$79	\$210	\$244
Engineer Intern	\$38	\$42	\$118	\$130
Designer	\$40	\$48	\$124	\$148
Senior Designer	\$54	\$70	\$167	\$216
Senior Specialist	\$128	\$155	\$396	\$479
Graphic Designer	\$33	\$48	\$102	\$148
Admin/Clerical	\$35	\$52	\$108	\$161

HDR Key Personnel:

Project Manager
Chief Planner
Principal
Senior Planner

Stefanie McQueen
Laura Everitt, Steve Schukraft
Jeff Arms
Michelle Zehnder

Fran McAskill
Director
Procurement Division



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EXHIBIT C

Board of County Commissioners

REIMBURSABLE COST SCHEDULE

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