Polk Transportation Planning Organization
Consultant Services Authorization (CSA)

Firm	Kimley-Horn and Associates, Inc.
Master Agreement No.	TPO-20-1009-02
CSA No.	TPO-20-1009-02-06
Project Name	Grant Support For The TPO's Priority Projects Study
Project Description	As part of Polk TPO's efforts to advance priority transportation projects , this study will evaluate existing and planned priority transportation projects and compare them with applicable state and federal grant programs. The objective is to identify the most promising grant opportunities for each project and provide recommendations for grant pursuit strategies.
Project Exhibits and Attachments	Exhibit "A" – Scope of Services Exhibit "B" - Fee Schedule (Master Agreement) Exhibit "C" – Reimbursable Cost Schedule Exhibit "D" – Insurance Documentation
Duration	The duration of the Project will extend to October 30, 2026.
Compensation	Not to exceed $100,000.00.
Special Contract Conditions	See Scope of Services for details
Insurance Requirements	Professional Liability
Liquidated Damages	See Master Agreement No. TPO-20-1009-02-02
Budget Source/Availability	PL funding will be used for this study; Fund no. 11148

IN WITNESS WHEREOF, the parties hereto have executed this CSA Modification on this 9th day of October 2025.

ATTEST:

_____
Ryan Kordek, TPO Director

POLK TRANSPORTATION PLANNING ORGANIZATION:

_____
Commissioner Trish Pfeiffer
TPO Chairman

Approved by the TPO Attorney as to
Form and legal sufficiency:

_____
Heather Bryan, TPO Attorney

Kimley-Horn and Associates, Inc.

ATTEST:

CONSULTANT COMPANY NAME

_____
Corporate Secretary

_____
Authorized Corporate Officer

SEAL

_____
Printed Name and Title

Date: _____

Date: _____

Exhibit A

POLK TRANSPORTATION PLANNING ORGANIZATION

GRANT SUPPORT FOR THE TPO'S PRIORITY PROJECTS STUDY (CSA TPO-20-1009-02-06)

Scope of Services (October 1, 2025)

As part of Polk TPO's efforts to advance priority transportation projects , this study will evaluate existing and planned priority transportation projects and compare them with applicable state and federal grant programs. The objective is to identify the most promising grant opportunities for each project and provide recommendations for grant pursuit strategies.

Task 1: Project Coordination

The Consultant will assist the Polk TPO with project coordination, including the following activities:

- Coordination meetings with TPO to gather input on priority projects.

Task 2: Project Evaluation and Grant Alignment

The Consultant will evaluate priority transportation projects and identify suitable state and federal grant programs. This task includes:

- Categorize priority projects by mode (roadway, transit, trail, etc.).
- Review priority projects with TPO staff to identify key projects to review
- Identify relevant state and federal grant programs for each project.
- Evaluate selected priority projects based on competitiveness for the identified grant programs using geospatial designation and program priorities.
- Assess programmed funding for each priority project to evaluate funding program match requirements.
- Develop a grant alignment matrix summarizing findings and recommendations.
- Summarize matrix table recommendations and identify action plan/next steps

Task 3: Grant Application Development Support

The Consultant can assist the Client in preparing grant funding program applications. This optional service can include:

- Coordinate with the Client on project schedule, project budget, project scope, and grant program required funding matches.
- Develop application narrative, including merit criteria and other required sections for an eligible application.
- Craft templates for letters of support and any grant-related letters of authorization.
- Complete required application forms as directed by TPO.

- Create project maps and exhibits.

Note: The Consultant will coordinate with TPO staff relative to funding limitations relative to the preparation of grants under this task assignment.

Responsibilities

Responsibilities of the CONSULTANT:

- Attend coordination meetings and workshops.
- Review existing studies and plans provided by the TPO and Steering Committee members.
- Evaluate priority projects and identify suitable grant programs.
- Provide Grant Application Development Support
- Prepare draft and final documentation.

Responsibilities of the STAFF:

- Provide required data and existing studies.
- Provide available GIS data required for the geospatial analysis.
- Schedule coordination meetings and workshops.
- Review deliverables and provide feedback.

Meetings

- Up to 3 coordination meetings

Fees

The Consultant will undertake the above services for up to $100,000, which will be invoiced on a monthly basis. Grant Application Development Support will be limited by the overall project budget.

Schedule

The CONSULTANT will complete the above services by October 30, 2026.

EXHIBIT B

RFP 20-1009 - Polk TPO
General Planning Consulting services for the Polk Transportation Planning Organization
Fee Schedule and List of Key Personnel

Kimley-Horn and Associates, Inc.
A North Carolina Corporation Headquartered in Raleigh, North Carolina
Federal ID #56-0885615

Schedule of Rates: 2025 - 2026

	Direct Hourly Rate		Billing Rate	
Classifications	Low	High	Low	High
Principal	$ 95.94	$ 124.51	$ 336.00	$ 436.00
Chief Planner	$ 75.24	$ 105.25	$ 263.00	$ 368.00
Senior Planner	$ 56.84	$ 78.84	$ 199.00	$ 276.00
Project Planner	$ 43.14	$ 59.88	$ 151.00	$ 210.00
Planner	$ 38.08	$ 45.34	$ 133.00	$ 159.00
Planner Tech	$ 25.00	$ 38.48	$ 88.00	$ 135.00
Program Manager	$ 90.54	$ 106.97	$ 317.00	$ 374.00
Senior Engineer	$ 69.62	$ 90.78	$ 244.00	$ 318.00
Engineer 1	$ 46.46	$ 63.35	$ 163.00	$ 222.00
Engineer 2	$ 55.82	$ 77.02	$ 195.00	$ 270.00
Engineer Intern	$ 39.14	$ 54.89	$ 137.00	$ 192.00
Engineering Technician	$ 39.28	$ 56.13	$ 137.00	$ 196.00
Senior Programmer	$ 84.52	$ 114.50	$ 296.00	$ 401.00
Senior Designer	$ 39.20	$ 75.94	$ 137.00	$ 266.00
Graphic Designer	$ 37.50	$ 54.32	$ 131.00	$ 190.00
Admin/Clerical	$ 25.54	$ 65.44	$ 89.00	$ 229.00
Senior Landscape Architect	$ 60.48	$ 116.25	$ 212.00	$ 407.00
Landscape Architect	$ 43.96	$ 64.62	$ 154.00	$ 226.00
Landscape Designer	$ 39.58	$ 47.22	$ 139.00	$ 165.00

Key Personnel:

Campano, Alex
Capelli, Jill
Coffman, Sydney
Crozier, Joe
Emmons, Erin
Eng, Clarence
Falcon, Macy
Filaroski, Taylor
Fluitt, Allison
Fonseca, Alex
Garau, Michael
Garrett, Harrison
Gartner, Amber
Hansford, Matthew
Harland, Jennifer
Hatton, Christopher
Hill, Rachel
Ispass, Marc
Johnson, Lily
Jones, Marah
Kamm, Brett
Keys, Lauren
Klepper, Bryon
Layne, Shanda
Lorenzo, Laurie
Lubbers, Tia
Luna, Alejandro
Lust, Connor
Mauldin, Courtney
Nadeau, Gary
Naeem, Sana
Nichols, Harrison
Niforatos, Christopher
Nuckols, Ryan
Padgett, Timothy
Robertson, Stewart
Roll, William
Schneider, Jared
Shaw, Terrel
Slautterback, Lindsay
Smith, Krystal
Spahr, Vincent
Stansbery, Stephen
Stone, Heather
Stutzman, Alyssa
Suarez, Ryan
Tate, Clif
Taylor, James
Vaudo, Michael
Viteri, Sabrina
Ware, Kayla
Whitehurst, Jonathan
Wood, James
Woodward, Michael

Exhibit C

Fran McAskill
Director
Procurement Division

330 West Church Street
P.O. Box 9005, Drawer AS05
Bartow, Florida 33831-9005
Phone: (863) 534-6757
Fax: (863) 534-6789
www.polk-county.net

EXHIBIT C

Board of County Commissioners

REIMBURSABLE COST SCHEDULE

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

Exhibit D

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/1/2025

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

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

PRODUCER Edgewood Partners Ins Center 3780 Mansell Rd. Suite 370 Alpharetta GA 30022	**CONTACT NAME:** Jerry Noyola **PHONE (A/C, No, Ext):** 770.552.4225 **FAX (A/C, No):** **E-MAIL ADDRESS:** greylingcerts@greyling.com
INSURED KIMLASS Kimley-Horn and Associates, Inc. 421 Fayetteville Street, Suite 600 Raleigh, NC 27601	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A :** National Union Fire Ins Co of Pittsburg 19445 **INSURER B :** Allied World Assurance Co (U.S.) Inc. 19489 **INSURER C :** New Hampshire Insurance Company 23841 **INSURER D :** Lloyd's of London 85202 **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 1995919573 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** [ ] CLAIMS-MADE [X] OCCUR X Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [X] LOC [ ] OTHER:			GL5268169	4/1/2025	4/1/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 1,000,000 $ 25,000 $ 2,000,000 $ 4,000,000 $ 4,000,000
A A	**AUTOMOBILE LIABILITY** X ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY			CA4489663 (AOS) CA2970071 (MA)	4/1/2025 4/1/2025	4/1/2026 4/1/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 2,000,000 $ $ $
B	X **UMBRELLA LIAB** X OCCUR X **EXCESS LIAB** [ ] CLAIMS-MADE [ ] DED X RETENTION $ 10,000			03127930	4/1/2025	4/1/2026	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
C C	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WC067961230 (AOS) WC013711885 (CA)	4/1/2025 4/1/2025	4/1/2026 4/1/2026	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 2,000,000 $ 2,000,000 $ 2,000,000
D	Professional Liability			B0146LDUSA2504949	4/1/2025	4/1/2026	Per Claim Aggregate	$2,000,000 $2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: TPO-20-1009-02-06; GRANT SUPPORT FOR THE TPO'S PRIORITY PROJECTS STUDY. POLK COUNTY TPO, POLK COUNTY AND FDOT are named as Additional Insureds on the above referenced liability policies with the exception of workers compensation & professional liability where required by written contract. Waiver of Subrogation in favor of Additional Insured(s) where required by written contract & allowed by law. Should any of the above described policies be cancelled by the issuing insurer before the expiration date thereof, 30 days' written notice (except 10 days for nonpayment of premium) will be provided to the Certificate Holder.

CERTIFICATE HOLDER

Polk Transportation Planning Organization
330 West Church Street
Bartow FL 33830

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Gregg Buchholz

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